



UNIVERSITY
OF SCIENCE AND
TECHNOLOGY

HP-GSB
HAROLD PUPKEWITZ
Graduate School of Business

Programme

NUST 7th Secretaries' Convention 2023

Theme: Secretaries Embracing Human Centric Innovation and Sustainable Practices

Date: Friday, 27 October 2023

Time: 09:00 - 16:00

Venue: Mining Auditorium, NUST Lower Campus



**Standard
Bank**



LEGACY
HOTELS & RESORTS



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Programme

Director of Ceremonies		
Mr Joshua Mario <i>Lecturer: Public Management, PMP</i>		
Time	Activity / Topic	Presenter
08:00	Registration	
09:00	Welcome Remarks	Ms Mirjam Dikuua <i>Deputy Vice-Chancellor: Finance & Operations Secretaries forum patron</i>
09:15	Keynote Address	Ms Rachel Kavandje <i>Secretary: Agricultural Bank of Namibia</i>
09:35	Break	
09:40	Effective minute-taking and report writing techniques	Ms Lindie Beukes <i>Lecturer: Dept. of Governance and Management Sciences NUST</i>
		Ms Petrina Witbeen <i>Lecturer: Dept. of Governance & Management Sciences</i>
09:55	Question and Answer Session	
10:05	Photo Session	
10:15	Tea Break	
11:00	Critical thinking and strategic problem-solving skills, Masterclass	Ms Lucia Shali <i>Consultant</i>
11:20	Question and Answer Session	
11:30	Organisational Culture Change: New ICT tools and techniques for office administrators in the digital age	Dr Sadrag Shihomeka <i>Head of Department: Higher Education and Lifelong Learning, University of Namibia</i>
11:50	Question and Answer Session	
12:00	Ice breaker by NMC Representative	



12:20	Towards people-centric public services for office administrators	Ms Juanita Frans <i>Manager: Business systems and Processes</i>
12:40	Question and Answer Session	
12:50	Networking and lunch	
14:00	Time Management and proper organisational skills	Mr Alex Gomachab <i>Ambassador: Be Free Movement of the Office of the First Lady</i>
14:20	Question and Answer Session	
14:30	The importance of employee wellness and establishing healthy relations in the workplace	Dr Suzan Ingrid Malunga <i>The Healing Centre</i>
14:50	Question and Answer Session	
15:00	Master your finance (budgeting, investing and debt management)	Ms Mekupi Kambatuku <i>Founder: Simpli Business Advisory</i>
15:20	Question and Answer Session	
15:30	Concluding remarks	Ms Lidwina Newaka <i>Chairperson: NUST Secretaries' forum</i>



Keynote Speaker Profile



Elizabeth Kavandje is a secretary with over 10 years of experience. With over a decade of experience in administration and secretarial services, Elizabeth is a professional known for her exceptional organizational skills and unwavering commitment to excellence.

Currently Elizabeth is a secretary at the Agricultural bank of Namibia (AGRIBANK). Before her current role, Elizabeth worked as a Secretary in the ICT department at the University of Science and Technology (NUST). She also previously worked in the Office of the President, Namibia Wildlife Resorts as well as the Ministry of Industrialization and Trade where she provided invaluable support to Executives across various industries.

In 2021, she was awarded as the Secretary/PA of the year as well as the best meeting administrator at the University of Science and Technology and this has led her to serve as the Chairperson of the NUST Secretarial Forum in 2022.

Outside her professional endeavors, Elizabeth channels her creativity by crafting content on Hope, Faith, Personal Development, and Mental Health for her YouTube channel and various social media Platforms. Additionally, she finds inspiration as an interior decorator, further show-casting her diverse talents and interests.



Presenter Profiles

Ms Lindie Beukes is the Section Head and lecturer in the section: Business and Information Administration (the former Office Management and Technology) at the Namibia University of Science and Technology for the past 15 years. Her teaching portfolio includes a range of subjects such as Information Administration, Business Applications, and Medical Office Applications as well as the writer and Content Editor of several Study Guides.

