



## ORANJEMUND TOWN COUNCIL ADVERTISEMENT: LOCAL NOTICE BOARD

Oranjemund Town Council 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 eligible Oranjemund residents to apply for the following Voluntary/Contract work in order to fulfil its statutory mandate:

### DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT & COMMUNITY SERVICES

**Position A** : ×1 Assistant Environmental Health Practitioner -Volunteer  
**Section** : Environmental Health  
**Employment Type** : Temporary Contract for six (6) months

#### Minimum requirements:

- A Bachelor's Degree in Environmental Health Studies from a recognized tertiary institution;
- 1 year relevant work experience will serve as an advantage;
- Demonstrating organisational and time management skills;
- Ability to work independently and as part of a team.

**Main purpose of the Position:** To promote environmental health in the community as a member of the health team and to assist the environmental Health Practitioner in the control of real and possible environmental health hazards that might threaten the health and safety of the residents

**Position B** : ×3 Rescue and Firefighting - Volunteers  
**Section** : Emergency & Disaster Risk Management  
**Employment Type** : Temporary Contract for Two (2) years

#### Minimum requirements:

- Grade 12 with 20 points in the best six (6) subjects, including English;
- Fire Fighter 1 and 2 Certificates;
- Code C driver's license;
- Not older than 35 years old;
- No Criminal record;
- Physical and Medical fit.

#### Main purpose of the Position:

Respond to Emergency and non-emergency scenes to perform operational functions in accordance with policies and procedures as determined by the Local Authorities Fire Brigade Act no 5, of 2006, to the public in order to save lives, property and rendering humanitarian services; serves as the principle hands-on labour force in providing emergency management services to the general community.

### DEPARTMENT: FINANCE, HUMAN CAPITAL, IT & ASSET MANAGEMENT

**Position C** : ×1 Assistant Human Resources Practitioner -Volunteer  
**Section** : Human Capital  
**Employment Type** : Temporary Contract for six (6) months

**Minimum requirements:**

- A Bachelor's Degree in Human Resources Management from a recognized tertiary institution;
- 1 year relevant work experience will serve as an advantage;
- Demonstrating organisational and time management skills;
- Ability to work independently and as part of a team.

**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.

Letter of Application 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 and detailed CV. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA), **Submit the application to Human Resources Office**. Applicants who failed 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 Requirements.**

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Enquiries : Human Resources Office  
Tel : 063 233 500

**Closing Date : Friday, 22 DECEMBER 2023**