



ORANJEMUND TOWN COUNCIL

EXTERNAL ADVERTISEMENT: VACANCY

POSITION: Clerk: Admin Support & Archivist Services

Oranjemund is established in terms of the Local Authority Act, Act 23 of 1992 (as amended) which mandates the Town Council with the provision and maintenance of municipal services and the facilitation of economic development and is hereby inviting suitably qualified, dedicated and committed candidates to apply for the following position in order to fulfil its statutory mandate:

POST 2

Department	:	Office of the Chief Executive Officer
Report to	:	Administrative Officer: Agenda & Minutes
Position	:	Clerk: Admin Support & Archivist Services
Grade Patterson	:	B4
Salary scale	:	N\$ 123 431 – 150 172

Minimum requirement: A 3- year National Diploma in Archiving or equivalent plus 1-year experience in archiving, in an organization of similar size and complexity, the incumbent will receive 3 months in-service training to become fully acquainted with the Town Council's internal filing system.

Additional special requirements: Code B Driver's License

Competencies: Computer Literacy. Conscientiousness and the ability to give attention to detail. Must possess sound communication and interpersonal skills as well as supervisory skills. Must have basic knowledge of the Local Authorities Act. Proficiency in English and at least one other local language. Customer orientation.

Main purpose of the Position: To provide the Town Council with an all-encompassing archiving function as defined and to ensure the Town Council's overall compliance to the Archive Act in this regard.

Benefits: 13th cheque, housing subsidy/ allowance, subsidized medical aid scheme, transport allowance, Leave days as per current legislation, pension, and social security

NB.

Application letter to be addressed to The Acting Chief Executive Officer, Oranjemund Town Council, P O Box 178, ORANJEMUND, should be accompanied by **originally certified copies** of educational qualification(s), identity document, drivers licence and detailed CV, **confirmation of probation letter**. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA), **Submit the application to Human Resource Office.** Applicants who fail to attach the necessary documents will be disqualified. Only shortlisted candidates will be notified and no documents will be returned. Candidacy is limited to Namibian citizens. Please note that **NO fax, emailed, non-certified copies and late applications will be considered.**

NB: Preference will be given to applicants from designated groups in terms of the Affirmative Action (Employment) Act, (Act No. 29 of 1998) and who meets the Job Requirements.

Enquiries : Mr. Brendan Tuombale TEL: 063 233 500

Closing Date : Monday, 05 September 2022