

VACANCY



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

ARCHIVES ASSISTANT
(Paterson Band: B2)

Remuneration and benefits: Minimum N\$152 810.00 per annum
Market related salary package, Medical Aid, Pension Fund, Housing Allowance/Subsidy, Transport allowance, 35 m3 free water per month and 20 working days leave per annum (8 days gratuity days).

Purpose of job: Responsible to provide efficient and effective central archives/records support service. To preserve documents for Archival purposes.

Key Performance areas: The successful candidate will be responsible to file all correspondence and other records of the Municipality; File document management; archiving and procurement documentation and general administration.

Requirements:

- Applicants should have Grade 12 (pass mark of 20 points over 5 subjects which must include an E symbol in English), and
- One (1) year Certificate in Records/Archive Management and
- One (1) year relevant working experience in a similar environment

Contact person: Ms M Niemand (Tel no: 064-4104225) or Ms L Kaulinge (Tel no: 064-4104204)

Applicants should complete Council's prescribed application form which can be obtained from our website (<http://www.swakopmun.com>, together with certified documentary evidence (qualifications and testimonials) to show the compliance with the requirements stipulated for the position; the nature, scope and period of previous positions held, and the work experience gained; and all material facts should accompany the application form. Complete application forms should be directed to the Human Capital Manager, P O Box 53, Swakopmund or placed in the **GREEN APPLICATION BOX** on or before **Monday, 9 December 2024 @ 11:00.**

Only shortlisted candidates will be contacted.

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NO E-MAILED APPLICATIONS WILL BE ACCEPTED
THE MUNICIPALITY OF SWAKOPMUND IS AN EQUAL OPPORTUNITY EMPLOYER**

Notice nr: V23/09.12.2024

A BENJAMIN
Chief Executive Officer

