



ONIIPA TOWN COUNCIL

EXTERNAL VACANCIES

Applications are hereby invited from interested Namibian Citizens with the ideal skills, knowledge and experience to apply for the following positions on the establishment of Oniipa Town Council

NOTE: All applications for this vacancy should be submitted on the *APPLICATION OF EMPLOYMENT* standard form of Oniipa Town Council. The form can either be accessed from our website (www.oniipatc.org.na), obtained from our HR Division or e-mailed on request from esheya@oniipatc.org.na. Further application requirements are prescribed on this form. Eligible women and people with disability are encouraged to apply.

DEPARTMENT: OFFICE OF THE CHIEF EXECUTIVE

1 x POST: SECRETARY TO THE CEO (C3) (RE – ADVERTISED)

Salary Scale:	N\$ 184,851 – N\$ 192,319 per annum
Transport Allowance:	N\$ 7 704.00 per annum
Housing Allowance:	40% of the basic salary (with a mortgage bond) or 20% of basic salary (without a mortgage bond)
Medical Aid:	85% Employer Contribution
Pension Benefit:	21.7% Employer Contribution
13th Cheque:	N\$15,404.25

PRIMARY PURPOSE OF THE JOB:

To provide the office of the Chief Executive and the Mayor with the effective secretariat functions by rendering qualify secretarial, clerical, record keeping and administrative support services.

KEY PERFORMANCE AREAS:

- Secretarial Work, Meetings and Events
- Mails & Communication
- Clerical & Filing/ Archiving / Recording System
- Responsible for all incoming /outgoing post
- Managing the Council Diary and Mayor's Office
- Office Consumables, Budgeting and Cost Control

MINIMUM REQUIREMENTS & COMPETENCIES:

- Grade 12 Certificate
- NQA Level 6 Diploma in Office Administration/Secretarial Studies/Public Administration or equivalent qualification.
- Three (3) years of relevant experience.
- Proficiency in Microsoft Office Package, Typing and Minutes Taking.
- No criminal record (attach good conduct certificate)

- **Foreign qualifications must be accompanied by the Namibian Qualification Authority (NQA) Evaluation Report**

Applications enquiries and submissions should be forwarded to:

The Human Resource and Administration Division
Oniipa Town Council
Po Box 25179, Onandjokwe

Or Hand delivered to
Oniipa Town Council Offices
MR121, Oniipa

Enquiries: Mr. ET Sheya at Tel: 065-245700/10
Human Resources Division

Date of first Advertisement:	Tuesday	10 September 2024
Closing date:	Friday	11th October 2024

NB: Only shortlisted candidates will be contacted, no faxed or e-mailed applications will be accepted and no documentations will be returned