



KATIMA MULILO TOWN COUNCIL
HUMAN RESOURCES AND CORPORATE SERVICES DEPARTMENT

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KATIMA MULILO TOWN COUNCIL
An equal opportunity employer

VACANCIES

OFFICE OF THE CHIEF EXECUTIVE OFFICER

1x POST: EXECUTIVE SECRETARY TO THE CEO (PATTERSON C2)

Salary scale	: 159 143 - 174 432
Housing allowance	: 40% of basic salary with a bond
	: 20% of basic salary without a bond
Transport Allowance	: 7704.00 per annum

Main Purpose of Position

To manage the administrative aspects of the office of the CEO and to ensure that all interactions that the CEO has with internal (Council, Management Committee, EXCO, & staff) and external parties (business community, Government, internal partners, etc.) are efficiently initiated, coordinated & completed/resolved. Furthermore, to assist the CEO in managing the office's budget & spending as well as ensure the efficient administration of all the CEO's correspondence, strategic implementation, records & office processes, and ensure appropriate and confidential handling of sensitive matters/issues. To manage the CEO's travelling plans, itineraries and schedules i.t.o. administrative, coordination & communications aspects, and generally project a professional image of the CEO's office to all that deal with it or come into contact with it.

Minimum Educational Qualification and Experience Required

- ❖ A 3-year Degree in Corporate Communication/ Public Relations/Journalism or equivalent plus 3 years relevant experience of which 1 years is in supporting a senior management in a personal assistant capacity, preferably in a local authority. OR
- ❖ A 3-year Diploma in Corporate Communication/ Public Relations/ Journalism or equivalent plus 5 years relevant experience of which 1 year is in supporting a senior management in a personal assistant capacity, preferably in a local authority.

Special Requirements

- ❖ Driving licence code B will be an added advantage.

Key Performance Areas

- ❖ Customer/ Client Relations
- ❖ Time Management Support & Scheduling/ Coordination Services
- ❖ Office Administration Services
- ❖ Council's corporate wear and Corporate Image
- ❖ Effective communication
- ❖ Records/ Information Management Services

THE COUNCIL OFFERS THE FOLLOWING BENEFITS:

Attractive pension scheme, medical scheme, 13th cheque and attractive leave per annum.

Written applications, detailed CV, proof of citizenship and certified copies of qualifications should be attached to your application and then be forwarded/addressed to: **The Chief Executive Officer, Katima Mulilo Town Council, Private Bag 5009, Katima Mulilo.**

Enquiries can be directed to the Head: Human Capital-Ms. Feliciana Shishiveni at 066 261566. Previously disadvantaged Namibians are encouraged to apply. No documents will be returned. Only short listed candidates will be contacted. Foreign qualifications should be accompanied by evaluation reports from NQA.

CLOSING DATE FOR APPLICATIONS IS FRIDAY, 19 May 2023.

NB: No emailed or faxed applications will be accepted.