



AROAB VILLAGE COUNCIL

EXTERNAL VACANCIES

Aroab Village 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 candidates with sober habits, who are suitably qualified, dedicated and committed to apply for the following positions in order to fulfil this constitutional mandate.

DIVISION: OFFICE OF THE CHIEF EXECUTIVE OFFICER

Position	:	1 x Debtors Clerk
Section	:	Debtors and Revenue Control
Reports To	:	Accountant
Employment Type	:	Permanent
Patterson Grade	:	B3
Salary Scale	:	N\$99 761.00 x N\$101 798.00 x N\$103 874.00

Minimum Requirements:

National Diploma in Accounting and Finance and two (2) years' appropriate experience.

Added Advantage: A Valid Code B driver's license

***Benefits:** 13th cheque, housing subsidy of 40 % of Basic Salary (payable upon submission of bond registration and proof of monthly installment towards a bond) OR housing allowance of 20% of Basic Salary (if not owning a house) Pension - 21.7% of Basic Salary as Council contribution, transport allowance of N\$10,512.00 p. a, medical aid and Leave days as per current legislation.

KEY PERFORMANCE AREAS

- Receives applications for new consumers, scrutinises same for correctness and creates consumers accounts accordingly.
- Verifies credit profiles of new consumers before creating consumer accounts.
- Identifies debtors accounts older than 60 days from the system, compiles a bad debt list and forward same to management for action.
- Prepares water cutting list (disconnection) and hands over same to staff responsible for water disconnection.
- Assist in preparations of journals, credit note and debit note.
- Prepares water re-connection agreements in conjunction with respective consumers.
- Processes water consumption final accounts as per respective consumers request.
- Follows – up unpaid invoices with customers and issues final notices when necessary.
- Creates new consumers water meter reading cards and files same accordingly.
- Prints meter book cards for recording consumers water consumption readings.
- Captures consumers meter readings onto the system.

DIVISION: OFFICE OF THE CHIEF EXECUTIVE OFFICER

Position	:	1 x Foreman / Supervisor
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Position	:	1 x Foreman / Supervisor
Section	:	Technical Services
Reports To	:	Chief Executive Officer
Employment Type	:	Permanent
Patterson Grade	:	C4
Salary Scale	:	N\$158,768.00 x N\$162,008.00 x N\$165,314.00

Minimum Requirements:

Grade 12 with 20 points in five (5) subjects plus a National diploma (L6) or N3 in Civil and three (3) years' experiences of which 2 years should be in a supervisory position plus a valid **Code BE driver's license**.

Additional Special Requirements: None***Benefits:** 13th cheque, housing subsidy of 40 % of Basic Salary (payable upon submission of bond registration and proof of monthly installment towards a bond) OR housing allowance of 20% of Basic Salary (if not owning a house) Pension - 21.7% of Basic Salary as Council contribution, transport allowance of N\$10,512.00 p. a, medical aid and Leave days as per current legislation.

KEY PERFORMANCE AREAS

- Maintains the water, sewer and electricity reticulation networks as well as Council properties and vehicles.
- Exercise supervision over the technical team
- Interpret plans/ drawings and building specifications
- Responsible for fleet management of the council
- Maintains the townlands and livestock of the Council
- Maintains knowledge of and adherence to Vehicle policies, directives and procedures.

Applications must be submitted on the Public Service application form (156043 & 156094)) and be accompanied by **original certified copies** of educational qualification(s), identity document, and a detailed CV and any other relevant supporting documents. All foreign qualifications must be submitted together with evaluation of qualification by Namibia Qualifications Authority (NQA). Applicants who failed to attach the necessary documents as stipulated in this advertisement, will be disqualified. Only shortlisted candidates will be notified.

PLEASE NOTE: Applicants are encouraged to submit their applications in a sealed envelope with the advert stated on and to send in applications at least 1 week prior to the closing date as the mail only arrives in Aroab on Thursdays.

Applicants are advised to submit their applications in a sealed envelope with the advert stated on and to submit applications to the HR Office. Please note that **faxed, emailed, non-certified copies** and late applications will not be considered and no copies will be returned.

Applications must be addressed to:

The Human Resources Office, Aroab Village Council

P.O Box 51, Aroab or Hand delivered at Human Capital Office Erf 43, Rita De Waal Avenue, Aroab

For any enquiries do not hesitate to call the CEO

Dr. Simasiku Maketo – Tel 0812000286 or

Human Resources Office

Ms. Yolandia Van Rooi – Tel: 0812279772

CLOSING DATE: 21 SEPTEMBER 2026 (MONDAY) AT 17H00