



ORANJEMUND TOWN COUNCIL

EXTERNAL ADVERTISEMENT: VACANCY

POSITION: Assistant Human Resource Practitioner: Staffing & Payroll

Oranjemund is established in terms of the Local Authority Act, Act 23 of 1992 (as amended) which mandates the Town Council with the provision and maintenance of municipal services and the facilitation of economic development and is hereby inviting suitably qualified, dedicated and committed candidates to apply for the following position in order to fulfil its statutory mandate:

POST 1

Department : Finance, HC, IT and Asset Management
Report to : HRP Staffing and Payroll
Position : Assistant Human Resource Practitioner: Staffing & Payroll
Grade Patterson : B4
Salary scale : N\$ 123 431 – 150 172

Minimum requirement : Diploma in Human Resources Management at a recognised tertiary institution and 2 years' experience

Additional special requirements: None

Competencies: Computer Literacy. Conscientiousness and the ability to give attention to detail. Must possess sound communication, interpersonal skills, and Customer focus. Ability to deal with and keep confidential issues. Basic knowledge of the Labour Act, Pension Fund and Medical Aid Fund regulations and SSC. Able to work under-pressure at times.

Main purpose of the Position: To perform a range of assigned human resources administrative tasks, thereby contributing towards the Town Council's effective human resources administration.

Benefits: 13th cheque, housing subsidy/ allowance, subsidized medical aid scheme, transport allowance, Leave days as per current legislation, pension, and social security

NB.
Application letter to be addressed to The Acting Chief Executive Officer, Oranjemund Town Council, P O Box 178, **ORANJEMUND**, should be accompanied by **originally certified copies** of educational qualification(s), identity document, drivers licence and detailed CV, **confirmation of probation letter**. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA), **Submit the application to Human Resource Office.** Applicants who fail to attach the necessary documents will be disqualified. Only shortlisted candidates will be notified and no documents will be returned. Candidacy is limited to Namibian citizens. Please note that **NO fax, emailed, non-certified copies and late applications will be considered.**

NB: Preference will be given to applicants from designated groups in terms of the Affirmative Action (Employment) Act, (Act No. 29 of 1998) and who meets the Job Requirements.

Enquiries : Mr. Brendan Tuombale TEL: 063 233 500

Closing Date : Monday, 05 September 2022