



BUKALO VILLAGE COUNCIL

Enquiries : Mr. Victor Siyema
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Erf 532
Council Building
Our Ref. 06/07/26

Private Bag 1005
Bukalo, Namibia

Vacancy Announcement: 06 July 2026

1. Post 1:

1x Receptionist (Grade B1)

Salary Scale: N\$69707XP-N\$72581 P.A

Reporting to the: Private Secretary

Appointment requirements

Grade 10 with a minimum of 23 points and a C symbol in English as a second language or equivalent, 2-3 years appropriate work experience will serve as an added.

Key Performance areas

- Routing incoming calls to intended receptionist
- Receive and ushering of guest of council
- Operate the council switchboard and report any other telephone or wireless faults to telecom & e-service providers
- Provide first hand information to clients about council
- Compiling & updating a list of all outgoing calls and isolating private 7officials calls, to enable the accounts division to bill staff members for private calls usage
- Maintaining constant liaison with telecom Namibia & MTC regarding connection of new telephones lines, cellphone bills and payments for the CEO, modern connections, internet or intranet as well as e-connections or e-communications issues
- Act as a secretary to the CEO and chairperson of the council when the private secretary is incapacitated or unavailable

- Make guest and investors comfortable upon arrival at the reception area by establishing a conducive rapport for fair and firm welcoming to Bukalo Village Council

Other competencies

- highly assertive
- Must be initiative and trustful
- Must be friendly and conversant in English
- Must exercise a high degree of discipline and welcome to guest
- Must be willing to undergo typing and spreadsheet test as well as office administrative skills test

Qualification

Grade 10 certificates with a minimum of 23 points and symbol C in English or equivalent (IGCSE). 2-3 years appropriate experience in a corporate environment as an office assistant, receptionist or switchboard operator to be an added advantage

Closing date: 06 August 2026

Applications to be hand delivered to Bukalo Village Council Human Resources Department office No: S15, or by Posting to: Private Bag 1005, Bukalo /Namibia

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