



ORANJEMUND TOWN COUNCIL

ADVERTISEMENT: LOCAL NOTICE BOARD

Oranjemund Town Council is established in terms of the Local Authorities Act, Act No. 23 of 1992 (as amended) which mandates the Council with the provision and maintenance of municipal services and the facilitation of economic development. Council is hereby inviting suitably qualified, dedicated and committed candidates to apply for the following temporary positions in order to fulfil its statutory mandate:

DEPARTMENT: INFRASTRUCTURE, PLANNING & TECHNICAL SERVICES

1. Position : x1 Maintenance Assistant Graduate Intern;
Section : Maintenance & Roads;
Employment Type : Temporary Contract for Twelve (12) months
Monthly Allowance : N\$ 3 500.00

Minimum requirements:

- Level 1 – Level 3 OR N4 – N6 Vocational Trade Diploma in Bricklaying/ Construction OR Equivalent.
- 1-3 years' experience in the Construction Industry.
- Valid Code B Driving Licence.

Main purpose of the Position:

General maintenance and upkeep of Oranjemund Town Council properties including conducting routine checks on council buildings and executing timely structural, layout, and finish alterations. Minor renovations and implementation of inhouse projects relating to building and construction under the Building control office.

2. Position : x2 General Worker
Section : Maintenance & Roads; Building Control
Employment Type : Temporary Contract for Twelve (12) months
Monthly Allowance : N\$ 3 000.00

Minimum requirements:

- Proven experience in Road Maintenance & Road Furniture;
- 1-3 Years experience in Road Maintenance works & Construction;
- Valid Code B Driving Licence.

Main purpose of the Position: General Roads & Building Maintenance.

DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES

3. Position : x1 Rescue & Firefighter – Volunteer (Airport)
Section : Emergency & Disaster Risk Management
Employment Type : Temporary Contract

Minimum requirements:

- Grade 12, 20 points in the best six (6) subjects, including English;
- Fire Fighter 1 and 2 Certificate;
- Emergency Care Practitioner (Basic);
- Valid Code C Driving Licence;
- No Criminal Record (attach a certified copy of conduct not older than six (6) months;
- Physically and Medically fit

Main purpose of the Position:

Respond to Emergency and non-emergency scenes to perform operational functions in accordance with policies and procedures as determined by the Local Authorities Fire Brigade Act no. 5, of 2006, to the public in order to save lives, properties and rendering humanitarian services; serves as the principle hands-on labour force in providing emergency management services to the general community.

4. Position : x1 Firefighter Volunteer
Section : Emergency & Disaster Risk Management
Employment Type : Temporary Contract for Twelve (12) months
Monthly Allowance : N\$ 3 500.00

Minimum requirements:

- Grade 12
- Must be Namibian Citizen
- Basic Firefighting certificate
- Valid First Aid Certificate
- No Criminal Record (attach a certified copy of conduct not older than six (6) months;

Added advantage

- Valid code B driving licence or higher
- Basic Life Support (BLS)
- Firefighting 1 & 2 Certificate

NB: Letter of Application addressed 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 attach originally certified copies of education qualification(s);
- b) fail to attach foreign qualifications NQF evaluations (if applicable);
- c) fail to attach the necessary documents e.g., ID, CV and driver's license and
- d) fail to attach Work Integrated Learning (WIL)/ Job Attachment Letter from the Higher Learning Institution for internship application.

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 Requirements.

Enquiries : Human Resources Office
Tel : 063 233 500

Closing Date : Monday, 03 August 2026