

POSITION 4

POSITION	1x IT Technician
GRADE PATTERSON	B5
DEPARTMENT	Finance, HC, IT and Asset Management
DIVISION	Information Technology
REPORTS TO	Manager: Finance, HC, IT & Asset Management
SALARY SCALE	N\$143 008 – N\$173 991 per annum
TRANSPORT ALLOWANCE	N\$10 512 per annum
HOUSING SUBSIDY HOUSING ALLOWANCE	40% of basic salary or 20% of basic salary
EMPLOYMENT TYPE	Permanent
DUTY STATION	Oranjemund

Main purpose of the Position: The IT Technician is responsible for developing and organising IT plans and budgets and to monitor performance of and maintain the ICT software and Hardware System in order to ensure maximum operating efficiency, security, reliability and availability of IT services to Oranjemund Town Council users.

Minimum Educational Qualification requirement: Diploma in Information Technology/Information Systems, A + Certificate, ICDL and N + Certificate.

Minimum Experience requirements: 2 years of relevant IT experience.

Special requirements:

- Code B Driver's Licence.
- No criminal record (attach a certified copy of conduct not older than six (6) months).

Competencies: Knowledge of ORTC policies, procedures, structures and IT operating systems; Knowledge of Microsoft window an needed to troubleshoot and solve problems and setup PCs on the network; Knowledge of network security concepts to include proxy servers and firewalls, Windows NT file level security, passwords and logon scripts as needed to maintain the network and solve problems.

Benefits: 13th cheque, 90% medical aid scheme, leave days as per current legislation, pension: 21.7% of basic salary and social security.

NB: Applicants should complete an Employment Application Form for Oranjemund Town Council and address it to The Acting Chief Executive Officer, Oranjemund Town Council, P O Box 178, ORANJEMUND OR Hand delivered applications should be submitted to the Human Resources Office. The applications must be accompanied by **originally certified copies** of educational qualification(s), identity document, driver's licence, detailed CV and work testimonials. All foreign qualifications must be evaluated by Namibia Qualifications Authority (NQA).

Note that Applicants who fail to do the following will be automatically disqualified:

- a) fail to apply in the prescribed employment application form;
- b) fail to complete all items in the prescribed employment application form;
- c) fail to attach originally certified copies of education qualification and all relevant documents(s);
- d) fail to attach foreign qualifications NQF evaluations (if applicable); and
- e) fail to attach originally certified copies of the necessary documents e.g., ID, CV, driver's licence and work testimonials.

Only shortlisted candidates will be notified and no documents will be returned. Candidacy is limited to Namibian citizens. Please note that **NO faxed, emailed, non-certified copies and late applications will be considered.** All applicants must ensure that, posted and couriered applications reach our Office before the closing date. Oranjemund Town Council will not be held liable for delays caused by courier companies or individuals sent to submit applications on behalf of the applicants. The applications must reach Council on or before the closing date indicated below. **NB: Preference will be given to applicants from designated groups in terms of the Affirmative Action (Employment) Act, (Act No. 29 of 1998) and who meets the Job Requirements.**

Enquiries: Ms. Maria M. Nakanduungile | Tel: 063 233 500

Closing Date: Friday, 15 May 2026 AT 16H30