



Applications are hereby invited from Namibian citizens.

## 2x ARCHIVES ASSISTANTS (Paterson Band: B2)

**Remuneration and benefits:** Minimum N\$160 450.00 per annum

Market related salary package, Medical Aid, Pension Fund, Housing Allowance/Subsidy, Transport allowance, 35 m<sup>3</sup> free water per month and 20 working days leave per annum (8 days gratuity bonus).

**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 for document management i.e. filing, archiving etc; official volume and general administration; procurement documentation; digitalization and electronic document and record management system; handling of all mail and Municipal/Council Postal services and publication of all municipal notices.

**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 (NQF Level 2)
- One (1) year relevant working experience in a similar position.

**Contact person:** Ms M Niemand (Tel no: 4104225)

Applicants should complete Council's prescribed application form which can be obtained from our website (<http://www.swakopmun.com>). The completed application form together with **certified** documentary evidence to show 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 be addressed to the Human Capital Manager, P O Box 53, Swakopmund and placed in the **GREEN APPLICATION BOX** on or before **Friday, 3 October 2025 @ 11:00**.

Only shortlisted candidates will be contacted.

Candidates living with a disability are encouraged to apply

THE MUNICIPALITY OF SWAKOPMUND IS AN EQUAL OPPORTUNITY EMPLOYER

A Benjamin  
Chief Executive Officer

Notice Number: V10/03.10.2025