



ORANJEMUND TOWN COUNCIL

VACANCIES

Oranjemund is established in terms of the Local Authority Act, Act 23 of 1992 (as amended).

The Council has the following vacancies on its establishment

Post A: Chief Executive Officer Patterson Job Grade F1 (5-years contract)

Department	:	Office of the CEO
Reports to	:	Council
Salary scale	:	N\$ 452 651 – 524 747 per annum
Motor vehicle allowance	:	N\$ 102 701 per annum
Housing Allowance	:	40% of basic salary (With a bond)
	:	20% without a bond
Cell phone allowance	:	N\$ 1 200. Per month
Employer pension Contribution	:	21.7% of basic salary
Medical Aid Contribution (employer)	:	85% of monthly premium

Minimum Educational Qualification requirement: A B. Degree OR Honours in Business Administration and MBA will be an added advantage.

Minimum Experience Requirements: 9 years, of which 4 years should have been in a senior management role. The incumbent should display a good balance between a sound understanding of the technical aspects of infrastructure development, maintenance and provision, provision of all relevant local authority services, the management of relationships at high level and leadership of a significant entity of regional importance within Namibia. This also means balancing of the socio-political forces and commercial growth initiatives.

Additional special requirements: Driver's licence - Code BE

Competencies: Vision, leadership, problem-solving, judgement and decision making, pro-activity, customer focus, management and organisation and good communication.

Main purpose of the Position: For providing strategic, financial and operational leadership for the company and will closely coordinate and work with the Council and senior leadership team and further to direct, develop and manage the context and enabling conditions in which the town council can achieve the aims indicated in its approved framework of mission, vision and strategy. Furthermore, to translate town council aims and strategies into specific objectives and requirements for the management team and provide the leadership that will enable the latter to establish the capacity, structures and conditions within the town council that will translate into achievement of the aims of the town council.

NB: the filling of this post is subject to vetting.

Post B: Chief Environmental Health Practitioner Grade D1 (Re-advertisement)

Department	:	Local Economic Development & Community Services
Report to	:	Manager: Local Economic Development & Community Services
Salary scale	:	N\$ 243 322 – 282 077 per annum

Minimum requirement: B-Tech Degree in environmental Health or equivalent. 4 years in similar position covering the entire spectrum of environmental health functions, of which at least 3 years should have been at a local authority or similar organisation, in a supervisory capacity OR 6 years in a similar position covering the entire spectrum of environmental health functions, of which at least 3 years should have been at a local authority or similar organisation, in a supervisory capacity.

Special requirements: Driver's licence - Code BE, Registered as Environmental Health Practitioner with the Allied Health Professional Council of Namibia, and Registered as Peace Officer.

Competencies: highly analytical, good communication, logical reasoning, attentive to details, able to work with people, sound computer literacy, management skills, proficiency in English and at least one local language, and sound customer orientation.

Main purpose of the Position: To manage the environmental Health Division and to plan, direct and control all required activities designed to prevent and control physical, chemical and biological factors in the environment that can have a detrimental influence on the health and well-being of individuals, families and communities in Oranjemund district.

Post C: Chief Technician: Technical services Grade D1

Department : Infrastructure, Planning & Technical Services
Report to : Manager: Infrastructure, Planning & Technical Services
Salary scale : N\$ 243 322 – 282 077 per annum

Minimum requirement: B-Tech Degree in Engineering (Mechanical/Civil) plus 4 years in an engineering position preferably in water provision and reticulation, 2 years should have been in a supervisory /managerial position.

Additional special requirements: Registered as Engineering Technician with the relevant Engineering council, and Driver's licence - Code B.

Competencies: Sound analytical and problem resolution skills, sound communication and interpersonal skills, sound computer literacy, conflict resolution and negotiation skills, management skills, knowledge of standard building regulations, proficiency in English and at least one other local language, and sound customer orientation.

Main purpose of the Position: To provide a high quality and cost effective service to residents in the Oranjemund Town Council area, and to manage the engineering function for all water and waste water construction and maintenance activities of the Town Council.

Post D: Chief Technician: Electrical Services Grade D1

Department : Infrastructure, Planning & Technical Services
Report to : Manager: Infrastructure, Planning & Technical Services
Salary scale : N\$ 243 322 – 282 077 per annum

Minimum requirement: Trade Diploma (Electrical/Electronic) with at least 4 years working experience in the installation, repair and maintenance for electrical lines OR National diploma in Engineering (Electrical/Electronics) plus 5 years in an electrical position, 2 years should have been in a supervisory position.

Additional special requirements: Traded as an Artisan (level 5) with installation Rules Paper 1 & 2 and unit standard, or Registered as Engineering Technician with the relevant Engineering Council, A Driver's licence - Code B.

