ORANJEMUND TOWN COUNCIL
EXTERNAL ADVERTISEMENT: VACANCIES

ISSUED DATE: FRIDAY, 06 NOVEMBER 2026
CLOSING DATE: FRIDAY, 04 DECEMBER 2026 AT 16H30

The Oranjemund Town Council is established in terms of the Local Authorities Act, Act No. 23 of 1992 (as amended) which mandates 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 positions in order to fulfil its statutory mandate:

VACANCIES:

1. **x1 Chief Health Practitioner: Health & Environmental Management (Grade Patterson D1) (Re-Advertisement)**
2. **x1 Local Economic Development Officer (Grade Patterson C4) (Re-Advertisement)**
3. **x1 Fleet Management Officer (Grade Patterson C2)**
4. **1x Building Control Officer (Grade Patterson C2)**
5. **x1 Team Leader: Parks & Cemetery (Grade Patterson C3)**
6. **x1 Assistant Property Officer (Grade Patterson B5)**
7. **x2 Fireman (Grade Patterson B3)**
8. **x1 Operator: Solid Waste (Grade Patterson B3)**
9. **x1 Cashier (Grade Patterson B2)**
10. **x1 Team Member: Solid Waste (Grade Patterson A2)**

Find detail information of the above positions attached.

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.**

For any enquiries: Human Resources | Tel: 063 233 500

Closing Date: Friday, 04 December 2026 AT 16H30

POSITION 1	
POSITION	Chief Health Practitioner: Health & Environmental Management
GRADE PATTERSON	D1
DEPARTMENT	Local Economic Development & Community Services
DIVISION	Health & Environmental Management
REPORTS TO	Manager: Local Economic Development & Community Services
SALARY SCALE	N$ 250 622 – N$ 290 539 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: To manage the Environmental Health Division and to plan, direct and control all required activities designed to prevent and control physical, chemical and biological factors in the environment that can have a detrimental influence on the health well-being of individuals, families and communities in the Oranjemund District.

Minimum Educational Qualifications: B-Tech Degree in Environmental Health or equivalent.

Minimum Experience Requirements: 4 years in a similar position covering the entire spectrum of environmental health functions, of which at least 3 years should have been at a local authority or similar organization, in a supervisory capacity. **OR** 6 years in a similar position covering the entire spectrum of environmental health functions, of which at least 3 years should have been at a local authority or similar organization, in a supervisory capacity.

Special requirements: Driving licence Code BE. Registered as Environmental Health Practitioner with the Allied Health Professions Council of Namibia. Attach a certified copy of a certificate of conduct not older than six (6) months. Registration as Peace Officer.

Competencies: Highly analytical with good communication skills at an expertise level (able to get concepts and requirements across to others, very strong logical reasoning ability, attentive to detail but not detail bound, able to work with people constructively and use convincing arguments to get people committed to the implementation of solutions, sound computer literacy, management skills, proficiency in English and at least one other local language, sound customer orientation.

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

POSITION 2	
POSITION	x1 Local Economic Development Officer
GRADE PATTERSON	C4
DEPARTMENT	Local Economic Development & Community Services
DIVISION	Local Economic Development & Investment Promotions
REPORTS TO	Senior Officer: LED & Investment Promotions
SALARY SCALE	N$ 209 892 – N$ 243 322 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: To contribute towards the creation of an enabling environment for micro, small and medium enterprises, the initiation and partnerships and other mechanisms for their development and the promotion of their growth in order to enhance the contributions of SMEs to the local economy.
This position will include planning, developing, coordinating, implementing and evaluating a range of community/social initiatives, as determined by Council. These initiatives will be applied by using community development strategies (asset-based community development) and working collaboratively with key agencies and develop sustainable partnerships.

These initiatives include, but are not limited to, projects involving people with a disability, early childhood development centres, youth, community safety and volunteering.

Minimum Educational Qualifications: 3-year Degree in Project, Development Studies, Local Economic Development, Business Management or equivalent.

Minimum Experience Requirements: 3 years' experience in the promotion and development of the SME sector or related experience, of which at least 1 year should have been in a supervisory capacity.

Special requirements: Code B Driver's Licence, Attach a certified copy of a Certificate of Conduct not older than six (6) months.

Competencies: Sound interpersonal and communication skills at all levels of society, presentation skills, customer service orientation, computer literacy, sound customer orientation and analytical thinking and problem resolution skills.

