

NOTICE BOARD ADVERTISEMENT

DEPARTMENT: INFORMATION & COMMUNICATION TECHNOLOGY

TEMPORARY FIXED TERM CONTRACT – SENIOR OFFICER ADMINISTRATION: ICT CONTRACTS (B5)

BASIC SALARY : MINIMUM N\$208,512 – MAXIMUM N\$245,316 PA

HOUSING ALLOWANCE - N\$93,828 – N\$110,088 PA

TRANSPORT ALLOWANCE – N\$28,488 PA

MUNICIPAL ALLOWANCE – N\$21,708 PA

(online application)

PURPOSE OF THE JOB

Responsible for the provision of office administration function to the ICT Department.

KEY PERFORMANCE AREAS:

- Administer ICT Contracts and SLA's.
- Administer ICT Suppliers.
- Departmental administration and Finance.
- Research and innovation.

REQUIREMENTS: National Diploma in Business Administration or equivalent qualification with three (3) years job related experience and a valid code B/BE driver's license.

DEPARTMENT: BUSINESS SYSTEMS & INFORMATION MANAGEMENT

TEMPORARY FIXED TERM CONTRACT – BUSINESS INTELLIGENCE (BI)

DATA ENGINEER (B5)

BASIC SALARY : MINIMUM N\$208,512 – MAXIMUM N\$245,316 PA

HOUSING ALLOWANCE - N\$93,828 – N\$110,088 PA

TRANSPORT ALLOWANCE – N\$28,488 PA

MUNICIPAL ALLOWANCE – N\$21,708 PA

(online application)

PURPOSE OF THE JOB

Incumbent will be responsible for the establishment, development and maintenance of data governance and quality standards and policies of the organization, and ensure compliance with data related standards and policies thereof. Incumbent will be responsible for identification and solve problems through analytics and statistical models to provide insight and drive decision within an organization. These include the use of programming, statistical models and data visualization software. The incumbent will analyze, design, develop and modify systems and systems processes to be aligned with the business processes, MIS & BI and related functions throughout the organization. Responsibilities also include assessing needs and formulating solutions through the use of various applications, initiating and lead related projects, providing day to day support, business and to the business support team.

KEY PERFORMANCE AREAS:

- Data governance and quality management.
- Design of data warehouses.
- Building of data warehouses.
- Maintenance of data warehouses.
- Business Intelligence (BI) applications & functionality development.
- Project co-ordination.
- Support & training.

REQUIREMENTS: A Bachelors Degree in Computer Science/Information Systems/Information Technology or a related field with three (3) years experience in Business Intelligence/Data Analytics/Data Science and a valid code B/BE driver's license.

DEPARTMENT: HUMAN CAPITAL & CORPORATE SERVICES

DIVISION: CORPORATE SERVICES

TEMPORARY FIXED TERM CONTRACT - OFFICER: PROTECTION SERVICES (B5)

BASIC SALARY : MINIMUM N\$208,512 – MAXIMUM N\$245,316 PA

HOUSING ALLOWANCE - N\$93,828 – N\$110,088 PA

TRANSPORT ALLOWANCE – N\$28,488 PA

MUNICIPAL ALLOWANCE – N\$21,708 PA

(online application)

PURPOSE OF THE JOB

To provide safety and security services of revenue, staff clients, visitors and entire organizations' property and control access.

KEY PERFORMANCE AREAS:

- Perform the protective security duties.
- Conduct patrols to ensure that the safety & security personnel adhere to Service Level Agreements.
- Assist with the administrative functions pertaining to logistics, technical transportation and stack control.
- Install and maintain electronic security systems.
- Conduct preliminary internal security investigations.

REQUIREMENTS: Grade 12 or equivalent qualification on NQA L4 with two (2) years job related experience and a code B/BE driver's license. Pre-appointment training as an added advantage: Basic Police certificate/Basic computer certificate or electronic security certificate.

DEPARTMENT: ECONOMIC DEVELOPMENT & COMMUNITY SERVICES

DIVISION: PARKS

TEMPORARY FIXED TERM CONTRACT - SWIMMING POOL ADMINISTRATOR (B5)

BASIC SALARY: MINIMUM N\$208,512 – MAXIMUM N\$245,316 PA

HOUSING ALLOWANCE - N\$93,828 – N\$110,088 PA

TRANSPORT ALLOWANCE – N\$28,488 PA

MUNICIPAL ALLOWANCE – N\$21,708 PA

(online application)

PURPOSE OF THE JOB

To maintain a safe, efficient and user friendly pool environment to customers.

KEY PERFORMANCE AREAS:

- Ensure a safe, efficient and user friendly service and environment to the swimming pool customers.
- Perform general administration tasks.
- Maintain hygienic water conditions.
- Supervise the work/job activities of staff component.
- Supervise the building cleaning contractor.

REQUIREMENTS: Grade 12 with three (3) supervisory experience with a code B/BE driver's license. Pre-appointment training as an added advantage: First Aid, Swimming and Customer Care.

