



Qualified candidates are invited to apply for the following vacancy which exists at the Society for Family Health (SFH)

FRONT OFFICER/PROJECT SUPPORT x1

Duration: September-December (renewable on performance, operational requirements and funds availability)

Duty Station: SFH Head Office -Windhoek

Primary Responsibilities

The incumbent will provide administrative and logistical support to the office and project teams for operational efficiency purposes by manning the front office, managing schedules, tracking progress, coordinating communication, preparing documentation, and assisting with project deliveries. The incumbent essentially acts as the crucial element for project execution by handling administrative tasks and facilitating communication across stakeholders.

Key Responsibilities

- Develop and support effective communication mechanisms between project teams
- Follow up with project officers/managers on agreed actions
- Assist the Programs Coordinator and entire team in the production and maintenance of project plans.
- Develop and maintain the projects library, filing, recording and reporting systems.
- Implement appropriate configuration management procedures
- Co-ordinate the production and filing of project reports and documentation
- Ensure the agreed projects management methods, standards and processes are maintained throughout the project lifecycle.
- Guide and assist project team members in the application of project procedures, disciplines, recording and reporting standards.
- Provide assistance in managing diaries and schedules, including assistance in drafting letters/communications and taking minutes during project teams meetings
- Assist with the preparation and arrangements of SFH Board's meetings and packages.

- Maintain risk and issue logs and change control records.
- Handle the switchboard activities and attending to incoming calls
- Assist and attend to all visitors to the office
- Coordinate courier services and from SFH to Regions
- Perform necessary administration including typing and filling
- Undertake any other administrative tasks as specified by the Programs Coordinator or any authorized personnel.
- Ensure that the face of SFH (front desk) is presentable, attractive and appealing.

Qualifications and technical competencies:

- Grade 12 Certificate
- Diploma in Business Administration/Project Management or related fields
- 3 years relevant front office/administrative experience
- Computer literate (MS Word, Excel are a must-have)
- Competencies in Organising, communication and interpersonal skills
- Fluency in English
- Capacity to manage difficult work situations.
- Analyse, interpret and solve difficult problems in diverse cultures.
- Prior experience working with NGOs will be an added advantage.

Closing date: 05 September 2025

Interested applicants should send their applications to:
The Coordinator: Human Resources, recruitment@sfh.org.na
Or drop them at SFH Office; 174 Nelson Mandela, Eros -WHK

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED