



Municipality of Swakopmund

VACANCY

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

AERODROME OFFICIAL

(Paterson B2 Band)

(6-day worker)

Remuneration and Benefits: Minimum (N\$145 533.00)

Market related salary package, Medical Aid, Pension Fund, Housing Allowance/Subsidy, Transport allowance, 35 m³ free water per month and 24 statutory annual leave days & 9 gratuity bonus leave days leave per annum.

Main purpose of the job: To control and manage the aerodrome office operations, by regularly inspecting and recording transactional and scheduled activities of the Swakopmund Municipal Aerodrome.

Requirements:

- Applicants should have Grade 12 (pass mark of 20 points over 5 subjects which must include an E symbol in English), and
- Certificate in Administration
- Two (2) years' work experience in an administrative or financial experience
- Valid Code B driver's licence

Key performance areas: Responsible for general enquiries, administration duties, financial record keeping, inspecting aerodrome, performs ad hoc related duties and airport safety and security.

Contact person: 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, 24 November 2023 @ 11:00**.

Only shortlisted candidates will be contacted.

THE MUNICIPALITY OF SWAKOPMUND IS AN EQUAL OPPORTUNITY EMPLOYER

A BENJAMIN
Chief Executive Officer