DIVISION: PARKS

TEMPORARY FIXED TERM CONTRACT MASON (B3)

Salary: Minimum N\$166,296.00 – Maximum N\$ 195,600. 00 PA

Housing Allowance: N\$74,832.00 – N\$88,020. 00 PA

Transport Allowance: N\$28,488. 00 PA

Municipal Allowance: N\$21,708. 00 PA

(written application)

PURPOSE OF THE JOB

Manufacture concrete and cement products for the Division and develop new plots for the City's cemeteries.

KEY PERFORMANCE AREAS:

- Manufacture cement and concrete products and develop new plots for the City's cemeteries.
- Supervision of municipal teams.

REQUIREMENTS: Grade 10 with one (1) year job related experience with a code B/BE driver's license. Pre-appointment training as an added advantage: Vocational training in bricklaying/building.

DEPARTMENT: HOUSING, PROPERTY MANAGEMENT & HUMAN SETTLEMENT

DIVISION: HOUSING & LAND DELIVERY

TEMPORARY FIXED TERM CONTRACT: ADMINISTRATIVE OFFICER (B5)

BASIC SALARY : MINIMUM N\$208,512 – MAXIMUM N\$245,316 PA

HOUSING ALLOWANCE - N\$93,828 – N\$110,088 PA

TRANSPORT ALLOWANCE – N\$28,488 PA

MUNICIPAL ALLOWANCE – N\$21,708 PA (online application)

PURPOSE OF THE JOB

Responsible for ensuring the processing, capturing and maintenance of statistical data pertaining to Human Resources, Asset Management, filling for the division.

Issued by:

Office of the Chief Executive Officer

Corporate Communications, Marketing, and Public Participation





KEY PERFORMANCE AREAS:

- Responsible for the actual implementation of the procurement of consumable items and stationery.
- Responsible for the administration of Divisional assets.
- Responsible for the administration of the Divisional Data Management, record keeping and filing system.
- Responsible for the general administrative duties of the Division.

REQUIREMENTS: Grade 12 (passed with 20 points/5 subject with an E symbol in the English Language) with three (3) years job related experience and a valid code B/BE drivers license.

DEPARTMENT: ELECTRICITY

DIVISION: PROTECTION AND SYSTEMS

TEMPORARY FIXED TERM CONTRACT: METER ROOM ASSISTANT (B5)

BASIC SALARY : MINIMUM N\$208,512 – MAXIMUM N\$245,316 PA

HOUSING ALLOWANCE - N\$93,828 – N\$110,088 PA

TRANSPORT ALLOWANCE – N\$28,488 PA

MUNICIPAL ALLOWANCE – N\$21,708 PA

(online application)

PURPOSE OF THE JOB

Provide assistance to the Senior Data Capturer in the meter room on a daily basis.

KEY PERFORMANCE AREAS:

- Deliver/collect meter room materials/documentation.
- Prepare meters and ripple control receivers.
- Administrative duties.

REQUIREMENTS: Grade 12 (passed with 20 points/5 subject with an E symbol in the English Language) with one (1) year job related experience in metering and a valid code B/BE drivers license.

DEPARTMENT: INFRASTRUCTURE, WATER & TECHNICAL SERVICES

DIVISION: BULK WATER WASTE WATER

TEMPORARY FIXED TERM CONTRACT ARTISAN ASSISTANT: PIPE FITTER (A3)

Salary: Minimum N\$113,472.00 – Maximum N\$ 133,512. 00 PA

Housing Allowance: N\$51,060.00 - N\$ 60,084. 00 PA

Transport Allowance: N\$28,488. 00 PA

Municipal Allowance: N\$21,708. 00 PA

(written application)

PURPOSE OF THE JOB

To assist the general Artisan with the immediate repair of pipe burst, maintenance on existing house connections, installation of new house connections, repair of leaking valves, hydrants and air valves, cleaning of reservoirs and do replacements for preventative maintenance.

KEY PERFORMANCE AREAS:

- Assist with the installation of new water connections and repair of existing water connections.
- Assist with the replacement of pipes.
- Assist with the repair of pipelines and burst pipes, maintenance on valves and hydrants.
- Assist with general cleaning.

REQUIREMENTS: Grade 10 (Passed with 24 points/7 subjects and a D symbol in the English Language) with a period of two (2) years job related experience.

DIVISION: BULK WATER WASTE WATER

TEMPORARY FIXED TERM CONTRACT SEMI –SKILLED ARTISAN : PIPE FITTER (B3)

Salary: Minimum N\$166,296.00 – Maximum N\$ 195,600. 00 PA

Housing Allowance: N\$74,832.00 - N\$88,020. 00 PA

Transport Allowance: N\$28,488. 00 PA

Municipal Allowance: N\$21,708. 00 PA

(written application)

PURPOSE OF THE JOB

To assist the general Artisan with the immediate repair of pipe burst, maintenance on existing house connections, installation of new house connections, repair of leaking valves, hydrants and air valves, cleaning of reservoirs and do replacements for preventative maintenance.

