



# ARANDIS TOWN COUNCIL



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Enquiries: Mr S. Akwiindika

## EXTERNAL VACANCY

The Arandis Town Council is inviting all suitable Arandis residents to apply for the following position:

|                        |                                  |
|------------------------|----------------------------------|
| <b>Job Title</b>       | <b>: Administration Officer</b>  |
| <b>Number of posts</b> | <b>: 1</b>                       |
| <b>Salary Notch</b>    | <b>: N\$121 956 – N\$129 575</b> |
| <b>Band</b>            | <b>: C1</b>                      |
| <b>Department</b>      | <b>: Corporate Services</b>      |
| <b>Duty Station</b>    | <b>: ARANDIS</b>                 |

**Primary Purpose:** To perform a range of assigned all-encompassing and administrative tasks, thereby contributing toward the effective of the department.

### Minimum Requirements:

- An Appropriate National Diploma or equivalent qualification on NQF: L6
- Must be a Namibian citizen
- 1-year relevant experience, while experience in Local Authority will be added advantage.
- Computer literacy
- Code B Driving License

### Key performance Areas

- Office and Team Support
- General Office Administration
- Maintains Filing systems
- Leadership & Teamwork

### Council package:

- Pension, 13<sup>th</sup> Cheque, Medical aid, Transport & Housing allowances

Applications for the above position must be accompanied by a detailed CV and certified copies of relevant qualifications (foreign qualifications must be evaluated by NQA). If you meet the requirements for this role and are ready to contribute to the success of our Town Council, please apply through our website portal [www.arandistc.com.na](http://www.arandistc.com.na) vacancies.

For assistance on the portal please contact the Tara Nawa Team on +264 (0)64 402 403 or 081 229 4611.

**STANLEY NORRIS (Mr.)**  
**CHIEF EXECUTIVE OFFICER**

