



RECRUITMENT & SELECTION



The Municipality of Swakopmund strictly follows the Recruitment and Selection Regulations for Local Authority Councils of Namibia

1 RECRUITMENT PROCESS

Recruitment process commence after the creation of new positions, or the filling of vacancies.

Vacancy advertisement

- Government's Recruitment & Selection Regulations, Sub regulation 9, regulate council's advertisement of vacant positions.
- Whenever a position becomes vacant, an internal advert is sent out by the Human Capital Practitioners to employees (including current contract workers) for duration of 5 (five) working days, and if no suitable candidates are found the position is advertised externally for a period of 21 (twenty one) days.
- Candidates must complete the application form in full and attach their curriculum vitae, as well as all supporting documents.
- Managerial positions are advertised internally and externally simultaneously.
- Council makes use of the following means of publication: The Namibian and Namib Times Newspapers, Municipal Notice Boards, Swakopmund Municipality Website and Facebook.
- No late applications and e-mailed applications are accepted.

3 INTERVIEW & APPOINTMENT PROCESS

- Practical tests may be conducted on request – like e.g. driving or typing tests. If a candidate fails the test – they will not go through to the actual interview.
- Interview panels consist of not less than five and not more than seven members. Panels as prescribed in the regulations.
- The interview panel prepares interview questions on the day of the interviews, addressing essential and desirable criteria of the position.

Conducting interviews

- In order to be considered for appointment, the candidate must obtain the minimum score of 60%. The candidates will be ranked according to the order of preference from the highest to the lowest.
- Reference checks will be conducted on the candidate ranked number one.
- The successful candidate will be notified in writing.

2 SELECTION PROCESS

Shortlisting Committee

- The shortlisting committee consists of the relevant Supervisor/Manager (expert from the department), a Human Capital Practitioner, and a Union representative (observer).
- If a candidate is a relative, a friend or a business associate – the shortlisting committee member must recuse him/herself from being a shortlisting committee member.

Criteria for shortlisting

- The shortlisting committee works through all applications received. Although hundreds of applications are sometimes received for a vacancy, only 5 candidates who best meet the requirements will be invited for interview.
- Candidates tend to overlook very critical details on the advert such as the requirements needed for the position, the importance to submit certified copies of their qualifications, work testimonials and other documents attached to the application.
- Council's advice to candidates is for them to match the requirements of the position to their qualifications and work experience before submitting their application.
- The requirements on the advert are the minimum requirements, meaning that candidates are advised not only to submit those requirements listed on the advert when applying for a vacancy, but also to submit all their qualifications and work testimonials to stand a better chance to be considered for shortlisting.
- An application letter is not compulsory and it is necessary that the candidates should complete the application form, which is downloadable from Council's website.
- On the date of closure, all applications received are removed from the GREEN APPLICATION BOX.
- Only candidates who fully meet with the requirements as stipulated in the advert will be considered for shortlisting.

Notifying shortlisted candidates

- Only shortlisted candidates will be contacted, with not less than 5 working days' notice of the interview

4 GENERAL PROVISION

- All newly appointed employees complete an induction programme.
- No allowance is payable for attending interviews.

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