



Oshakati Town Council

"The Commercial Centre of the North"

VACANCIES

"Adhering to rules and guidelines of Affirmative Employment Act, Oshakati Town Council, an equal opportunity employer committed to implement the aims and objectives of the Affirmative Action Act, "is in search of suitably qualified and dynamic person to join its establishment at **the Office of the CEO**.

Preference will be given to female and people with disabilities, who meet the required competences. **Persons with disability should declare in the application cover letter their disability type.**

Post designation	:	1x Private Secretary
Office	:	Office of the Chief Executive
Grade	:	Patterson C2
Salary scale	:	N\$ 217,481.58 - 226,448.47 Per Annum
Transport Allowance	:	N\$ 7,704 per annum

Primary purpose of this position

To provide administrative and secretarial support services to the CEO and the Mayor, in order to contribute towards the smooth running of the Office of the CEO, and that of the councillors.
To promote the professional image of the Town Council.

Key performance areas

1. Office administrative duties
2. Secretarial duties
3. Manage Office Consumables
4. Receives all calls and visitors for the CEO
5. Upkeep of the filing system
6. General administration
7. Minute taking

Minimum requirements:

- Grade 12 plus a three (3) year Diploma in secretarial/office administration/information management/Office management & technology qualification.
- 3-year relevant experience as a secretary /office administrator

Additional Requirements

- Proficiency in English
- Possess good communications and interpersonal skills
- High level of confidentiality
- Strong writing and typing skills
- Computer literacy
- Ability to use own initiative.
- Good customer care and management

In return the Council offer attractive remuneration package as well as attractive fringe benefits:

Competitive salary, annual leave, very attractive medical aid of which Council contribute 85% and member 15%, pension fund of Council contribute 21.7%, transport allowance, annual bonus/13th cheque, housing allowance of 20% of an annual salary; and in case of a bond Council offer housing subsidy of 40% of an annual salary.

Your application letter accompanied by a full detailed CV and certified copies of ID, and educational certificates should be addressed to:

The Chief Executive Officer, Oshakati Town Council, Private Bag 5530, OSHAKATI.

Only shortlisted candidates will be conducted, canvassing will be disqualified and no copies will be returned.

Closing date: Friday, 29th October 2021

Contact Person: Mr. E. Anguku/Ms. R.M Mukwilongo (065) 229500