



# ARANDIS TOWN COUNCIL



Private Bag 7002  
Arandis



Tel: (064) 512400  
Fax: (064) 512429



[www.arandistc.com.na](http://www.arandistc.com.na)  
[hrofficer@atc.com.na](mailto:hrofficer@atc.com.na)

Enquiries: Mr S Akwiindika

## INTERNAL ADVERTISING

The Arandis Town Council hereby inviting dynamic qualified staff members to apply for the position of Personal Assistant to the Chief Executive Officer.

Job Title	: Personal Assistant to the CEO (C3)
Salary Notch	: N\$198 049 – N\$206 215
Department	: Office of the CEO
Duty Station	: ARANDIS

**Primary purpose:** To provide a comprehensive and execute an effective and efficient administrative and secretarial service to the CEO while maintaining Council standards and a high level of confidentiality.

### Minimum Requirements:

- 3-years Diploma Office Administration, Public Administration or equivalent plus 5- Years relevant experience
- A B – Degree in Public Administration or equivalent plus 3 years relevant experience
- Computer literacy
- Must have valid driving license Code B

### Key Performance Areas

- General Administration
- Preparation of Agendas
- Support Services

### Remuneration Package including:

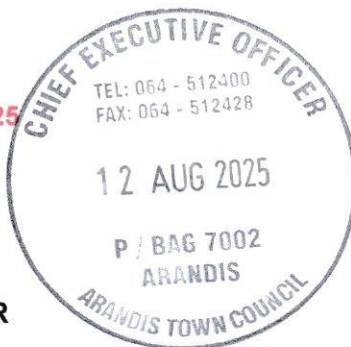
- Pension Fund
- 20% House Allowance (house subsidy 40%)
- Transport allowance
- Service bonus (13<sup>th</sup> cheque)
- Medical Aid scheme
- Annual leaves

Applications for the above position must be accompanied by a detailed CV and certified copies of relevant qualifications. If you meet the requirements for this role and are ready to contribute to the success of our company, please apply through our website portal at [www.arandistc.com.na](http://www.arandistc.com.na) vacancies.

For assistance on the portal please contact the Tara Nawa Team on +264 (0)64 402 403 or 081 229 4611.

**CLOSING DATE: 18 August 2025**

Stanley Norris (Mr)  
CHIEF EXECUTIVE OFFICER



All official correspondence must be addressed to THE CHIEF EXECUTIVE OFFICER