



# ARANDIS TOWN COUNCIL

## EXTENAL VACANCY NOTICE

Arandis Town Council is hereby inviting suitably qualified candidates to apply for the position of Personal Assistant to the Mayor.

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

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**Primary purpose:** To provide the Council with all-encompassing administrative function, the smooth functioning of all management and council meetings, and the municipality's overall compliance to the local authorities Act in this regard.

### Minimum Requirements:

- 3-years Diploma Office Administration, Public Administration or equivalent plus 5- Years relevant experience
- A Bachelors – Degree in Public Administration or equivalent plus 3 years relevant experience
- Computer literacy
- Must have valid driving license Code B

### Key Performance Areas

- General Administration
- Preparation of Agendas
- Annual Management & Council Meetings

### 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

### 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](http://www.arandistc.com.na) or [www.jobopportunities.net](http://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

