



ARANDIS TOWN COUNCIL

RE-ADVERTISEMENT EXTERNAL VACANCY NOTICE

Arandis Town Council is hereby inviting suitably qualified candidates to apply for the following positions:

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

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 and Must have valid driving license Code B

Key Performance Areas

- General Administration
 - Preparation of Agendas
 - Annual Management & Council Meetings
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2. Job Title : Communication 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:

- 3-years Diploma in Public Relations/communication/Journalism or equivalent plus 5- Years relevant experience
- A Bachelors – Degree in Public Relations or equivalent plus 3 years relevant experience.
- Computer literacy and Must have valid driving license Code B

Key Performance Areas

- Internal & external communication and publications, Events management
 - Promotion of council image, administrative support services
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3. 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



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- Employee Relation and Wellness and Other General HR Administration Duties

4. Job Title : Property Clerk (C2)
Salary Scale : N\$126 983 - N\$132 220
Department : Corporate Services
Duty Station : ARANDIS

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:

- Grade 12 Certificate
- National Diploma in Land Management, Property Studies and Town & Regional Planning and equivalent (NQA level 6)
- 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

5. 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 for position 1-5 include:

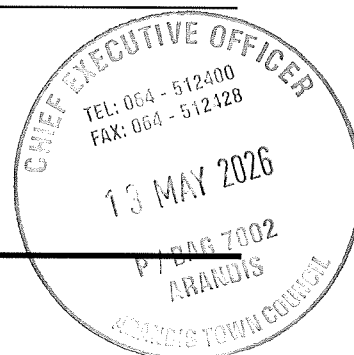
- Pension Fund
- 20% House Allowance (house subsidy 40%) of basic salary
- Transport allowance
- Service bonus (13th cheque)
- Medical Aid scheme, Annual leave etc

6. Job Title : Contract Worker- Cleaner
Number of Post : one
Salary Scale : N\$3120 monthly
Department : Office of the CEO
Duty Station : ARANDIS

Primary Purpose: To provide a high standard of hygiene & cleanliness throughout the Council Office & it's surroundings.

Minimum Requirements:

- Grade 10



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- 1-year relevant work experience
- Must be a Namibian Citizen & must be Physical Fit.

Key performance Areas

- General Cleaning and Housekeeping duties
- Supporting services
- Ad hoc duties as per the request of the supervisor

Job Title : Contract worker: Human Resources Assistant
Annual Salary : N\$126 983
Period : 6 Months
Department : Corporate Services
Duty Station : ARANDIS

Primary Purpose: provide comprehensive support in the day-to-day administration of human resources functions and deliver general HR assistance across the organization.

Minimum Requirements:

- Grade 12
- National Diploma in Humana Resources Management or Equivalent
- At least 2 years of relevant experience
- Must be a Namibian Citizen.
- Knowledgeable of the Labour Act, 2007
- Knowledgeable of Sage VIP payroll or other payroll system.

Key performance Areas

- Payroll & Benefits administration
- Recruitment & selection
- Staff Training & Development
- Employee Relations
- Other general HR administration
- Ad hoc duties as per the request of the supervisor

Important Notice to Applicants:


- ✚ **Only candidates who meet the above requirements should apply.**
- ✚ **Signed Cover letter, Comprehensive CV, and**
- ✚ **Certified copies of ID, certified copies relevant qualifications (foreign qualifications must be evaluated by NQA),**
- ✚ **Proof of experience, testimonials reference letters etc**
- ✚ **Certified documentation must not be older than six (6) months at the time of application.**
- ✚ **All documents must be certified copies, Submission of original or uncertified documents will not be accepted**
- ✚ **Incomplete applications will not be considered**
- ✚ **Applications must be submitted only via the official recruitment portal**
- ✚ **No email or fax submissions will be accepted**

Please confirm the following before submission:

- Valid Driver's Licence & Certified copy of Namibian Identity Document (ID)
- Grade 12 Certificate
- Relevant Qualifications
- NQA Evaluation Certificate (for foreign qualifications, where applicable)
- Comprehensive Curriculum Vitae (CV) and Signed Cover Letter
- Proof of Industrial/Work Experience (supported by certified documents, e.g. reference letters/testimonials)

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.

CLOSING DATE: Monday 08 June 2026 @16H00 (all positions)


 Stanley Norris (Mr)
 CHIEF EXECUTIVE OFFICER

