



VACANCY

Applications are hereby invited from Namibian citizens, for appointment in the following vacancy:

ECONOMIC DEVELOPMENT OFFICER

(Paterson C4 Band)

Remuneration & Benefits: Minimum: N\$348 481.00

Market related salary package, Medical Aid, Pension Fund, Housing Allowance/Subsidy, 35 m³ free water per month and 20 working days leave per annum and 12 gratuity leave days

Main purpose of the job: To be responsible to provide advice, support and assistance to the Manager: Economic Development Services, in the planning, implementation and co-ordination of Economic Development and to supervise the operation of the Section. Actively drive and innovate economic development strategies, focusing on sustainable development, in economic practices, and fostering an environment conducive to investment and SME growth.

Key performance areas: The successful candidate will be responsible to execute the following duties:

1. Investment Promotion, Business Development/Support and Liaison
2. Innovation and MSME Development & support
3. Management of SME Administration and leasing of Business Premises
4. Support tourism and economic development
5. Event Management
6. Research & Data Management/Trend Analysis
7. Sustainable Economic Development Initiatives
8. Stakeholder Engagement and Partnership Development
9. Staff Supervision
10. General Administration
11. Procurement and administration
12. Occupational Health and Safety Management (OHSM) at the workplace.
13. Digital Transformation in Economic Development

Requirements:

Applicants should have a

- Bachelor Degree in Economics on NQA Level 7
- Three (3) years working experience in similar position of which one (1) year must be at supervisory level
- A valid Code B driver's license

Contact person: Ms M Niemand at telephone no. 064 - 4104225 or Ms M Uwites at 41044602

Applicants should complete Council's prescribed application form which can be obtained from our website (<http://www.swakopmun.com>), together with **certified** documentary evidence to show the compliance with the requirements stipulated for the position; the nature, scope and period of previous positions held, and the work experience gained; and all material facts should accompany the application form. Complete application forms should be directed to the Human Capital Manager, P O Box 53, Swakopmund or placed in the **GREEN APPLICATION BOX** on or before **Friday, 24 October 2025 @ 11:00.**

Only shortlisted candidates will be contacted.

NO E-MAILED APPLICATIONS WILL BE ACCEPTED
THE MUNICIPALITY OF SWAKOPMUND IS AN EQUAL OPPORTUNITY EMPLOYER
PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY

A BENJAMIN
Chief Executive Officer