



ARANDIS TOWN COUNCIL

EXTERNAL VACANCY NOTICE

Arandis Town Council is hereby inviting suitably qualified candidates to apply for the position of Human Resource Officer.

Job Title	: Human Resource Officer (C3)
Salary Notch	: N\$198 049 – N\$206 215
Department	: Corporate Services
Duty Station	: ARANDIS

Primary purpose: To provide communication, publications services and to promote a positive image of the council both internally and externally.

Minimum Requirements:

- Grade 12 Certificate
- 3-years Diploma in Human Resource Management or equivalent plus 5- Years relevant experience.
- A Bachelors – Degree in Human Resource Management or equivalent plus 3 years relevant experience.
- Computer literacy, Knowledge of labour Act; Social Security Act, Income Tax Act affirmative action employment Act;
- Knowledgeable of sage VIP Payroll or other payroll system and
- **Must** have valid driving license Code B

Key Performance Areas

- Payroll & Benefit Administration
- Recruitment and selection
- Staff Training & Development
- Employee Relation and Wellness and Other General HR Administration Duties

Remuneration Package including:

- Pension Fund
- 20% House Allowance (house subsidy 40%)
- Transport allowance
- Service bonus (13th cheque)
- Medical Aid scheme, Annual leave etc

Important Notice:

- ✚ **Only candidates who meet the above requirements should apply.**
- ✚ **Applications must include:**
- ✚ **Signed Cover letter, Comprehensive CV, and**
- ✚ **Certified copies of ID, certified copies relevant qualifications (foreign qualifications must be evaluated by NQA),**

Applications must be submitted on the website portal at www.arandistc.com.na or www.jobopportunities.net and For assistance on the portal please contact the Tara Nawa Team on +264 (0)64 402 403 or 081 229 4611.

NB: Applications submitted via email, fax, or hard copy will NOT be accepted.

CLOSING DATE: 14 April 2026 @19H00


Stanley Norris (Mr)
CHIEF EXECUTIVE OFFICER

