



ORANJEMUND TOWN COUNCIL

EXTERNAL ADVERTISEMENT: VACANCIES

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 to fulfil its statutory mandate.

Department	:	Office of the Chief Executive Officer
Report to	:	Chief Executive Officer
Position	:	1x Head: Procurement Management Unit
Grade Patterson	:	D1
Salary scale	:	N\$ 250 622 – N\$ 290 539 per annum

Minimum requirement: A Bachelor's Degree in Procurement/ Supply Chain Management/ Finance & Accounting/ Business / Public Administration, plus 5 years in the position of procurement which 3 years should have been at supervising tenders.

OR

A 3 years Diploma in Procurement/ Supply Chain Management, Finance & Accounting/ Business / Public Administration plus 8 years in the position of procurement of which 5 years should have been at supervising tenders.

Additional special requirements: Code B driver's license. Registration as Peace Officer. Real Estate Agency Certificate.

Competencies: Knowledge of all other accounting streams of the organisation, Knowledge of the supply chain management, Public Procurement Act, Public Procurement Regulations, Computer literacy, Sound Customer orientation, Good communication and interpersonal skills, Sound supervisory skills.

Main purpose of the Position: To ensure full compliance of and adherence to the Public Procurement Act and the Public Procurement Regulation. To ensure the effective daily operation and management of procurement activities of a public entity from the initiation of the procurement process to the award of the procurement contract for the Town Council and to advise the Accounting Officer on the procurement plan and to provide procurement support and advise to departments, bid evaluation and secretarial services the procurement committee.

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

NB: Applicants should complete an Employment Application Form for Oranjemund Town Council and address to The Acting Chief Executive Officer, Oranjemund Town Council, P O Box 178, ORANJEMUND OR Hand delivered applications should be submitted to the Human Resources Office. The applications must be accompanied by originally certified copies of educational qualification(s), identity document, driver's licence and detailed CV and work testimonials. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).

Note that Applicants who fail to do the following will be automatically disqualified:

- fail to apply in the prescribed employment application form;
- fail to complete all items in the prescribed employment application form;
- fail to attach originally certified copies of education qualification;
- fail to attach foreign qualifications NQF evaluations (if applicable); and
- fail to attach the necessary documents e.g., ID, CV, driver's license.

Only shortlisted candidates will be notified and no documents will be returned. Candidacy is limited to Namibian citizens. Please note that **NO faxed, 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 : Human Capital Office
Tel : 063 233 500

Closing Date : Tuesday, 25 APRIL 2023