

# External Vacancies



Municipality of Outjo

The Municipality of Outjo, an equal opportunity employer, invites applications from suitably qualified and experienced Namibian citizens for the following vacancy:

**Job Title:** Accountant: Credit Control & Procurement – C4

|                               |                                 |
|-------------------------------|---------------------------------|
| Market-related salary:        | N\$228 218.76 – N\$23237 438.47 |
| Housing allowance             | 20%                             |
| Housing subsidy               | 40%                             |
| Council Pension Contribution  | 1.7%                            |
| Council Med. Aid contribution | 90%                             |
|                               | 13th Cheque                     |

## MAIN PURPOSE OF THE POSITION

To ensure the effective day-to-day supply chain management for the Municipality, and to ensure the stock is maintained in the most economical and efficient manner in accordance with the approved policies and procedures. To ensure the provision of an effective process and payment of third parties and creditors.

## Competencies (Knowledge, Skills, Attributes)

### Knowledge of Accounting principles

- Assertiveness
- Good analytical skills
- Local Authorities Act
- Procurement Act
- Ability to manage multiple deadlines, maintain accurate records and work independently.
- Strong attention to detail and ability to work accurately with financial figures
- High level of confidentiality, honesty and accountability when dealing with company finances, customers and suppliers.
- Good written and verbal communication skills, including professional communication with customers and suppliers
- Sound supervisory skills

## Minimum experience requirements

- 3 years experience in a financial accounting position, of which 2 years should have been in a supervisory capacity.
- Experience in a Local Authority environment will be an added advantage.

## Minimum Educational Qualification Required

- An appropriate Diploma at NQF Level 6 majoring in Accounting/Finance
- Recognized Degree at NQF Level 7 in Accounting & Finance will be an added advantage

**Job Title:** Environmental Health Assistant - C4

## MAIN PURPOSE OF THE POSITION

To identify & implement effective waste & environmental management mechanisms & measures to ensure compliance with all relevant health & environment standards & regulations.

## Competencies (Knowledge, Skills, Attributes)

- Sound interpersonal & communication skills
- Strong supervisory skills
- Respectful & culturally sensitive approach
- Problem-solving & decision-making skills
- Ability to enforce regulations & handle non-compliance professionally
- Public health education & community engagement skills
- Knowledge of inspection, investigation, & enforcement procedure
- Ethical conduct & confidentiality
- Sound customer service orientation

## Special requirements

- Driving license code B
- Registration with Allied Health Professions Council of Namibia
- Code of Conduct not older than 3 months
- **Minimum Requirements**
- 2 years relevant experience in similar capacity covering the entire spectrum of environmental health services of which 1 year should be on supervisory level
- Experience in a Local Authority environment will be an added advantage

## Key performance areas:

- Conducting inspections of premises, food establishments & public facilities.
- Monitoring food safety, sanitation, water quality, waste management & pollution.
- Investigating environmental health complaints
- Promoting healthy & safe living & working environments
- Enforcing relevant environmental health legislation & regulations
- Identifying environmental health risks & recommending appropriate corrective measures
- Promoting healthy and safe living & working environments
- Educating the public, businesses & communities on health and hygiene practices

# External Vacancy



**Job Title:** Artisan: Water, Sewerage Services & Road Infrastructure - C4

|                               |                               |
|-------------------------------|-------------------------------|
| Market-related salary:        | N\$228 218.76 – N\$237 438.47 |
| Housing allowance             | 20%                           |
| Housing subsidy               | 40%                           |
| Council Pension Contribution  | 23%                           |
| Council Med. Aid contribution | 85%                           |
|                               | 13th Cheque                   |

## MAIN PURPOSE OF THE POSITION

To maintain all plumbing & water installations in all Municipal buildings on a reactive basis & to oversee sanitation (waste) and road maintenance related work.

### Minimum Requirements:

- Grade 12 (20 points)
- Trade Diploma in Building & Construction, Plumbing & Pipefitting or an equivalent relevant qualification.
- At least 2 years relevant experience in general plumbing and drain-laying maintenance of which 2 years should have been in a supervisory capacity
- Experience in Road maintenance & construction will be an added advantage

### Key Performance Areas:

- Responsible for optimum operations of all pump stations, boreholes & wastewater treatment plant.
- Install, maintain, and effects repairs to water and sewerage systems
- Inspects road network to identify problems
- Plans all maintenance tasks required for tarred roads in consultation with the Supervisor.

### Competencies (Knowledge, Skills, Attributes)

- Sound interpersonal and communication skills
- Strong supervisory skills
- Conflict resolution skills
- Analytical thinking skills
- Presentation skills
- Computer literacy
- Physical ability
- Sound customer service orientation

### Special Requirements

- Driving licence code BE/CE

**Note:** Applicants should submit their applications on the prescribed Employment application form to Municipality of Outjo. The applications must be accompanied by originally certified copies of educational qualifications, identity document, driver's license, detailed CV and work testimonials, and any other relevant supporting documents. All foreign qualifications must be evaluated by the 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 educational qualification(s);
- d) Fail to attach foreign qualifications NQF evaluations (if applicable); and
- e) Fail to attach the necessary documents, e.g., ID, CV, driver's license, and work testimonials

## Enquiries

Mr. J. A. Gaeseb – 067 313013

Closing date: 12 November 2026