



## EXTERNAL ADVERTISEMENT

The Municipality of Otjiwarongo, as established in terms of the Local Authorities Act, 1992 (Act 23 of 1992), as amended, invites suitably qualified candidates who meet the minimum qualifications and experience to apply for the below graduate contract position. All applications should reach the **Human Capital & Corporate Services** on or before **05th of May 2026 at 12H00.**

### Vision

**"to evolve into a world class smart city and vibrant economic hub of service excellence and shared prosperity"**

### Mission

**"to efficiently and responsibly serve the Otjiwarongo community towards growth and development"**

**NOTICE: 03 /2026**

**LOCAL ECONOMIC DEVELOPMENT, TOURISM AND MARKETING OFFICER (GRADUATE PROGRAM)  
CONTRACT APPOINTMENT OF TWO (2) YEARS  
COMMUNITY SERVICE DEPARTMENT**

**REMUNERATION SCALE: N\$ 4 000.00 Per month allowance**

### PURPOSE OF THE JOB

To assist in spearheading initiatives focused on Local Economic Development, Tourism and Marketing.

### KEY PERFORMANCE AREAS:

The incumbent will be responsible for the following:

- Assist to manage the Community and Economic Development Division, and co-ordinate Councils' Tourism promotion initiatives.
- Assist to facilitate support programmes aimed at development of Small, Micro and Medium Enterprises (SMME's) in Otjiwarongo.
- Assist to develop a long-and short-term operational plan, to market and promote Otjiwarongo as a tourism attraction.
- Assist to manage and co-ordinate all outdoor advertising activities in Otjiwarongo to ensure attractiveness of the town's aesthetic ambience.
- Assist to develop and utilize effective marketing and promotional tools for business development.
- Assist in preparation and presentation of economic development information of internal and external groups including Council.
- Assist to maintain accurate and relevant demographics, statistics and inventory of available commercial/industrial land and buildings.

### MINIMUM JOB REQUIREMENTS:

- Three Year Diploma in Economics, Marketing, Tourism or any other related field
- Excellent computer skills, including MS Word, PowerPoint, Excel and Social Media exposure
- Experience in economic development, tourism promotion, or community engagement will be added advantage
- Excellent communication, interpersonal, planning and organization skills

### General

- All documents should be Certified
- Late applications will not be accepted

### COMMENCEMENT DATE

The successful candidate is expected to commence with duty on **01<sup>st</sup> June 2026**

### \*\*\*PLEASE NOTE\*\*\*

**Completed Application Forms** accompanied by **Certified Documents** should be posted, or hand delivered to the below street or postal addresses. No documents will be returned and only short-listed candidates will be notified.

**No email or faxes will be accepted.**

**NB: APPLICATION FORM IS OBTAINABLE ON THE OTJIWARONGO MUNICIPALITY WEBSITE**

Enquiries: Human Capital and Corporate Services Department

Tel: 067 302231

Municipal Offices

Private Bag 2209

2 Krefst Street

OTJIWARONGO



**Crede: "Together for a Smart, Vibrant and Sustainable Otjiwarongo of Excellence"**

**02 April 2026**