

Position 2

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

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

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

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: 13th 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