



MUNICIPALITY OF SWAKOPMUND

VACANCY

Applications are hereby invited from Namibian citizens for appointment in the following vacancy:

ADMINISTRATIVE OFFICER: HUMAN SETTLEMENTS **(Paterson Band: C3)**

Remuneration and benefits: Paterson C3 Band: Minimum N\$270 747.59

Market related salary package, Medical Aid, Pension Fund, Housing Allowance/Subsidy, Transport allowance, 35 m³ free water per month and 20 working days leave per annum.

Purpose of job: Responsible for the administration of Council's human settlements; to perform services and to administer housing related functions of Council.

Key Performance areas: The successful candidate will be responsible for administration and alienation of Council's Properties and Housing; administration of Council's Low-Cost Housing Scheme and Projects, such as Decentralized Build Together Programme; Community Development functions (at satellite office) and general administration.

Requirements:

- Applicants should have Grade 12 (pass mark of 20 points over 5 subjects which must include an E symbol in English),
- Be in possession of a Diploma in Land Administration, Property Studies or Public Management
- Two (2) year's work experience in human settlement administration or Land administration; and
- Valid Code B driver's license.

Contact person: Ms M Niemand (Tel no: 4104225)

To apply, candidates may either make use of the Namibian Integrated Employment Information Systems (NIEIS) by uploading your C.V to <https://www.nieis.namibiaatwork.gov.na>. or submit your complete application together with the application form which can be downloaded from the Swakopmund Municipality website together with your most recently certified documentary evidence to show compliance with the requirements stipulated for the position, the nature, scope and period of previous positions held, the work experience gained and all other relevant material facts be placed in the GREEN APPLICATION BOX at the Swakopmund Municipal Main Office Building on or before **Friday, 23 December 2022 @ 11:00.**

Only shortlisted candidates will be contacted.

NO E-MAILED APPLICATIONS WILL BE ACCEPTED

THE MUNICIPALITY OF SWAKOPMUND IS AN EQUAL OPPORTUNITY EMPLOYER

Notice Nr: V12/2022.12.23

**A BENJAMIN
CHIEF EXECUTIVE OFFICER**