

VACANCIES

COMPANY: Gambling Board of Namibia
DUTY STATION: Head Office – Windhoek

Mandate:

The Gambling Board of Namibia (GBN) is a statutory body established in terms of the Gaming and Entertainment Control Act, 2018 (Act 13 of 2018).

GBN is responsible for regulating the gambling industry in Namibia. The Board aims to create a competitive field for all stakeholders and to ensure that the industry benefits all key stakeholders over the long term without causing harm. The GBN also seeks to develop new solutions to better regulate the industry and to maintain connections with the latest industry standards, innovations, and best practices. The Board is affiliated with other gambling regulators worldwide and is committed to enhancing its credibility and global reach through partnerships.

GBN invites suitably qualified, experienced Namibian citizens to apply for the following position:

Employment Type: Permanent

Position Overview:

To provide administrative support and front-desk reception services, ensuring smooth day-to-day operations, professional client interaction, while providing comprehensive administrative support to the organization.

Educational Requirements: Bachelor's degree in Business Administration or a related field

#	Position	Job Grade:	Educational Requirements
1	Administrative Assistant/ Receptionist	B2	• 2 years of experience in office administration or a similar environment. • Proficiency in Microsoft Office Suite (Word, Excel, Outlook) • Excellent communication and interpersonal skills • Ability to multitask and prioritize effectively • Professional telephone manner • Discretion and confidentiality in handling sensitive information • Valid driver's license (advantageous)

Application Procedure

Interested candidates should submit the following documents to: recruitment@gbn.com.na

A detailed Curriculum Vitae (CV)

- A motivation letter (not exceeding 2 pages)
- Certified copies of academic qualifications
- Certified copy of Namibian ID, not more than three (3) months old
- Names and contact details of three (3) traceable referees

The advertisement is also available on the Gambling Board of Namibia's website: www.gbn.com.na

Previously disadvantaged persons are encouraged to apply.

Only shortlisted candidates will be contacted, and no submitted documents will be returned.

Closing date: 18 September 2026

Time: 17h00

