



MUNICIPALITY OF OKAHANDJA

EXTERNAL ADVERTISEMENT

Municipality of Okahandja invites all interested candidates with necessary qualifications and experience to apply for the following vacancies:

Post: A : 1X ASSISTANT HORTICULTURIST
Paterson Job Grade : B2
Department : HR, Corporate & Community Services
Division : Parks, Cemeteries & Sport Recreational
Remuneration scale & Benefits : Minimum N\$136,440 – Maximum N\$165,090 per annum
Housing Allowance : N\$27,288 per annum
Transport Allowance : N\$10,512.00 per annum

MAIN PURPOSE OF THE JOB

Responsible for the effective completion of all assigned operational, maintenance and related tasks of all parks, cemeteries & sport recreational, green belts and related.

KEY PERFORMANCE AREAS

- Operational & Maintenance Functions
- Reports to the Horticulturist
- Responsible to ensure that all the parks, cemeteries, garden and recreational facilities of the municipality are kept in admirable conditions.
- Receives applications for graves from both members of the public and through the relevant internal processes and ensures that all required documentations has been completed.
- Visits the customers requesting the grave and addresses any emerging questions, problems, misunderstanding, etc.
- Ensures that team members perform duties as per laid down standards.
- Follows up instruction as required, provide guidance and takes corrective steps.
- Ensures that all vehicles and equipment are kept in a clean, working condition.
- Responsible to ensure that the pools are kept in a working condition at all times.
- Responsible to compile the weekly report for the activities carried.
- Responsible for the planning and feed back to the supervisor.
- Shall be required to undertake general duties as directed by authority.

MINIMUM JOB REQUIREMENTS

- NQF level 5 Certificate in Forestry /Horticulture / Agriculture (Plant Production) OR NQF level 6 National Diploma Landscaping with two years relevant experience; OR
- Grade 12 plus five (5) years' experience in Horticulture/ Landscaping / nursery/plant production environment of which two years should have been in a supervisory level.

Competencies (Knowledge, Skills, Attributes)

- Conflict Resolution Skills
- Knowledge of Local Authorities Act
- Sound interpersonal and communication skills

Special requirements

- Driver's licence code B

Post : 2X OPERATORS
Paterson Job Grade : B4
Department : Engineering & Town Planning Services
Division : Civil Engineering: Roads & Storm Water
Remuneration scale & Benefits : Minimum N\$165,090– Maximum N\$199,760 p.a
Housing Allowance : N\$33,018 p.a
Transport Allowance : N\$10,512.00 p.a

MAIN PURPOSE OF THE JOB

To operate multiple earthmoving support equipment in a safe and productive manner in order to achieve production targets safely at the required quality and with due regard to the environmental standards.

KEY PERFORMANCE AREAS

- Report defects, safety hazards, damage or faults that require attention.
- Be on the lookout for people and other moving equipment and always maintain the appropriate following distance.
- Keep a manual tally of loads delivered per specific site.
- Perform pre-start inspection (360 degree) to identify equipment defects.
- Perform a walk around/ post check inspection to check for oil/water leaks or damages and report any defect.
- Gravel road maintenance and construction
- Operate machine as requested by the maintenance team during repairs or service.
- Operate the earthmoving equipment, in compliance to all standard operating procedures, safety standards and production targets.
- Monitor the machine's performance and condition and take appropriate action, according to operating procedure to minimize potential delays, equipment failure or damage.

MINIMUM JOB REQUIREMENTS

- Grade 10 Certificate
- Certified as Heavy plant Machinery Operator Certificate from recognised institutions
- Code C Driver's License plus valid GP
- Must attach a proof of whether applicant is able to operate more than three (3) heavy plant machinery.
- Physically and medically fit for the operations.

Competencies (Knowledge, Skills, Attributes)

- Conflict Resolution Skills
- Knowledge of Local Authorities Act
- Basic mechanical aptitude
- Sound interpersonal and communication skills

Special requirements

- Driver's licence code CE
- Valid GP

Kindly forward your written application letter with attachment of certified copies of all relevant documents and testimonials from previous employer to the Attention: Human Resources Office, P O Box 15, OKAHANDJA or deliver in person to 65 Martin Neib Street, Okahandja.

NB: All foreign qualifications should be accompanied by an evaluation report from NQA. Only short listed candidates will be contacted. No documentation will be returned. People with disabilities are encouraged to apply.