

New Municipal Offices

The New Municipal Complex is fully operational and open to the public! It is not just some building though, as we are based in the centre of Swakopmund and accessible to all. All departments are based there for effective service rendering to the public. There is sufficient parking space at the Municipal complex and it was constructed in such a way that it is environmentally friendly.

The Council Chambers was designed to be multi-functional and can be hired to host concerts and public events to a capacity of more than 150 people. Various conference rooms and training rooms are available throughout the complex and can also be hired to the public to conduct workshops and training courses.

New telephone numbers have been allocated to staff members, and for ease of reference is indicated below.

Council and the staff Members of the Municipality of Swakopmund would like to express gratitude towards the public for their patience and loyalty throughout the years.

The relocation of the municipal offices to the new building in Rakotoka Street has necessitated the change of contact numbers, which are listed below. All the numbers have changed except the switchboard number, which remains **064-4104111**. For prompt service, the public is advised to contact these numbers directly instead of the switchboard.

CHIEF EXECUTIVE OFFICER	EXT
FAX	410 4120
Executive Assistant	410 4100
Mayor	410 4101
Chief Executive Officer	410 4100
PA to the Mayor	410 4103
CORPORATE SERVICES & HR	
FAX	410 4121
PA GM: CS&HR	410 4200
GM: CS&HR	410 4200
Manager: CS	410 4202
Corporate Officer: Administration	410 4203
Archivist	410 4204
Administrative Officer: Archives	410 4205
Administrative Officer: Administration	410 4206
Machine Operator/ Messenger	410 4207
Corporate Officer: Properties	410 4212
Property Officer	410 4213
Property Officer	410 4214
Administrative Officer: Properties	410 4215
Corporate Officer: Communication	410 4218

HUMAN RESOURCES	
FAX	410 4122
Manager: HR	410 4221
Training & Dev. Officer	410 4222
Employee Relations Officer	410 4223
HR Officer	410 4224
Administrative Officer HR	410 4225
FINANCE	
FAX	410 4123
PA GM: Finance	410 4300
GM: Finance	410 4300
Manager: Finance	410 4302
Accountant: Revenue	410 4303
Cashier	410 4304
Cashier	410 4305
Cashier	410 4306
Cashier	410 4307
Enquiries Clerk	410 4308
Enquiries Clerk	410 4309
Meter Readers	410 4310
Accountant: Admin & Property	410 4316
Credit Controller	410 4317
Debtors Clerk	410 4318
Accountant: Expenditure	410 4322
Expenditure & Insurance Clerk	410 4323
Creditor & IT Clerk	410 4324

Senior Remuneration Clerk	410 4330
Remuneration Clerk	410 4331
<u>STORES</u>	
FAX	410 4124
Stores Controller	410 4335
Stores Clerk	410 4336
<u>ENGINEERING SERVICES</u>	
FAX	410 4125
PA GM: ES	410 4400
GM: ES	410 4400
Manager: Planning	410 4402
Town Planner	410 4403
Town planning assistant	410 4404
Temp Planning Assistant	410 4405
Student	410 4406
Technician: Roads	410 4407
Technician: Water	410 4408
Technician: Architect	410 4409
Trainee Technician	410 4410
Senior Building Inspect	410 4414
Building Inspector	410 4415
Building Inspector	410 4416
Town Planning	410 4417
Town Planning	410 4418
Admin: Assistant	410 4419
Office Assistant	410 4420
Temp Planning Assistant	410 4421
<u>WORKS SECTION</u>	
FAX	410 4126
Manager: Operations	410 4425
Chief Superintendent	410 4426
Co-ordinating Assistant	410 4427
<u>SEWERAGE WORKS</u>	
FAX	410 4127
Superintendent	410 4432
<u>WATERWORKS</u>	
Foreman	410 4436
<u>VEHICLE WORKSHOP</u>	
Senior Mechanic	410 4440
Mechanic	410 4441
<u>GARDENS</u>	
Superintendent Parks	410 4445
Nursery Assistant	410 4446
<u>HEALTH SERVICES</u>	
FAX	410 4128
PA: HS	410 4500
GM: HS	410 4500
Manager: HS	410 4502

Office Assistant	410 4503
EHP: Waste	410 4504
Section Head: Solid Waste Management	410 4505
EHP: PHC	410 4512
Animal Control Officer	410 4513
EHP: Occupational Health	410 4518
Safety & Loss Pract	410 4522
Wellness Officer	410 4523
<u>COMMUNITY DEV. SERVICES</u>	
FAX	410 4129
PA GM: CDS	410 4600
GM: CDS	410 4600
Manager: CDS	410 4602
Housing Officer	410 4603
Assistant Housing Officer	410 4604
Assistant Housing Officer	410 4605
Sports & Recreation Officer	410 4609
Economic Dev Officer	410 4612
<u>TOURISM</u>	
FAX	410 4130
Chief Rest Camp Officer	410 4616
Front Office Sup.	410 4617
Reservation Clerk	410 4618
Reservation Clerk	410 4619
Receptions Clerk	410 4620
Receptions Clerk	410 4621
Cleansing Supervisor	410 4624
Matrons	410 4625
Cleaners	410 4626
Control Officer	410 4629
<u>CEMETERY</u>	
Cemetery Administrator	410 4634
<u>FIRE BRIGADE</u>	
Chief F/B Officer	410 4637
Deputy F/B Chief	410 4638
Fire Brigade Officers	410 4639
<u>TRAFFIC</u>	
FAX	410 4131
PA M: TS	410 4650
Manager: TS	410 4651
Senior Traffic Officer	410 4652
Senior Traffic Officer	410 4653
Traffic Officers	410 4654
<u>NATIS OFFICES</u>	
FAX	410 4132
Natis Supervisor	410 4660