



THE COUNCIL OF THE MUNICIPALITY OF WALVIS BAY

Call for submission of CVs and Academic Qualifications for potential skilled temporary positions at the Municipality of Walvis Bay:

The Municipality of Walvis Bay **seeks for qualified graduates and experienced individuals** in the fields mentioned below in order to have a pool of potential candidates to source from when there is a need to fill temporary positions on contract. Qualified candidates may be invited for interviews when needs for temporary positions arise at the Municipality from time to time.

1. Economics
2. Tourism
3. Marketing & Branding – with experience in Social Media Content Creation
4. Accounting and/or Finance
5. Procurement and Logistics Management
6. Human Resources Management
7. Organisation Behaviour Management and/or Industrial Psychology
8. Public Administration
9. Property Management
10. Horticulture (Ornamental)
11. Engineering (Civil & Mechanical)
12. Fitter and Turning
13. Fitter (Machinery)
14. Plumbing and Pipefitting
15. Water Care
16. Town Planning
17. Architecture
18. Environmental Health
19. Environmental Management

20. Auditing and/or Risk Management
21. Building (Artisan & General)
22. Carpentry & Joinery (Artisan & General)
23. Electrical (Artisan & General)
24. Mechanical (Artisan & General)
25. Plumbing & Pipefitting (Artisan & General)
26. Customer Service
27. Communication and/ or Public Relations
28. Library & Information Science
29. Museum & Heritage Studies
30. Fire Fighting
31. Disaster Risk Management
32. Grade 12 (or equivalent certificate) with 23 points or higher plus proof of experience in handling animals.
33. Grade 12 or equivalent certificate/ Grade 11– Namibia Senior Secondary Certificate Ordinary Level/ Grade 12 – NSSAS: Namibia Senior Secondary Advanced Subsidiary Level, all with 23 points or higher.

Preference will be given to:

- People in designated groups in terms of the Affirmative Action Act 29 of 1998
- Walvis Bay residents.

If you have the above-mentioned qualifications and you are unemployed, you may apply for your name to be listed on our database, by submitting:

- your CV, clearly indicating where you had worked in the past and the positions you held; and
- proof of academic qualifications which are recently (3 months and less) and originally certified.

Application form (obtainable on our website: www.walvisbaycc.org.na) must be completed fully and forwarded as follows:

- To the Manager: Human Resources
Private Bag 5017
Walvis Bay; or
- To be physically delivered in the application box on the ground floor, at the Security officials' desk, Civic Centre, Walvis Bay Municipality; or
- By courier (to reach us by the closing date) on the following physical address:
The Human Resources Division
2nd floor
Municipality of Walvis Bay

Nangolo Mbumba Drive, Walvis Bay

Further information is obtainable at telephone numbers 064 – 2013204 or 201 3306.

Attachment of relevant documents is mandatory and applications without these shall not be considered.

No faxed or e-mailed applications will be accepted.

Closing date and time: Friday, 13 October 2023 by 16h30.

Notice No. HR22/2023