Competencies: Sound analytical and problem resolution skills, sound computer literacy, sound communication and interpersonal skills, conflict resolution and negotiation skills, management skills, knowledge of the Namibian Electricity Act, knowledge of Technical Rules, Economic Rules & Net metering Rules, Knowledge of the Namibian Electricity Safety Code (NESC), Proficiency in English and at least one other local language, and sound customer orientation.

Main purpose of the Position:

Post E: Chief Protection Officer Grade D1 (Re-advertisement)

Department : Local Economic development & Community Services
Report to : Manager: Local Economic Development & Community Services
Salary scale : N\$ 243 322 – 282 077 per annum

Minimum requirement: Graduate Degree in Disaster Risk Management and a Certificate in Fire Fighting plus 5 years experience including exposure to civil defence/security and occupational health and safety.

Special requirements: Driver's licence - Code CE, Registration as Peace Officer will be an added advantage.

Competencies: Sound communication and interpersonal skills, sound customer service orientation, financial management knowledge and skills, sound supervisory skills, work under pressure, computer literacy, sound physical and mental condition enabled.

Main purpose of the Position: To contribute to and support the monitoring and management of the overall disaster risk & recovery program. The incumbent will work under the direct supervision and guidance of the Senior Manager and acts as the coordinator during emergency and disasters, and other DRR teams. To ensure effective firefighting, fire prevention, fire inspection and fire training services for the town of Oranjemund, to ensure preparedness of the town for any disaster (land, sea, and air), to upgrade the town's disaster plan annually and to implement and enforce regulations and procedures in designed to contribute to a safe and secure working environment for all town Council employees in accordance with the requirement as set out in the Occupational Health and Safety Act (Labour Act. 11 of 2007)

Post F: Operator Driver Grade B3

Department : Infrastructure, Planning & Technical Services
Report to : Artisan: Roads
Salary scale : N\$ 109 729 – 133 503 per annum

Minimum requirement: A Grade 10 with 3 years experience in the operation of heavy earth moving vehicles (e.g Grade, Wheel – Dozer, Front – End Loader) and the street sweeping machine.

Additional special requirements: Driver's licence - Code CE.

Competencies: Sound knowledge of road traffic regulations and safety; Basic communication skills; Basic administration skills; Basic mechanical aptitude and physically able.

Main purpose of the Position: To safely and efficiently operates a range of heavy earth-moving vehicles required in the construction and maintenance of roads and dune stabilisation as assigned, and to operate the street sweeping machine to clean roads as assigned.

Post G: Fleet Management Officer Grade C2

Department : Infrastructure, Planning & Technical Services
Report to : Foreman
Salary scale : N\$ 170 661 – 197 843 per annum

Minimum requirement: A Diploma in Transport Management/ Trade Diploma Petrol & Diesel Mechanics. 3 years experience in the maintenance of vehicles (petrol & diesel) excluding the time spent to complete the apprenticeship, of which at least 1 year should have been in a supervisory capacity.

Additional special requirements: Driver's licence - Code CE

Competencies: Sound Knowledge of and skills in Arc welding and flame cutting techniques; expert knowledge of diesel and petrol engine; basic knowledge of auto electrics; knowledge of fuel injection technology; sound knowledge of heavy earthmoving equipment and repairs; sound knowledge of lubricant specifications; basic pump fault finding and maintenance; high technical and maintenance aptitude; physically able; sound knowledge of workplace health and safety.

Main purpose of the Position: To service and perform basic maintenance of all Oranjemund Town Council vehicles and mechanical equipment, to facilitate the major maintenance and repair of such vehicles and equipment through external providers, and to supervise, control and maintain the workshop and workshop stock/materials/equipment.

Post H: Assistant Procurement Officer B4

Department : Office of the CEO
Reports to : Procurement Officer
Salary scale : N\$ 123 431 – 150 172 per annum

Minimum requirement: 3 year Diploma in supply/Logistics Management or Financial Accounting plus 2 years experience which should have included significant exposure to stores control and procurement OR a Grade 12 with Accounting & Mathematics plus 4 years experience in the procurement or stock taking environment.

Additional special requirements: Driver's licence - Code B.

Competencies: Accuracy and conscientiousness; good communication and interpersonal skills; computer literacy; sound customer orientation; good supervisory skills.

Main purpose of the Position: Responsible for performing confidential administrative clerical duties relating to organising and coordinating procurement activities, review and distribution of information to include: all categories of procurement and all methods of procurement as stipulated in the Public Procurement Act.

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

NB.
Complete Employment Application Form for Oranjemund Town Council/Cover Letter and address 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, work testimonials. 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 : Friday, 17 January 2023