



VACANCY

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

CHIEF RESTCAMP OFFICER (Paterson C4 Band)

Remuneration & Benefits: Minimum: N\$331 887.00

Market related salary package, Medical Aid, Pension Fund, Housing Allowance/Subsidy, 35 m³ free water per month and 20 working days leave per annum and 12 gratuity leave days

Main purpose of the job: To manage and oversee all operations at the Municipality Bungalows and provide expert advice to the Manager : Economic Development Services, on enhancing tourism attraction and ensuring high-quality service delivery that aligns with the municipality's vision as a leading destination for sustainable tourism.

Key performance areas: The successful candidate will be responsible to execute the following duties:

1. Administer and oversee all operations at the Municipal Bungalows
2. Administer booking system
3. Oversee marketing, communication and public relations activities for the municipal bungalows
4. Perform month-end financial activities
5. Human resources and staff supervision
6. Procurement functions
7. Facilities Maintenance
8. Occupational Health and Safety Management (OHSM) at the workplace.

Requirements:

Applicants should have an appropriate degree in Tourism/Hospitality management or Business Administration on a NQF 7 level, with four (4) years working experience in sustainable tourism practices in the hospitality industry and two (2) years at supervisory level.

Additional Requirements: Valid Code B driver's license.

Contact person: Ms M Niemand at telephone no. 064 - 4104225.

Applicants should complete Council's prescribed application form which can be obtained from our website (<http://www.swkmun.com.na>), together with **certified** documentary evidence 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, 24 March 2025 @ 11:00**.

Only shortlisted candidates will be contacted.

THE MUNICIPALITY OF SWAKOPMUND IS AN EQUAL OPPORTUNITY EMPLOYER

A BENJAMIN
Chief Executive Officer