Lindie's educational journey is a testament to her commitment to learning. She earned her Master's Degree in Business Administration from UNICAF which was a milestone in her academic journey. Her academic achievements also include a Bachelor of Education from the University of South Africa (UNISA) and a Higher Education Diploma (HED) from the University of Namibia.



Her early career saw her excel at the Technikon of Namibia, where she earned an Executive Secretarial Diploma with distinctions in Typing, Shorthand, and Public Relations.

Lindie Beukes is not just an educator; she is a community leader, a dedicated professional, and a catalyst for change. Lindie has worked with the Namibia Qualification Authority as a subject matter expert in Office Administration and related subjects; evaluating conformance to standards among numerous colleges. Her journey is marked by her commitment to knowledge, her community, and the students she has inspired over the years. Lindie continues to be a beacon of hope, contributing positively to the lives of many.



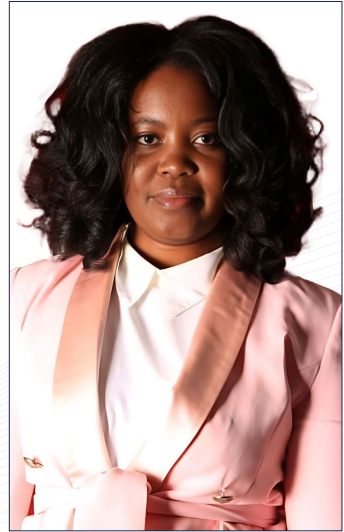
Ms Petrina Witbeen was born in a small town south of Windhoek, known as Rehoboth. Ms. Witbeen pursued her first university degree at then the Polytechnic of Namibia and graduated with the Bachelor of Office Management and Technology in 2012. She furthered her studies when the Polytechnic of Namibia was transformed to the Namibia University of Science and Technology and graduated with the Bachelor of Communication Honours in 2017, a degree that compliments the office management and administration field. During her studies, Ms. Witbeen was conferred with several best performer awards for both fields. Ms. Witbeen joined the Polytechnic of Namibia as a Receptionist in 2012 at one of its institutes and was promoted to the Administrative Officer position 2013, a position she held before took up a position as the Personal Assistant of the CEO of the Electoral Commission of Namibia in 2017.



Ms Witbeen held the position of the Personal Assistant until August 2023. Ms. Witbeen obtained her Masters of Management (cum laude) from STADIO Namibia in 2022. Ms. Witbeen was responsible for the provision of strategic support and advice to the CEO and other relevant divisions with respect to a multitude of issues pertaining to the management of the office. Ms Witbeen joined the NUST Academic Family as a Lecturer for Business Information Administration in the Department of Governance and Management Sciences in September 2023. Ms. Witbeen has published the paper titled ““Multiculturalism and communication in the HE classroom context: A Namibian case study,” International Journal of Multidisciplinary Comparative Studies Dec 2020” and is currently involved in various collaborative research projects in the field of Management Sciences.



Ms Lucia Shali is an LLB candidate at the University of Namibia. Holds a post-graduate diploma in Business management (Namibia Business school, UNAM) and a Bachelor of Technology in Public management, (NUST). Served as a Marker -tutor at the Namibia University of Science and Technology period 2013-2023. Further served Bank Windhoek LTD in the following roles: personal assistant to the Branch Manager, Financial Intelligence officer and as Confirmation administrative Clerk, period 2011- 2013 and Nedbank Namibia as a Financial Administrative officer from 2013-2020.



Dr Sadrag Panduleni Shihomeka holds a PhD in Media and Communication from the Department of Media and Communication at the School of History, Culture, and Communication, Erasmus University Rotterdam. In addition, he holds a Master of Business Administration, a Bachelor of Education Degree majoring in Computer Studies, Business Management and Economics. Currently, Dr Shihomeka is the Head of Department for Higher Education and Lifelong Learning as well as a Senior Lecturer for Media, Educational Technologies and Research in the same Department in the School of Education at the University of Namibia. He is a Digital Ethnographer and served in different capacities as a lecturer, undergraduate and postgraduate research supervisor, consultant, secondary school teacher and facilitator for various workshops and trainings in Namibia. Before that he worked as a Lecturer in the same Department since 2013.



