



GOBABIS MUNICIPALITY

VACANCY

In pursuit of its vision to be an undisputed town of choice and the jewel in the east of Namibia, Gobabis Municipality seeks the services of suitably qualified, experienced, committed, self-motivated and competent person to fill the vacancy listed below. ***NB: women and people with disabilities are strongly encouraged to apply.***

POSITION: EXECUTIVE SECRETARY TO THE CHIEF EXECUTIVE OFFICER C1

PURPOSE: 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, international 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, 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.

REPORTING LINE: Chief Executive Officer

DUTY STATION: Gobabis Municipal Council

KEY PERFORMANCE AREAS:

- Attends to and addresses specific enquiries immediately, maintaining a record of events, for information to the CEO
- Addresses all queries and requests that are raised with the CEO's office
- Accompanies the CEO on selected field trips and compiles a report on the findings
- Types all correspondence, reports, memos, agendas, statistics, agreements etc as directed by the CEO using the set format
- Receives all incoming mail and faxes, retrieves all e-mail/ internet-for the CEO
- Maintains records and reminders of important dates and events and reminds the CEO accordingly and/or takes specific steps with regard to such dates/events (birthdays of colleagues, important clients/customers, etc.)
- Makes the logistical arrangements for internal and external meetings and takes minutes at such meetings when required
- Prepares presentations on PowerPoint for the CEO utilising agreed features, tables and designing the appropriate layout in coordination with CEO, ensuring that the presentation reflects the professionalism of the Council and the CEO's office
- Meets with the CEO regularly to plan the upcoming day/week and picks up on, and personally addresses all interfering aspects
- Maintains the filing system for hard copies of all correspondence and documentation that has to be kept on file

JOB SPECIFICATIONS:

Minimum Educational Qualification

- A Grade 12 plus 3-year Diploma in Corporate Communication/ Public Relations/ Journalism or equivalent plus 2 years relevant experience supporting a senior manager in a personal assistant capacity, preferably in a local authority

Competencies (Knowledge, Skills, Attributes)

- Sound communication and interpersonal skills
- Good organizational skills
- Ability to take own initiative and be a self-starter
- Ability to maintain confidentiality
- Sound computer literacy
- Good command of both written and spoken English
- Knowledge of municipal functions as stipulated in the relevant Acts
- Exposure to the international community
- High degree of integrity and diplomacy
- Well-groomed and neat appearance, friendly and welcoming demeanour

Special Requirements

- Valid Driving licence code B

GENERAL FRINGE BENEFITS INCLUDES:

- Housing allowance
- Transport allowance
- Subsidised Medical Aid Scheme
- Subsidised Municipal Pension Fund
- 13th Cheque (Bonus)
- Ample Leave Privileges

CLOSING DATE FOR APPLICATIONS: Thursday, 14 November 2019 @ 16:00

Applications on the **Council's prescribed application form**, which can be obtained from our website (<http://www.gobabis.org/>). Interested candidates meeting the requirements are invited to forward their detailed Curriculum Vitae, certified copies of educational qualifications and transcripts (**foreign qualifications must be evaluated by NQA**), medical report as attached on the application form must be completed by the medical practitioner, **certified copies of two recent testimonials/certificate of service confirming the employment status and/or working experience** and proof of Namibian citizenship. **Applications by post or hand delivered must reach Gobabis Municipality at 35 Church Street by the same date and time.** For more enquiries, do not hesitate to contact Mr. A.P Shilemba: Human Resources Manager at 062 – 577300. Applications should be addressed to:

**The Chief Executive Officer
Municipality of Gobabis
P.O. Box 33
35 Church Street
GOBABIS**

Gobabis Municipality offers a market related and attractive package.

NO LATE, E-MAILED OR FAXED APPLICATIONS WILL BE ACCEPTED !!!

NB: Applicants who do not meet the above-mentioned requirements or fail to comply with the application procedure will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.

**I.K THUDINYANE
CHIEF EXECUTIVE OFFICER**