



VACANCY

MUNICIPALITY OF WALVIS BAY

The Municipal Council of Walvis Bay offers the following **EXTERNAL** opportunity:

DRAUGHTSPERSON

(PATERSON GRADE LEVEL C1)

DEPARTMENT OF ROADS & BUILDING CONTROL

PURPOSE OF THE JOB

To provide basic architectural technical services, designs, and drawings. To oversee the completion of selected projects (small/maintenance) projects, calculate tender estimates, compile schedules of quantities, performs basic quality assurance, and provide basic GIS services.

KEY PERFORMANCE AREAS

- Drafting and design assistance to Technicians and Engineers
- Project management (smaller maintenance projects, e.g. wall of remembrance at cemetery) under the supervision of the Technician or Engineer
- Administrative duties
- Care of instrumentation / equipment and vehicle

QUALIFICATIONS AND EXPERIENCE

Minimum requirements

Grade 12 (23 points) and a 2-year Certificate in Architecture plus 3 years' experience in building construction and drafting.

OR
A 3 Year Diploma in Architecture plus 2 years' experience in building construction and drafting.

SPECIAL REQUIREMENT

Code B Driving Licence

REMUNERATION

Basic Salary: N\$ 373 793.00 pa
Transport Allowance: N\$ 12 600.00 pa
Housing Allowance: N\$ 153 255.13 pa
OR
Rental Allowance: N\$ 78 496.53 pa

Pension Fund membership as well as Medical Aid membership (both employee and employer contributions) are applicable.

People from designated groups in terms of the Affirmative Action Act are encouraged to apply.

Please Note: Only shortlisted applicants will be communicated with.

Application forms (obtainable on our website www.walvisbaycc.org.na) must be completed fully, accompanied by all required certified documents and should be delivered in the application box at the Security Desk, Civic Centre, Municipality of Walvis Bay or by Postal Address below (to reach us by the closing date).

Postal Address:
The Manager: Human Resources
Private Bag 5017
Walvis Bay

Physical Address:
Room 208
Civic Center, Nangolo Mbumba Drive
Walvis Bay

No emailed or late applications will be accepted.

Closing date and time: Monday, 14 April 2025 by 17h00
Notice No. HR11/2025



Municipality of Walvis Bay

An equal opportunity Employer

Civic Center, Nangolo Mbumba Drive, Walvis Bay - Tel: +264 64 201 3111 / Private Bag 5017

