



**VACANCY**

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

**HUMAN SETTLEMENTS CLERK**  
**(Paterson B2 Band)**

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

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.

**Main purpose of the job:** To provide administration of low-cost and ultra-low-cost housing. Registering applicants for housing and land needs of the community; responsible for maintenance of registration database and land sales; instructions to transfer and bond cancellations, miscellaneous correspondence and signing of agreements.

**Key performance areas:** Responsible for administrative of land and housing; database management; attend to instructions to conveyancers for transfer/bond cancellation; responsible for field work/enumeration and general administration.

**Requirements:**

- Grade 12 (pass mark of 20 points over 5 subjects which must include an E symbol in English);
- An advantage will be a National Diploma in Land Administration, or Property Studies or Public Administration, or equivalent.
- One (1) year working experience in Land and Housing or Property Administration
- A valid Code B driver's license and
- Computer literacy

**Contact person:** Mrs M Niemand (Tel no:064- 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 **Tuesday, 28 May 2024 @ 11:00.**

**Only shortlisted candidates will be contacted.**

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

**A BENJAMIN**  
Chief Executive Officer

Notice nr: V11.28.05/2024.

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