Before his appointment at the University he was a Teacher and subject Head for Computer Studies, Business Management at Khomas High School, Windhoek, since January 2005. Prior to that he was a Teacher at Wennie Du Plessis High School in Gobabis for the following subjects: Business Management (grade 10); Economics IGCSE and Computer Practice (grade 8-10), from 2003-2004.

Ms Juanita Frans, an energetic Business process and Systems professional with a master's in business administration (MBA). With twenty-nine (29) years' experience in Higher Education (COST, UNAM, Polytechnic, NUST) with 15 of it in a managerial role. Experienced business process and Systems Manager (16 years), complimented with my passion to drive policies, processes, operations complimented by system innovations and skilled human capital. Skilled in Project Management, critical problem-solving skills and decision-making and a very innovative Team leader who understands the consequences of her and her teams' decisions.

Served as a NUST Council member till 2023, as well as the chairperson for numerous National and International Systems and Innovation Forums. I do values collaboration, accountability, transparency and is passionate about business process improvements to drive policies and systems.



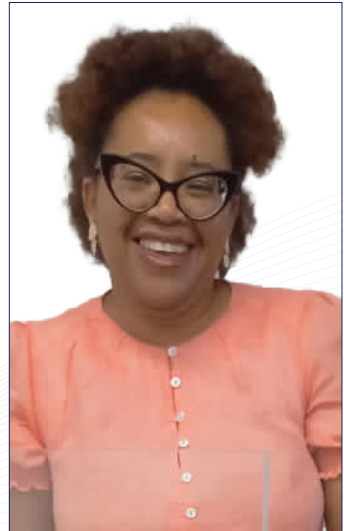


Ms Suzana Ingrid Malunga, 47 years, female, born in Rundu, refugee Camp, has transcended to the journey of a Natural Medicine Doctor, with 15 years' experience of serving the mass in the northern parts of the country and now for the past 2 years serving the communities of the Karas Region and the World all over.

She runs a health and wellness clinic, called the Healing Centre, with the focus for health & Wellness and Complementary therapies. She is a Transformational Health Coach, with special focus on mental health, counselling/therapy session, Dietary and Nutrition and Infertility.

She recently just completed her Masters (MSc) in Sexual Health Reproduction with the university of South Wales UK.

Her interests and hobbies are, academia, writing, reading stories to little children, gardening, food and travelling.



Mr Alex Gomachab is a Bachelor of Marketing graduate from the Namibia University of Science and Technology, he has worked as Local Economic Development Administrator at the Khorixas Town Council. Alex is currently the Secretary to the Board of the Kunene Region Education Fund and a Volunteer at the Kunene Office of the Governor. Alex also serves as an ambassador of the #BeFreeMovement of the Office of the First Lady and has spoken at various platforms.



Ms Mekupi Kambatuku Holds an MBA from the University of Stellenbosch Business School. As part of the MBA curriculum, she attended two of the modules with international universities, The Cologne University in Germany and Grenoble Ecole de Management in France both Virtually.

Mekupi is the Founder and Managing Consultant of Simpli Business Advisory, a Training and Consulting company for Corporate, SMEs, Starts-Up, and Agripreneurs, with a complement of four employees. Since starting with Namibia Breweries in 2009, she gained 14 years' experience as an Accountant in the private and public sectors, including as an accountant at Walvis Bay Corridor Group before founding Simpli Business Advisory, a Training and Consulting company for Corporate, SMEs, Starts-Up, and Agripreneurs.



Additionally, she is currently a Training Facilitator for Financial management courses both for Corporate firms, Agribusiness, and SMEs and she has done several trainings for a few companies to date. She runs a Financial literacy and awareness program with corporates such as B2Gold Namibia Pty Ltd. Mekupi serves as a Chairperson University of Stellenbosch Business School Alumni Association Namibia. She is also a Stellenbosch Small Business Academy student mentor, these students all own small businesses in South Africa.



NAMIBIA UNIVERSITY
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Secretaries' Forum

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