



## ORANJEMUND TOWN COUNCIL

### EXTERNAL ADVERTISEMENT: VACANCIES

Oranjemund Town Council is established in terms of the Local Authority Act, Act 23 of 1992 (as amended) which mandates the 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:

#### Position 1

<b>Position</b>	:	<b>1x Manager : Infrastructure, Planning &amp; Technical Services Grade Patterson E1</b>
<b>Department</b>	:	<b>Infrastructure, Planning &amp; Technical Services</b>
<b>Reports to</b>	:	<b>Chief Executive Officer (CEO)</b>
<b>Salary Scale</b>	:	<b>N\$390 461 – N\$452 651</b>
<b>Car Allowance</b>	:	<b>N\$89 316.00 per annum</b>
<b>Housing subsidy</b>	:	<b>40% basic salary or</b>
<b>Housing allowance</b>	:	<b>20% basic salary</b>
<b>Employment Type</b>	:	<b>Permanent</b>
<b>Duty Station</b>	:	<b>Oranjemund</b>

#### **Minimum Educational Qualification Requirements:**

- A Bachelor's Degree in Civil, Mechanical or Electrical Engineering or equivalent;
- A master's degree will serve as an added advantage.

#### **Minimum Experience Requirements:**

- 5 years' experience preferably in an engineering or Civil/ Mechanical and Electrical Engineering environment of which two (2) years should be in supervisory or management position;
- Town Planning background would serve as an added advantage.

#### **Additional Special requirements:** Driver's Licence - Code B

**Competencies:** Highly analytical with good communication skills at an expertise and strategic level (able to get concepts and requirements across to others); Very strong logical reasoning ability, attentive to details but not detail bound; Systematic and able to look at solutions conceptually as well as from a practical perspective; Able to work with people constructively and use convincing arguments to get people committed to implementation of solutions; Knowledge of the Local Authorities Act, Building Standards, Building Regulations, and all relevant legislation and procedures; Basic knowledge of Town Planning procedures; Basic knowledge of GIS; Knowledge of Standard ESI distribution practices in Namibia, Operational and safety requirements in terms of the Namibian Electricity Safety Code; Basic working knowledge of environmental, health and sanitation rules and regulations; Working knowledge of measuring equipment such as Dumpy level and Total Station; Computer literacy including engineering Computer-Aided Drawing (CAD) software packages; Ability to interpret, assess and carry out troubleshooting of the software aided such as SCADA system for water, sewer and electricity networks; Sound Customer orientation; Excellent interpersonal skills; Sound managerial ability (planning, leading, controlling, budgeting, delegation, etc.).

**Main purpose of the Position:** To plan, direct, control and administer the affairs of the Department by formulating the vision of Council with regard to water, wastewater, Electricity, Infrastructure planning, Roads & Building Control. To set up policies, strategies and action plans that ensure the continued provision of sound technical services to the town of Oranjemund thereby contributing to the town's attractiveness to investors, effectiveness of all industrial and commercial operations, and safety of road transportation within the jurisdictional area of the town at all times. To advice management and Council with regards to town planning, construction and engineering services, building, water, wastewater strategies and operations. To oversee the functions of the electricity reticulation, distribution, system operation, and maintain services within the jurisdiction of Oranjemund town.

### Position 2

<b>Position</b>	:	<b>1x Chief Technician: Technical services Grade Patterson D1 (Re-Advertisement)</b>
<b>Department</b>	:	<b>Infrastructure, Planning &amp; Technical Services</b>
<b>Division</b>	:	<b>Technical Services</b>
<b>Reports to</b>	:	<b>Manager: Infrastructure, Planning &amp; Technical Services</b>
<b>Salary scale</b>	:	<b>N\$ 250 622 - N\$ 290 539 per annum</b>
<b>Transport Allowance</b>	:	<b>N\$7 704 per annum</b>
<b>Housing subsidy</b>	:	<b>40% of basic salary or</b>
<b>Housing allowance</b>	:	<b>20% of basic salary</b>
<b>Employment Type</b>	:	<b>Permanent</b>
<b>Duty Station</b>	:	<b>Oranjemund</b>

**Minimum Educational Qualification & Experience Requirements:** 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 computer literacy; Sound communication (verbal & written) and interpersonal skills, 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.

### Position 3

<b>Position</b>	:	<b>1x Senior Human Resource Practitioner Grade Patterson D1(Re-Advertisement)</b>
<b>Department</b>	:	<b>Finance, Human Capital, IT &amp; Asset Management</b>
<b>Division</b>	:	<b>Human Capital</b>
<b>Reports to</b>	:	<b>Manager: Finance, Human Capital, IT and Asset Management</b>
<b>Salary scale</b>	:	<b>N\$ 250 622 - N\$ 290 539 per annum</b>
<b>Transport Allowance</b>	:	<b>N\$7 704 per annum</b>
<b>Housing subsidy</b>	:	<b>40% of basic salary or</b>
<b>Housing allowance</b>	:	<b>20% of basic salary</b>
<b>Employment Type</b>	:	<b>Permanent</b>
<b>Duty Station</b>	:	<b>Oranjemund</b>

**Minimum Educational Qualification requirements:** 3 year Degree NQF 7 in Human Resources management, Industrial or Organisational Psychology or Business Administration.

**Minimum Experience Required:** Should have at least 6 years in a human resources management environment as a generalist of which 3 years should have been spent in a more supervisory level.

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

**Competencies:** Sound knowledge of the following: - Labour Act, Affirmative Action Act, Occupational Health & Safety Act, Local Authorities Act, Social Security Act and other legislation, policies and regulations relevant to the HR field, Recognition Agreement with the Union, the Personnel Rules and Human Resources best practice (all areas). Sound computer literacy, Sound communication (verbal & written), Interpersonal skills and Sound customer orientation, Ability to foresee and pre-empt potential situations and their consequences, Systems thinking, Results driven and proactive, Ability to marry employee/ employer (sometimes) conflicting roles/ needs in policy formulation, Analytical and conceptual thinking skills, Strategic HR focus, Ability to initiate projects and policies, Conflict resolution and negotiation skills, Management skills, Proficiency in English and at least one other local language.

**Main purpose of the Position:** To manage the Human Resources Division within the Oranjemund Town Council in order to optimally achieve the Staffing & Employee Benefits, Employee Relations and Training & Organisational Development functions. To guide & support and advice Council and management in the effective management of the human capital so as to derive optimal cost/benefits from the human inputs.

**Benefits:** 13<sup>th</sup> cheque, 85% medical aid scheme, leave days as per current legislation, pension: 21.7% of basic salary 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 : Mr. Silas Ashipa  
Tel : 063 233 500

**Closing Date: Wednesday, 05 June 2024**