



MUNICIPALITY OF SWAKOPMUND

Applications are hereby invited from Namibian citizens for appointment in the following vacancy:

ARCHIVES ASSISTANT **(Paterson Band B2)**

Remuneration & Benefits:

Minimum (N\$ 163 996.00) – Maximum (N\$ 182 033.00)

Market related salary package, medical aid, pension fund, housing allowance/subsidy, transport allowance and 35 m³ free water per month and 28 working days leave per annum.

Purpose of the job: Responsible for filing and daily operations of the Municipal Archives.

Key Performance Areas: The successful candidate will be responsible for the following:

1. Filing;
2. Diarize files;
3. Closing of files;
4. Compiles detailed audit report on resolutions executed by Departments;
5. Handling of Government Gazettes and Official Volumes; and
6. Procurement documentation.

Requirements: Applicants should have a Grade 12 (pass mark of 20 points) including an E symbol in English; Have knowledge of MS Word, 2 years record filing of which 1 year must be archiving experience. Have Electronic Document Managing Experience.

Contact person: Mr A Plaatjie at telephone no. 064 – 4104202 or Ms S Kotze at telephone no. 064 – 4104224

Council's prescribed application form which can be obtained from our website (<http://www.swkmun.com.na>), together with certified proof of all qualifications and testimonials must be directed to the Human Resources Manager, P O Box 53, Swakopmund or placed in the **GREEN APPLICATION BOX** not later than **11:00 on Friday, 10 April 2020.**

Only short listed candidates will be contacted.

**THE MUNICIPALITY OF SWAKOPMUND IS AN
EQUAL OPPORTUNITY EMPLOYER**

Notice No: V2/2020.04.10

**Mr A Benjamin
Chief Executive Officer**