



## MUNICIPALITY OF OTJIWARONGO

### EXTERNAL ADVERTISEMENT

The Municipality of Otjiwarongo, as established in terms of the Local Authorities Act, 1992 (Act 23 of 1992), as amended, invites suitably qualified candidates who meet the minimum qualifications and experience to apply for the below vacant position. All applications should reach the **Human Capital & Corporate Services** on or before **06<sup>th</sup> October 2025 at 12H00.**

#### NOTICE: 26 /2025

#### WORKSHOP AND MACHINERY FOREMAN (PATTERSON C4) TECHNICAL DEPARTMENT

REMUNERATION SCALE:	N\$ 360 677.88 Per Annum
HOUSING ALLOWANCE:	N\$ 144 269.76 Per Annum
TRANSPORT ALLOWANCE	N\$ 96 179.88 Per Annum

#### PURPOSE OF THE JOB

To maintain and repair all municipal vehicles, trailers and implements.

#### KEY PERFORMANCE AREAS:

Provide and control planned maintenance schedules for vehicles and implement.

- Maintains service history files on all vehicles and implements
- Controls annual licenses of vehicles and keeps vehicle registrations on file
- Informs department heads well in advance of vehicles and keeps vehicle registrations on file
- Performs random test drivers on service vehicles and conducts quality control checks of jobs completed
- Obtains written quotations of tools and equipment to be purchased, submit quotations and purchases required spares as required.
- Ensures that all vehicles undergo roadworthiness test to prevent recurring breakdowns
- Certifies invoices for payment
- Responsible for Health and Safety aspects of workshop
- Supervise activities of subordinates and manage human resources issues such as leave and performance management.
- Ensures that all subordinates have protective equipment and keeps record of PPE's
- Chairs monthly safety meetings and forwards safety meeting minutes to Head of department
- Compile monthly report

#### MINIMUM JOB REQUIREMENTS:

- Trade Diploma in Automotive Mechanics with two (2) years' experience **OR**
- Level 3 with Trade Certificate in Automotive Mechanics with four (4) year's work experience
- Code BE driving license
- Computer Literacy

#### GENERAL

- Ample vacation and sick leave
- Pension fund
- Medical Aid (5/95 ratio)
- 13<sup>th</sup> cheque
- Housing Scheme



#### COMMENCEMENT DATE

The successful candidate is expected to commence with duty on **01<sup>st</sup> December 2025**

#### \*\*\*PLEASE NOTE\*\*\*

**Completed Application Forms** accompanied by Certified Documents should be posted, or hand delivered to the below street or postal addresses. No documents will be returned and only short-listed candidates will be notified. **No email or faxes will be accepted.**

Enquiries: Human Capital and Corporate Services Department

Tel: 067 302231

Municipal Offices 2 Kreft Street

**OTJIWARONGO**

**Crede: "Together for a Smart, Vibrant and Sustainable Otjiwarongo of Excellence"**

**05<sup>th</sup> September 2025**