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

POSITION 3	
POSITION	1x Fleet Management Officer
GRADE PATTERSON	C2
DEPARTMENT	Infrastructure, Planning and Technical Services
DIVISION	Roads and Fleet Management
REPORTS TO	Foreman
SALARY SCALE	N$ 175 781 – N$ 203 779 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: To service and perform basic maintenance of all Oranjemund Town Council vehicles and mechanical equipment, to facilitate the major maintenance and repair of such vehicles and equipment through external service providers, and to supervise, control and maintain the workshop, and workshop stock/ materials/ equipment.

Minimum Educational Qualification requirement: Diploma in Transport Management/ Trade Diploma Petrol & Diesel Mechanics

Minimum Experience Requirements: 3 years' experience in the maintenance of vehicles and machinery (petrol and diesel) excluding the time spent to complete the apprenticeship, of which at least 1 year should have been in a supervisory capacity.

Special requirements:

- Driving licence Code CE
- Attach a certified copy of a Certificate of Conduct not older than six (6) months).

Competencies: Sound knowledge of and skills in Arc welding and flame cutting techniques, expert knowledge of diesel and petrol engines, basic knowledge of auto electronics, knowledge of fuel injection technology, sound knowledge of heavy earthmoving equipment maintenance and repairs, sound knowledge of lubricant specifications, basic pump fault- finding and maintenance, high technical and mechanical aptitude, physically able and sound knowledge of workplace health and safety.

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

POSITION 4	
POSITION	1x Building Control Officer
GRADE PATTERSON	C2
DEPARTMENT	Infrastructure, Planning and Technical Services
DIVISION	Infrastructure Planning
SECTION	Building Control
REPORTS TO	Head Infrastructure Planning
SALARY SCALE	N$ 175 781 – N$ 203 779 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: To control and administer all building activities and premises in general in the area of jurisdiction contemplated in subparagraph (a) of paragraph (1) of Proclamation 122 of 1993, to scrutinize all building plans submitted in their respective jurisdictions and to check if the detailed plans submitted comply with the regulations and sub-regulations applicable to that specific erf. To ensure that all erf beacons are maintained as specified by the Standard Building Regulations, and to exercise selected duties as Peace Officer related to own content of work.

Minimum Educational Qualification requirement: 3-year Trade Diploma/ N4 Certificate in bricklaying/carpentry plus and a Safety Certificate. **OR** A 3 year Diploma in Civil Engineering plus 1 year experience in construction obtained upon completion of the Diploma

Minimum Experience Requirements: 2 years in a position which provided the incumbent with in-depth exposure to building regulations, preferably in a Local Authority environment.

Special requirements:

- Driving licence Code b
- Attach a certified copy of a Certificate of Conduct not older than six (6) months).

Competencies: Sound knowledge of building plans and building regulations, basic knowledge of engineering principles related to the construction of buildings, computer literacy, sound communication and interpersonal skills, assertiveness, sound customer service orientation and conscientiousness.

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

POSITION 5	
POSITION	1x Team Leader: Parks & Cemetries
GRADE PATTERSON	C3
DEPARTMENT	Local Economic Development and Community Services
DIVISION	Public Health and Environmental Services
REPORTS TO	Chief Health Practitioner
SALARY SCALE	N$192 081 – N$222 674 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: To plan, manage and administer the Pos, Garden, Recreation and Cemetries Section, with the view to provide high quality and well developed recreational and Public Open Spaces (Pos), as well as attractive, efficient cemeteries and facilitate good urban agricultural practice.

Minimum Educational Qualification requirement: 3 Year Diploma in Agriculture or Crop Science plus 5 years' experience in landscaping, nursery/agricultural environment of which at least 3 years should have been in a supervisory position. **OR** Degree in Horticulture or Crop Science plus 3 years' experience in landscaping, nursery/agricultural environment of which at least 3 years should have been in a supervisory position.

Special requirements:

- Registration as Peace Officer
- Code BE Driver's Licence.
- Attach a certified copy of a Certificate of Conduct not older than six (6) months).

Competencies: Sound interpersonal and communication skills, strong supervisory skills, conflict resolution skills, analytical thinking skills, knowledge of basic budgeting and financial control, presentation skills, computer literacy and sound customer service orientation.

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

POSITION 6	
POSITION	1x Assistant Property Officer
GRADE PATTERSON	B5
DEPARTMENT	Infrastructure, Planning and Technical Services
DIVISION	Infrastructure Planning
REPORTS TO	Properties and Housing Officer
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: To assist the Property Officer with the implementation, management and administration of Council properties, Housing Programmes, and to ensure the proper and correct rental, administration, and maintenance of all assigned Town Council properties.

