



# ARANDIS TOWN COUNCIL

## INTERNAL VACANCY

Arandis Town Council is hereby inviting suitably qualified candidates to apply for the position of Property Clerk.

---

<b>Job Title</b>	<b>: Property Clerk</b>
<b>Number of Post</b>	<b>: One (1)</b>
<b>Salary Scale</b>	<b>: N\$126 983 - N\$132 220</b>
<b>Peterson Band</b>	<b>: C2</b>
<b>Department</b>	<b>: Corporate Services</b>
<b>Duty Station</b>	<b>: ARANDIS</b>

---

**Primary Purpose:** to manage, record, safeguard, and maintain accurate inventory of an organization's assets and property. This includes receiving, issuing, tracking, and updating all property records, ensuring compliance with established procedures.

### Minimum Requirements:

- National Diploma in Land Management, Property Studies or equivalent qualifications
- Must be a Namibian Citizen.
- 3-years relevant experience
- Local Authority experience will be advantage.
- Valid Driver's License: Code B

### Key performance Areas

- Properties management
- General administration properties

### Remuneration Package including:

- Pension Fund
- 20% House Allowance (house subsidy 40%)
- Transport allowance
- Service bonus (13<sup>th</sup> cheque)
- Medical Aid scheme
- Annual leaves

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 at [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.

**CLOSING DATE: 17 DECEMBER 2025**

  
Stanley Norris (Mr)  
CHIEF EXECUTIVE OFFICER

