



ORANJEMUND TOWN COUNCIL

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 positions in order to fulfil its statutory mandate:

Post A	:	Procurement Officer Job Grade C4
Department	:	Office of the CEO
Division	:	Procurement Management Unit
Reports to	:	Head: Procurement Management Unit
Salary scale	:	N\$ 209 892 - N\$ 243 322 per annum

Minimum Educational Qualification requirement: Degree in Supply Chain Management/Logistics, Accounting & Finance/Procurement/Business/Public Administration Plus a 2 years' experience which should have included significant exposure to stores control and procurement of which one year should have been in a supervisory capacity.

Or
3-year Diploma in Supply Chain Management/Logistic, Accounting & Finance or Business Administration, plus a 4 years' experience which should have included significant exposure to stores control and procurement of which one year should have been in a supervisory capacity.

Additional special requirements: Driver's licence - Code BE

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

Main purpose of the Position: To ensure the compliance of procurement practices in line with the Public Procurement Act, set procurement procedures and guidelines and that all assets are maintained in the most economical and efficient manner in accordance with approved policies and procedures.

Post B	:	Foreman: Roads & Fleet Maintenance Grade C4
Department	:	Infrastructure, Planning & Technical Services
Division	:	Technical Services
Section	:	Roads and Fleet Maintenance
Report to	:	Chief Technician: Technical Services
Salary scale	:	N\$ 209 892 - N\$ 243 322 per annum

Minimum Educational Qualification: National Vocational Certificate in Road Construction and Maintenance (level 5)

Or
National Diploma in Civil Engineering.

Minimum Experience requirements: 5 years in roads construction and maintenance of which at least 3 years should have been in a supervisory position, Basic knowledge of fleet management.

Additional special requirements: Code C Driving License.

Competencies: Sound interpersonal and communication skills, strong supervisory skills, conflict resolution skills, analytical thinking skills, knowledge of basic budgeting and financial control, presentation skills, computer literacy, sound customer service orientation.

Main purpose of the Position: To plan, manage and administer the construction and maintenance of roads, road traffic signage and drainage structures with the view to provide high quality and cost effective roads, and related facilities, a fully operational fleet of vehicles and equipment.

Post C : **Electrician Grade C3**
Department : **Infrastructure, Planning & Technical Services**
Division : **Electrical Services**
Section : **Electrical Services**
Report to : **Chief Technician**
Salary scale : **N\$192 081 – N\$ 222 674 per annum**

Minimum Educational qualification: Level 3, Trade Diploma Electrical and Grade 12 Certificate OR Trade Diploma and N3 Electrical Preferred Qualifications: Trade Diploma - N4 or Higher and SSTC.

Minimum Experience Required: Five (5) years' experience as an Electrician, of which three (3) years should be at supervisory level and be exposed to metering.

Special requirements: Code BE Driver Licence two (2) years driving skills including off-road, Code C1E (added advantage).

Competencies: Sound interpersonal and communication skills, strong supervisory skills, conflict resolution skills, analytical thinking skills, knowledge of basic budgeting and financial control, knowledge of technical electrical systems and equipment, understanding of safety and good housekeeping, diagnostic and troubleshooting skills, ability to repair and maintain electrical system and equipment components, ability to adapt to new technology, computer literacy, sound customer service orientation, able to work long hours, under huge pressure during emergencies.

Main purpose of the Position: To perform high quality and cost effective plan, coordinate and control planned and unplanned maintenance requirements; control the construction of capital projects; medium and low voltage consumer connections to meet the electricity supply targets in allocated urban and rural areas including testing, installation and maintenance of metering equipment.

To operate, maintain, install and modify all electrical apparatus in designated areas in a safe and efficient manner and in accordance with applicable regulations, standards and set procedures, to achieve optimum equipment availability and quality service delivery.

To cost effectively manage, coordinate and control the area resources to meet the electricity supply targets to allocated urban and rural area customers, including: maintain the existing MV and LV Network, Network extensions and improvements, Manage and oversees the building maintenance of all substations & Mini-sub.

Post D : **Assistant Electrician Grade B3**
Department : **Infrastructure, Planning & Technical Services**
Division : **Electrical Services**
Section : **Electrical Services**
Report to : **Electrician**
Salary scale : **N\$ 113 021 – 137 508 per annum**

Minimum requirement: Level (2) Trade Certificate Electrical or equivalent plus 2 years' experience in electricity repairs and maintenance related activities.

Additional special requirements: Code B Driving license.

Competencies: Knowledge of basic electrical repair methods, computer literacy and basic customer service orientation.

Main purpose of the Position: To assist the Electrician(s) in undertaking all works related to the town's electricity supply and distribution network. Under the strict guidance of the Electrician, to repair or replace wiring, equipment, or fixtures, using hand tools or power tools, tests electrical systems or continuity of circuits in electrical wiring, equipment using testing devices such as ohmmeters, voltmeters to ensure compability and safety of system, plan layouts and installations of electrical wiring based on job specification and local codes.

Post E : **Clerk: Stores Grade B2**
Department : **Office of the CEO**
Division : **Procurement Management Unit**
Report to : **Procurement Officer**
Salary scale : **N\$ 100 476 – N\$ 122 244 per annum**

Minimum Educational Qualification requirements: Grade 12 with Accounting and/ or Mathematics as a subject, related National Diploma will serve as advantage.

Minimum Experience Requirements: 2 years in a stores/ warehousing position.

Special requirements: None.

Competencies: Accuracy and conscientiousness, computer literacy, Conscientiousness, Customer orientation, good communication skills.

Main purpose of the Position: To assist the Assistant procurement Officer in overseeing and maintaining a store's supply of products and equipment. To keep track of all products and supplies, ensuring that stock is organized, and assisting in the offloading and processing deliveries.

Post F : **Cleaner/ Gardener A2**
Department : **Office of the CEO**
Division : **Corporate & Communication Services**
Report to : **Admin Officer: Minutes & Agendas**
Salary scale : **N\$ 66 654 – N\$ 85 069 per annum**

Minimum Educational Qualification: A Grade 10. A Grade 12 is essential/desirable.

Minimum Experience Requirements: 1-year experience as a Cleaner or Gardener. Training on the workplace hazardous cleaning materials, and equipment will be an added advantage.

Competencies: Basic knowledge of cleaning materials and equipment, basic English communication skills, good observation skills and attention to detail, reasonable level of fitness, good time management skills, willingness to learn and self-starter.

Main purpose of the Position: To provide a range of cleaning duties and general assistance with assigned office logistical duties as instructed.

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 it 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, 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:

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

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 Resources Office**
Tel : **063 233 500**

Closing Date : Thursday, 12 October 2023