



# ARANDIS TOWN COUNCIL



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Arandis



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Enquiries: Mr S. Akwiindika

## INTERNAL ADVERTISING

The Arandis Town Council is hereby inviting suitably qualified candidate to apply for the following position:

Job Title	: Licencing Officer
Number of posts	: One (1)
Annual salary	: N\$ 126 983 – N\$132 220
Band	: C2
Department	: Finance Services
Duty Station	: ARANDIS

**Primary Purpose:** To administer the registration and licensing motor vehicles and drivers by performing system transactions and collecting revenue in the form of prescribed fees.

- **Minimum Requirements:**
  - Grade 12, (20 Points minimum) + NQA Level 5 accredited certificate
  - Must be a Namibian Citizen.
  - 1-year cashier experience or in Customer service environment
  - Computer literacy & Customer relations
- **Key performance Areas**
  - Register and License Motor Vehicles
  - Receive application & issue learner & driving license.
  - Issue motor dealer, special & temporary permits.
  - Issuing roadworthiness certificate
  - Keeping & maintaining of records
  - Revenue collection & administration
  - Handles customer queries.
- **Council package:**
  - Pension, 13<sup>th</sup> Cheque, Medical aid, Transport & Housing allowances

Applications for the above position must be accompanied by a detailed CV and certified copies of relevant qualifications. If you meet the requirements for this role and are ready to contribute to the success of our company, please apply through our website portal at [www.arandistc.com.na](http://www.arandistc.com.na) vacancies.

For assistance on the portal please contact the Tara Nawa Team on +264 (0)64 402 403 or 081 229 4611.

**CLOSING DATE: 18 August 2025**

**STANLEY NORRIS (Mr.)**  
**CHIEF EXECUTIVE OFFICER**

