

ONGWEDIVA TOWN COUNCIL VACANCY – EXTERNAL ADVERTISEMENT



Applications are hereby invited from the suitable qualified persons for appointments on the establishment of Council.

Department: Planning and Technical Services
Division: Technical Services
Position: 1 X Transport Clerk
Grade: B3
Reporting to: Artisan Transport

Main purpose of position

To provide an administrative control service to council for the entire fleet of vehicles, ensuring that all vehicles meet all statutory obligations at all times and are serviced and maintained in line with standard procedure.

Key Performance Areas

- Vehicle monitoring & control
- Administration

Minimum Educational Qualification and Experience Requirements

- Grade 12
- 1 year in an administrative position with exposure to vehicle/fleet maintenance and control.

Special Requirements

Driving license Code BE

Remuneration package

In return the Council will offer a market related remuneration package consisting of the following:

Basic Salary:	N\$136,256.81 per annum
Housing benefit:	20% of the basic salary if the staff member does not have a housing bond or 40% of the basic salary if the staff member has a housing bond. Terms and conditions apply
Transport allowance:	N\$7,704.00 per annum
Council's contribution to the Medical Aid Fund:	85% of the total premium
Council's contribution to the Pension fund:	21,7% of the basic salary
Council's contribution to Social Security:	50% of the total contribution

All official correspondence must be addressed to the Chief Executive Officer

Interested candidates must complete the application form for employment of Council in full (failure to do so shall result in automatic disqualification) obtainable on our website: www.ongwediya.com.ng and attach their Curriculum Vitae, certified copies of Identity documents and relevant academic qualifications and submit them to:

The Human Resources Division
Ongwediya Town Council,
Corner of Mandume Ndemufayo Rd/Dr. Libertine Amathila Street
Private Bag 5549
ONGWEDIYA

Preference will be given to women who meet minimum requirements.

Enquiries : Mr. Mathew Mbombo @ 065 – 233700

Please note: fax or email applications will not be accepted; only shortlisted candidates will be contacted for interviews & no supporting documentation will be returned to the applicants.

Closing date: 23 November 2021 @ 17H00