



TSUMEB MUNICIPALITY

EXTERNAL ADVERTISEMENT

Tsumeb Municipality is an equal opportunity employer

16/06/2025

NOTICE NO. 03/2025

CORPORATE OFFICER: COUNCIL SUPPORT (C3)

DEPARTMENT: HUMAN CAPITAL & CORPORATE SERVICES

Applications are hereby invited from suitable qualified persons to fill the above mentioned vacancy.

MAIN PURPOSE OF THE JOB: To provide administrative and operational support to the Council and ensures accuracy, completeness and timeously in service delivery.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- B-Degree in Public Administration/ Business Administration on **NQF Level 7** or equivalent qualifications plus five (5) years appropriate experience **OR**
- A National Diploma in Public Administration/ Business Administration on **NQF Level 6** or equivalent qualifications plus 8 years appropriate experience
- Strong and sound communication skills, interpersonal skills and organizational skills, proficiency in Microsoft Office, and the ability to manage multiple tasks are essential

KEY RESPONSIBILITIES

- Drafts and compiles Council agendas and minutes from Management Committee meetings. Ensures the accuracy thereof and forwards these minutes to the Accounting Officer for verification and approval.
- Attend to all Administrative, Departmental, Management and Council Meetings and records minutes.
- Ensures the availability of minutes of previous Council meetings.
- Obtains the relevant signatures on the minutes.
- Identifies the staff members who must receive complete or partial agendas for the meeting.
- Duplicates, binds and distributes the minutes to various stakeholders in line with set procedure.
- Keeps Council's resolutions with agendas, and files minute-books in date order
- Makes all the logistical arrangements required for the annual swearing-in ceremonies of all councillors
- Checks the work done by the Assistants for accuracy, completeness and timeousness
- Compiles departmental budget in liaison with the immediate supervisor

REMUNERATION AND FRINGE BENEFITS.

A competitive remuneration package that includes a basic salary of N\$246,013.00, Annual and Sick Leave, Medical aid, Pension scheme, 13th cheque, Housing allowance, transport allowance, moving expenses (if residing outside Tsumeb),

For more details, please contact the Human Resources Manager/ HR & IR Officer @ Tel.: 067-221056/7

Application form are obtainable on our website: www.tsumebmun.org.na) and must be completed in full, accompanied by all required documents including NQA, evaluation reports. Copies of qualifications must be originally certified and be submitted to the following address;

By mail: Human Resources Department, Private Bag 2012, **OR Hand Delivery/ Courier Services, at** Tsumeb Municipal Offices, Moses Garoeb Street, **Room No. 5** on or before **Friday, 18th July 2025**. No applications via emails or fax will be accepted.

- NB:**
- **All foreign and local qualifications must be evaluated by NQA**
 - **Women, Persons with disability and marginalized are encouraged to apply if they meet requirements.**
 - **Failure to attach necessary documents and/or false information in filing the application form will disqualify your application**
 - **Only shortlisted candidates will be notified and no documents will be returned**