



MUNICIPALITY OF SWAKOPMUND

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

**PA TO THE GENERAL MANAGER:
ECONOMIC DEVELOPMENT SERVICES**
**(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 m³ free water per month and 32 working days leave per annum.

Purpose of job: To provide a comprehensive administrative, confidential and professional secretarial service to the General Manager: Economic Development Services, Build Together Committee, DRC Planning Committee and other committees assigned to ensure that the public relations activities are conducted according to the Council directives. To arrange, communicate, relate and co-ordinate activities to ensure harmonious interaction between superior and clients/customer. To supply and maintain effective office procedures to the benefit of the Economic Development Services Department.

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

- Office Management;
- Communication & Liaison;
- Procurement & inventory;
- Technical Functions;
- Supervision of Messenger/ Janitor; and
- Secretary to the following committees: Build Together, DRC, LED.

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. S Kotze at telephone no. 064 – 4104224

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: V5/2020.04.21

**Mr A Benjamin
Chief Executive Officer**