



ARANDIS TOWN COUNCIL

Private Bag 7002
Arandis

Tel: (064) 512400
Fax: (064) 512429

www.arandistc.com.na
hrofficer@atc.com.na

RE-ADVERTISEMENT EXTERNAL VACANCY NOTICE

The Arandis Town Council hereby inviting dynamic qualified staff members to apply for the position of Personal Assistant to the Chief Executive Officer.

Job Title : Personal Assistance to the CEO(C3)
Salary Notch : N\$198 049 – N\$206 215
Department : Office of the CEO
Duty Station : ARANDIS

Primary purpose: To provide a comprehensive and execute an effective and efficient administrative and secretarial service to the CEO while maintaining Council standards and a high level of confidentiality.

Minimum Requirements:

- Grade 12; plus
- Relevant 3-year Diploma (Office Administration/ Secretarial/ Public Administration or equivalent plus 5 years relevant experience) experience in PA or secretarial capacity, preferably in a Local Authority environment.
- A bachelor's degree in (Office Administration/ Secretarial/ Public Administration or equivalent 3-Years relevant experience in PA or secretarial capacity, preferably in a Local Authority environment.
- Computer literacy
- Must have valid driving license Code B

Key Performance Areas

- Office Administration.
- Preparation of agendas.
- Support Services

Remuneration Package including:

- Pension Fund
- 20% House Allowance (house subsidy 40%)
- Transport allowance, Service bonus (13th cheque)
- Medical Aid scheme, Annual leave days 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),**
- ✦ **Certified documentation must not be older than six (6) months at the time of application.**
- ✦ **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.**



DUE DATE 14 April 2026 @19h00

Stanley Norris (Mr)
CHIEF EXECUTIVE OFFICER

All official correspondence must be addressed to THE CHIEF EXECUTIVE OFFICER