



Municipality of Swakopmund

CONTRACT VACANCY

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

ARCHIVES ASSISTANT
(1 November 2023 – 29 February 2024)
(Paterson Band: B2)

Remuneration: Minimum : N\$145 533.00 (annually)

Purpose of job: To provide an efficient and effective central archives/records support service. To preserve documents for Archival purposes.

Key Performance areas: Responsible to file all correspondence and other records of the Municipality; file and document management; Archiving and procurement documentation 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).
- One year Certificate in Records/Archive Management
- One (1) year relevant working experience in similar position.

Contact person: Mrs M Niemand (Tel no: 4104225).

No application forms will be distributed for contract positions. Application letters should be written by the applicant and **certified proof of all qualification, documentation and testimonials** must be attached. Completed applications must be placed in the **GREEN APPLICATION BOX** not later than **11:00 on Monday, 30 October 2023**.

Only short-listed 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

Date of advertisement: 23 October 2023