



We're Hiring!



Academy of Banking
Namibia

Student Administrator

Location: Academy of Banking Namibia, Windhoek
Reporting to: Chief Executive Officer (CEO)

The Academy of Bankers is a prestigious institution dedicated to excellence in banking education and professional development. We pride ourselves on fostering a collaborative and innovative environment for both our staff and students.

MAIN OBJECTIVE:

Direct and manage the provision of efficient administrative support services to staff and students.

KEY RESPONSIBILITIES

- Provide administrative support to students, ensuring smooth enrolment, registration, and course management processes.
- Assist in the maintenance of student records and databases.
- Offer guidance and support to students regarding academic policies, procedures, and programs.
- Coordinate and manage student-related events, such as orientations, workshops, and graduation ceremonies.
- Collaborate with other departments to enhance student services and experiences.
- Respond promptly to student inquiries via email, phone, or in-person, providing accurate information and assistance.
- Ensure compliance with institutional policies and procedures.

KEY COMPETENCIES

- Ability to assume a multi-disciplinary role and demonstrate proven leadership skills, being a strong negotiator with extraordinary problem-solving ability to contain the academy's exposure to unwarranted competition.
- Excellent interpersonal, written, and verbal communication skills with undoubted ability to interact at all business levels, being business oriented, accurate and deadline oriented.
- Highly motivated individual keen to take initiative on multiple projects, and with capacity to work under pressure and tight deadlines to deliver high quality output.
- Demonstrate initiative and good judgement
- Be able to provide efficient administrative support services to lecturer /Tutors and students
- Be able to do effective quality control
- Extensive knowledge of the ITS system Attitude
- Commitment to customer service and team-oriented project management.
- High standards of professionalism
- Committed and able to meet deadlines
- Maintain confidentiality

MINIMUM EXPERIENCE

- Bachelor Degree in the field of Education or Business Administration
- 5 years experience in Distance Education at tertiary distance education level or 6 years administrative and coordination experience in distance education

WHY JOIN US?

- Competitive salary and benefits package
- Opportunity for professional growth and development
- A supportive and collaborative work environment

How to Apply:

If you are ready to take on this exciting role and become a part of our esteemed institution, please send your resume and a cover letter to info@abnamibia.com. All foreign qualifications should be accompanied by a Namibia Qualifications Authority(NQA) evaluation certificate.

Should you have any queries kindly contact; Tel: 061 255632.

Applications closing date: Friday, 30 August 2024.