

ORANJEMUND TOWN COUNCIL



VACANCIES

The Oranjemund Town Council is inviting suitably qualified and experienced Namibian citizens, resident in Oranjemund, to apply for the following positions:

CASHIER

Purpose of the Job

Performs tasks or activities associated with the receiving of payments for services/products from the public, providing information and explanation on charges and penalties, reconciling total collections against receipts and preparing schedules for verification prior to forwarding cash and cheques for depositing.

Requirements

Grade 12, computer literacy and numerical skills; No criminal record

DRIVER/MESSENGER

Purpose of the Job

Responsibilities include collecting, delivery and distribution of postal items, files and correspondence. Performs tasks/ activities associated with the transportation of material/ equipment and personnel.

Requirement

Grade 10; Good driving record; No endorsement on license; Valid driver's license; No criminal record, at least 5 years driving experience

GENERAL WORKERS (2x Positions)

Purpose of the Job

Undertakes activities associated with maintaining cleanliness of designated areas in accordance with laid down instructions.

Requirement

Benefits

• Salary • Medical Aid • Housing allowance/subsidy • Pension • 13th cheque • transport allowance • vacation, sick, compassionate and maternity leave

Interested and suitably qualified candidates are invited to submit applications (on Government Application Form 156043), accompanied by a comprehensive CV and supporting documents to:

The Acting Chief Executive Officer
Oranjemund Town Council
% 8th Avenue and 12th Street
PO Box 178
Oranjemund

Closing date: 28 March 2013

Only short listed candidates will be contacted. Faxed applications will not be considered and no applications will be returned to applicants.

Enquiries: Ms Varonique Mouton
Tel.: 063 233500