



OKAHAO TOWN COUNCIL

VACANCIES

DEPARTMENT: CORPORATE SERVICES
1 x post: Team Leader Grade C4

Key Performance Areas:

- Supervise the work/job activities of the staff members
- Perform sensitive transactions (GRA and Okahao Registering Authority)
- Maintains records & stock levels
- Handles & assists with customer queries
- Performs Government Registering Authority administration activities
- Maintains equipment
- Attends to court proceedings

Minimum Requirements:

- Diploma in Business Administration, Transport Management or equivalent qualification
- Knowledge of the RTTA and RTTR as well as customers relations
- 3 years experience in Vehicle Registration and Driver Licensing
- Code B Drivers License

The Council offers the following benefits for the position:

Salary Notch:	N\$ 222 156.00 per annum
Housing Allowance:	N\$ 44 431.20 per annum (20% of annual salary)
Housing Subsidy:	N\$ 88 862.40 per annum (40% of annual salary, payable only upon submission of bond registration certificate)
Transport allowance:	N\$ 7 704.00 per annum
13th cheque:	N\$ 18 513.00 per annum
Medical Aid:	85 % Council Contributions
Pension:	21.7 % Council Contributions

1 x post: Licensing Officer Grade C1

Key performance Areas:

- Registering and licensing Vehicles
- Registering and licensing learners drivers and instructors certificates
- Issue motor dealers license, temporary and special permits
- Application and Issuing of roadworthy certification

- Keeps & Maintains Records
- Collects Revenue
- Handles customer queries

Minimum Requirements

- Diploma in Business Administration or equivalent qualification
- Diploma in Transportation Management will be added advantage
- Computer knowledge
- Three (3) years job related experience

The Council offers the following benefits for the position:

Salary Notch:	N\$ 132 216.00 per annum
Housing Allowance:	N\$ 26 443.20 per annum (20% of annual salary)
Housing Subsidy:	N\$ 52 886.40 per annum (40% of annual salary, payable only upon submission of bond registration certificate)
Transport allowance:	N\$ 7 704.00 per annum
13th cheque:	N\$ 11 018.00 per annum
Medical Aid:	85 % Council Contributions
Pension:	21.7 % Council Contributions

Interested applicants should send their written applications, detailed CV's clearly indicating the qualifications and experiences with certified copies of educational qualifications documentation to:

Chief Executive Officer,
Okahao Town Council
or By hand delivery
P. O. Box 699 at Okahao Town Council
Office, Okahao, ERF 895, King Jafet
Munkundi street

Enquiries: Dos Santos Andjene
or Efraim Shikesho at
Tel: 065-252204/5

CLOSING DATE: 11 MARCH 2022

Only short listed candidates will be contacted, no fax or e-mail applications will be accepted and no documentation will be returned.