



Ondangwa

Town Council.

ONDANGWA TOWN COUNCIL

B1, Ondangwa Main Road,

Ondangwa

Private Bag 2032,

Ondangwa, Namibia

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VACANCY - EXTERNAL ADVERTISEMENT

Ondangwa Town Council as an equal opportunity employer is hereby inviting prospective candidates who are eligible to apply for the following position on its establishment; hence, all suitable qualified employees are encouraged to apply.

1. Job Title: Property Officer x 1

Department : Infrastructure, Property, Town Planning and Technical Services

Section : Property and Town Planning

Salary scale : N\$ 230932.00 – 240 454.00

Grade : C1

1.1 Purpose of the job

To provide a comprehensive properties administration service function supporting the division office of Property, Town Planning and Building Control, that covers the processes spanning land applications, housing schemes, OTC property leases, property sales and transfers and support to annual valuations projects; capture property administration data and changes in ownership, occupancy and lessees on the divisional properties database, supporting these electronic records with a filing system for all hard-copy documents and records.

1.2 Job Requirements

Minimum job qualification and experience

National Diploma (3 years), or B-degree (3 years) – major courses in any 2 of the following fields: Land Use Management, Properties Administration. With at least three years' experience in properties administrative and or professional-technical work experience in properties administration at a junior level; sales/ leasing administration and or properties valuation.

Additional Requirements:

Must have a Code B Driving License and Certificate of Good conduct not older than two months.

The Council offers the following benefits:

- Attractive market related salary
- Housing Subsidy/ housing allowance
- Transport Allowance
- Pension Scheme
- Medical Aid scheme
- 13th cheque and attractive leave benefits

NB:

- Only written applications accompanied by a comprehensive CV plus certified copies of Namibian Identification.
- All applications with foreign qualifications must submit their applications by attaching the NQA evaluation results/records.
- Only documents not older than 3 (three) months will be considered.
- Only short-listed candidates will be contacted.
- No fax applications or email will be accepted.

Enquiries: Mr. Simeon Iifo / Mrs. Martha Ndeenda Krispus
Tel: 065-240101 Fax: 065 -240453

Address: Chief Executive Officer, Ondangwa Town Council
Private Bag 2032, Ondangwa

Closing Date: 22 December 2023

VACANCIES

JOB POST