Minimum Educational Qualification requirement: 3-Year Diploma in Property Management or Land Use Planning with experience in property management.

Minimum Experience requirements: 2 years' experience in the administration of properties, including significant contact with members of the community at all levels.

Special requirements:

- Code B Driver's Licence.
- Attach a certified copy of a Certificate of Conduct not older than six (6) months).

Competencies: Presentation skills, customer service orientation, computer literacy, sound interpersonal and communication skills at all levels of society, knowledge of different cultures and approaches, sound customer orientation, problem resolution skills and report writing skills.

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

POSITION 7	
POSITION	2x Firemen
GRADE PATTERSON	B3
DEPARTMENT	Local Economic Development and Community Services
DIVISION	Emergency and Risk Disaster Management
REPORTS TO	Emergency and Risk Disaster Management Officer
SALARY SCALE	N$113 021 – N$137 508 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: 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, property and rendering humanitarian services; Serves as the principle hands-on labour force in providing emergency management services to the general community.

Minimum Educational Qualification and Experience: Grade 12 and Fire Fighter 1 certificate with Advanced Medical First Aid Certificate or such equivalent qualification and 2 years relevant work experience. **OR** Fire Fighter 2 certificate and 3 years' relevant work experience

Special Requirements:

- Code C1E driving license plus PDE
- Registration as Peace Officer will be added advantage.
- Allied Health Profession Registered as ECP-Basic.
- Attach a certified copy of a Certificate of Conduct not older than six (6) months.

Competencies: Sound communication and interpersonal skills, basic customer service orientation, good communication command and control skills, be able to work under extreme conditions and be able to take vital decisions under such conditions, sound physical condition is of importance to perform fire and emergency duties and computer literacy

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

POSITION 8	
POSITION	1x Operator: Solid Waste
GRADE PATTERSON	B3
DEPARTMENT	Local Economic Development and Community Services
DIVISION	Public Health and Environmental Management
REPORTS TO	Team Leader: Solid Waste Management
SALARY SCALE	N$113 021 – N$137 508 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: To safely and efficiently multi operate a range of vehicles involved in the collection and transportation of waste, Sand Mining delivery and operate any hiring of equipment/machinery.

Minimum Educational Qualification and Experience: Grade 10 plus 3 years' relevant experience, preferably solid waste removal. **OR** Grade 12 will be an added advantage.

Special Requirements:

- Code C1 driving license without endorsements (age of driving licence: 3 years)
- Code CE will be an added advantage
- Public Driving Permit
- Attach a certified copy of a Certificate of Conduct not older than six (6) months.

Competencies: Basic communication and interpersonal skills, basic customer orientation and basic supervisory skills.

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

POSITION 9	
POSITION	1x Cashier
GRADE PATTERSON	B2
DEPARTMENT	Finance, HC, IT and Asset Management
DIVISION	Revenue and Debtors Control
REPORTS TO	Controller Billing and Debtors
SALARY SCALE	N$100 476 – N$122 244 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: To receive and accurately balance and record payments from members of the public.

Minimum Educational Qualification and Experience: Grade 12 with Accounting and/or Mathematics as a subject, plus 1 year experience in a similar position.

Special Requirements:

- Attach a certified copy of a Certificate of Conduct not older than six (6) months.

Competencies: Accuracy and conscientiousness, computer literacy, conscientiousness, customer orientation and good communication skills.

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

POSITION 10	
POSITION	1x Team Member: Solid Waste
GRADE PATTERSON	A2
DEPARTMENT	Local Economic Development and Community Services
DIVISION	Public Health and Environmental Services
REPORTS TO	Operator: Solid Waste
SALARY SCALE	N$66 654 – N$85 069 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: To perform a range of manual tasks in collecting and removing solid waste/refuse and to perform a range of assigned cleaning and Solid Waste Management functions.

Minimum Educational Qualification and Experience: Grade 10, No prior experience is required and once appointed all tasks can be effectively be learnt by the incumbent within 2-3 weeks.

Competencies: Basic knowledge of road traffic regulations, physically able, basic qualification in safety will be an advantage, basic communication (writing and reading).

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

NOTE TO ALL APPLICANTS:

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).

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: Human Resources | Tel: 063 233 500

Closing Date: Friday, 04 December 2026 AT 16H30