



EXTERNAL ADVERTISEMENT

"Adhering to rules and guidelines of Affirmative Employment Act, Oshakati Town Council is an equal opportunity employer committed to implement the aims and objectives of the Affirmative Action Act, "is in search of suitably qualified and dynamic persons to join its establishment.

Preference will be given to female and people with disabilities, who meet the required competences. Persons with disability should declare in the application cover letter their disability type.

VACANCIES

(A) Post designate : 1 x Corporate Communication Officer

Grade : C3
Department : Office of the CEO
Salary scale : N\$ 298,845.81 – N\$ 310,918.80
Transport allowance : N\$ 10,512.00 per annum

Report to the Chief Executive Officer

PRIMARY PURPOSE OF THE POSITION:

- To promote and retain the Oshakati Town Council's image through publicity, liaison with the industry, media and public sector. The roles serve as the official communication channels between the public and Town Council internally and externally

KEY PERFORMANCE AREAS:

- Corporate communication
- Public relations policies
- Internal and external communications
- Advertising and promotions
- Office of the CEO

Minimum Requirements:

- A B-Degree in Communication Studies/Media/related field at NQF Level 7, and an Hons Degree will serve as an added advantage.

Knowledge:

- Five (5) years relevant experience in Public Relations/Corporate communication.
- A good communication / interpersonal skills.
- Media exposure.
- High level of confidentiality.
- Computer literate i.e. Microsoft Office, graphic program and desktop Publishing.

Legal Requirements:

- Code B Driving License
- Namibian Citizen
- No criminal records (attach a Certified copy of Certificate of Conduct not older than six (6) months)

(B) Post designate : 1x Superintendent : Traffic and Law Enforcement

Grade : C4
Department : Public Health and Environmental Management
Salary scale : N\$ 343,280.33 - 357,149.32
Transport allowance : N\$ 10,512.00 P.A

Report to the Manager: Public Health and Environmental Management

Purpose of the Position:

To plan, coordinate, supervise, and enforce traffic laws and regulations within the town jurisdiction in order to ensure road safety, law compliance, and effective control of traffic-related operations in accordance with applicable laws and Council policies.

Key Performance Areas:

- Management and supervision of traffic officers and control room staff.
- Law enforcement, crime prevention and roads safety promotion
- Coordinate road safety awareness campaigns and programs.
- Monitor, evaluate, and report on traffic trends and violations.
- Planning and implementing traffic management strategies.
- Conduct inspections, investigations, and prepare court-ready reports.
- Ensure proper usage, maintenance, and management of Council traffic vehicles and equipment.
- Perform administrative duties, including shift scheduling and compilation of operational reports.
- Represent the Council in court proceedings as required.

Minimum Requirement

- National Diploma in Police Science / Law Enforcement / Traffic Management or equivalent at (NQA L6).
- Bachelor Degree in Traffic Management/Police Science will be an added advantage

Special Requirement

- Be registered as per the provisions of Roads Traffic and Transport Act (RTTA), (Act No. 22 of 1999), read with Road Traffic and Transport Regulation (RTTR) No.53 of 2001. (kindly attach all five (5) certificates to your application, **Examiner of Licences, Traffic Officer, Examination of Vehicles, Inspector of Driver Licences and Road Transport Inspector**)
- Valid code BE with PDP Drivers licence
- At least 5 years' relevant experience (**attach testimonial**)
- Registered as Peace / Law Enforcement Officer
- Basic police training
- **Certificate of good conduct obtainable from the Namibia Police (not more than six months old)**

Key Competencies:

- Strong knowledge of road traffic legislation and local authority by-laws.
- Leadership, supervisory, and conflict resolution skills.
- Excellent report writing and communication abilities.
- Ability to work under pressure and handle emergencies.
- High integrity and strong sense of responsibility.

In return we offer following attractive fringe benefits: Competitive salary, annual leave, very attractive medical aid contribution on ratio (employer 90%, member 10%), pension fund contribution, transport allowance, annual bonus/13th cheque, housing allowance of 20% of an annual salary; and in case of a bond Council offer housing subsidy of 40% of an annual salary.

Your application letter accompanied by a clear full detailed CV and certified copies of your ID and educational certificates to be forwarded to: **The Chief Executive Officer, Oshakati Town Council, Private Bag 5530, OSHAKATI**

For foreign obtained qualifications must be accompanied by an NQA evaluation. Only short-listed candidates will be contacted, and Canvassing will be disqualified.

Advertisement Date: Wednesday, 30th July 2025
Closing Date: Wednesday, 28th August 2025

Enquiries: Mr. E. Anguku or Ms. R.M Mukwiilongo (065) 229500