KEY PERFORMANCE AREAS:

- Assist with the installation of new water connections and repairing of existing water connections.
- Assist with the replacement of pipes.
- Assist with the repair of pipelines and burst pipes, maintenance on valves and hydrants.
- Assist with the cleaning of reservoirs
- Support services.

REQUIREMENTS: Grade 10 plus VTC Level I Certificate in Pipe Fitting and Plumbing with a period of two (2) years job related experience and a code B/BE driver’s license.

DIVISION: BULK WATER WASTE WATER

TEMPORARY FIXED TERM CONTRACT ARTISAN ASSISTANT: SEWER (A3)

Salary: Minimum N\$113,472.00 – Maximum N\$ 133,512. 00 PA

Housing Allowance: N\$51,060.00 - N\$ 60,084. 00 PA

Transport Allowance: N\$28,488. 00 PA

Municipal Allowance: N\$21,708. 00 PA

(written application)

PURPOSE OF THE JOB

To carry out the maintenance & preventative maintenance work of municipal sewer system.

KEY PERFORMANCE AREAS:

- Carry out the maintenance work on municipal sewer systems.
- Carry out preventative maintenance work on municipal sewer systems.

REQUIREMENTS: Grade 10 with a period of two (2) years working experience (must be physically able).

DIVISION: BUILT ENVIRONMENT

TEMPORARY FIXED TERM CONTRACT SEMI-ARTISAN: CARPENTRY & JOINERY (B3)

Salary: Minimum N\$166,296.00 – Maximum N\$ 195,600. 00 PA

Housing Allowance: N\$74,832.00 - N\$88,020. 00 PA

Transport Allowance: N\$28,488. 00 PA

Municipal Allowance: N\$21,708. 00 PA

(written application)

PURPOSE OF THE JOB

Assist Artisan and perform on all maintenance carpentry, joinery, cabinet making, Roof covering, ironmongery, aluminium and waterproofing on corrugated roof sheet. Paperhanging, ceiling, partitions & access flooring, scaffolding and wooden furniture work on all municipal property.

KEY PERFORMANCE AREAS:

- Assist Artisan and perform on all maintenance carpentry, joinery, cabinet making, roof covering, ironmongery, aluminium and waterproofing on corrugated roof sheet. Paperhanging, ceiling, partitions & access flooring, scaffolding and wooden furniture work on all municipal property

REQUIREMENTS: National Trade Certificate Level 2 in Carpentry, Joinery & Cabinet Making with two (2) years job related experience and a code B/BE driver’s license.

DEPARTMENT: FINANCE AND CUSTOMER SERVICES

DIVISION: CUSTOMER SERVICES

TEMPORARY FIXED TERM CONTRACT customer services agent (B4)

Salary: Minimum N\$186,144.00 – Maximum N\$ 219,048. 00 PA

Housing Allowance: N\$83,760.00 - N\$98,568. 00 PA

Transport Allowance: N\$28,488. 00 PA

Municipal Allowance: N\$21,708. 00 PA

(written application)

PURPOSE OF THE JOB

To provide customer service telephonically, emails or via other media and to ensure that customer queries are timeously attended to and resolved.

KEY PERFORMANCE AREAS:

- Customer service support (walk in and telephone).
- Achieve SLA and performance measures to ensure customer satisfaction with the services provided.
- Customer service Management to ensure customer satisfaction.
- Improve service delivery and call center efficiency in the organization.

REQUIREMENTS: Grade 12 or National Certificate/Diploma in Communication or Marketing with one (1) year experience in customer services (Call Centre/Front Office/Customer Accounts & Municipal Services) or related field.

APPLICATION PROCEDURE:

Online applications: Register CV’s electronically, browse jobs and apply, on Council’s website, www.windhoekcc.org.na (Should you find it difficult to log on to the website, contact the following numbers: (061 290 2001/3032/2616/3061/2368/3657)

Written applications:

Written applications accompanied by curriculum vitae and certified copies of all relevant documents should be submitted to the Human Capital and Corporate Services, **City of Windhoek, PO Box 59, Windhoek or hand delivered at the City of Windhoek, Human Resources ,Corner of Independence Avenue and Garten Street, Windhoek.**

*It is important to note that only applicants with the required qualifications will be considered for interviews. **Qualifications obtained from outside Namibia must be evaluated by NQA (Namibia Qualification Authority).** Qualifying women and persons with disability are encouraged to apply.*

Only short-listed candidates will be contacted. Please note that original qualifications will be required before interviews are conducted and reference check (job background check) on shortlisted candidates will be done with current and or recent supervisors.

Shortlisted candidates will be subjected to further competency assessment and may be required to undergo a pre-employment/placement medical examination.

Closing date: 12 APRIL 2024

Advert No: NB 01/2024

