



## KATIMA MULILO TOWN COUNCIL

### An equal opportunity employer

#### EXTERNAL VACANCIES

### DEPARTMENT OF COMMUNITY SERVICES AND LOCAL ECONOMIC DEVELOPMENT

#### 1x POST: SUPERVISOR: COUNCIL RESORTS & GUESTHOUSE (C3)

<b>Salary scale</b>	: 190 413 – 198 264
<b>Housing allowance</b>	: 40% of basic salary with a bond
	: 20% of basic salary without a bond
<b>Vehicle Allowance</b>	: 10 512.00 per annum

#### Main Purpose of Position:

To ensure the effective operation, administration and marketing of Council resorts, and guesthouse to ensure accurate and complete administration of the Central Reservation System (Wooden Bridge, Council Guest house, community halls, etc).

#### Minimum Educational Qualification and Experience Required:

- ❖ Grade 12 plus a Diploma NQF Level 7 in Tourism & Hospitality, with 3 years' experience in a tourism/ hospitality related field, which should have included extensive exposure to public service providers. A Degree in a similar field will save as an added advantage.

#### Special Requirements:

- ❖ Code BE Driving License

#### Key Performance Areas

- ❖ Central Reservations Management
- ❖ Facility & Equipment Maintenance
- ❖ Customer Service
- ❖ Staff supervision
- ❖ Outsourced cleaning, laundry, gardening, security and waste 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 Department of Human Capital at 066 261500/30. Previously disadvantaged Namibians, women and people with disability 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.

***NB//COUNCIL RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT BEFORE OR AFTER INTERVIEWS WITHOUT NOTICE TO APPLICANTS.***

**NO EMAILED OR FAXED APPLICATIONS WILL BE ACCEPTED.**

**CLOSING DATE FOR APPLICATIONS IS MONDAY, 09 JUNE 2025 at 17H00**