



# Municipality of Swakopmund

## VACANCY

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

### **HOUSEKEEPING SUPERVISOR** **(Paterson B4 Band)**

**Remuneration and Benefits: Minimum (N\$173 814.21)**

Market related salary package, Medical Aid, Pension Fund, Housing Allowance/Subsidy, Transport allowance, 35 m<sup>3</sup> free water per month and 20 statutory annual leave days & 8 gratuity bonus leave days per annum.

**Purpose of job:** Responsible to supervise the housekeeping teams to ensure that the rest houses and municipal bungalows site is in good working condition.

**Key Performance areas:** The successful candidate will be responsible to control the functions of cleaning; report on damages; maintain Council's vehicle; Customer Service; administration; procurement functions; staff supervision and occupational health and safety management (OHSM)

**Requirements:**

1. Applicants should have Grade 12 (pass mark of 20 points over 5 subjects which must include an E symbol in English), and
2. A Diploma in Hospitality Management, or equivalent
3. Three (3) years practical working experience in hospitality of which one (1) year be at supervisory level.
4. A valid Code B driver's license.

**Contact person:** Ms M Uwites (Tel no: 4104602) or Ms M Niemand (Tel no: 4104225).

Applicants should complete Council's prescribed application form which can be obtained from our website (<http://www.swkmun.com.na>), together with **certified** documentary evidence to show the compliance with the requirements stipulated for the position; the nature, scope and period of previous positions held, and the work experience gained; and all material facts should accompany the application form. Complete application forms should be directed to the Human Capital Manager, P O Box 53, Swakopmund or placed in the **GREEN APPLICATION BOX** on or before **Friday, 13 October 2023 @ 11:00.**

**Only shortlisted candidates will be contacted.**

**NO E-MAILED APPLICATIONS WILL BE ACCEPTED**

**THE MUNICIPALITY OF SWAKOPMUND IS AN EQUAL OPPORTUNITY EMPLOYER**

**A BENJAMIN  
CHIEF EXECUTIVE OFFICER**

**Notice Nr: V13/2023.10.13**