



# MUNICIPALITY OF SWAKOPMUND

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

## **PA TO THE GENERAL MANAGER: FINANCE**

**(Paterson Band C2 Minimum: N\$267 544 –  
Maximum: N\$ 299 651 per annum)**

**Remuneration and benefits:** Market related salary package, Medical Aid, Pension Fund, Housing Allowance/Subsidy, Transport allowance, 35 m<sup>3</sup> free water per month and 32 working days leave per annum.

**Purpose of job:** To provide an efficient, confidential and professional secretarial service to the General Manager: Finance. To supply and maintain effective office procedures to the benefit of the Finance Department

**Key Performance areas:** The successful candidate will be responsible to execute the following tasks:

- Office Management;
- Communication & Liaison;
- Procurement & inventory;
- Technical Functions;
- Financial duties;
- Build Together Beneficiaries Claims.

**Requirements:** Applicants must be in possession of a National Diploma: Business Administration/Office Administration (NQF5); Two (2) years' **Secretarial/Executive Assistant** experience and be computer literate.

**Contact person:** Mrs. M Niemand at telephone no. 064 – 4104225

Council's prescribed application form is compulsory to complete and 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 Tuesday, 21 April 2020**

Only short listed candidates will be contacted.

**NO E-MAILED APPLICATIONS WILL BE  
ACCEPTED**

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

Notice Nr: 4/2020.04.21

**Mr A Benjamin  
Chief Executive Officer**