



ONGWEDIVA
Town Council

VACANCY

EXTERNAL ADVERTISEMENT

Applicants are hereby invited from suitably qualified internal candidates for appointment on the establishment of council.

Department	: Planning and Technical Services
Division	: Planning & Development
Position	: 1 X Building Inspector
Grade	: C3
Reporting to	: Planning & Development Officer

Main purpose of position

To assess and provide approval of all building plans (permanent structures) in the confines of the Ongwediva Town and to provide input into the valuation of such properties for the purpose of rates and taxes. To conduct all inspections of buildings in the town according to the set inspection programme and as instructed.

Key Performance Areas

- Planning, advice and reports
- Inspections
- Squatter control
- Build-together housing scheme

Minimum Educational Qualification and Experience Requirements

- Grade 12 with Mathematics plus a Trade Diploma in a Building related discipline
- Three (3) years' experience in construction of buildings / the building trade, including experience in surveying / levelling.

Special Requirements

- Driving licences code B
- Must be a Namibian
- No criminal record (Attach a certified copy of conduct not older than six (6) months)

Remuneration package

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

Basic Salary	:	N\$297,562.56 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\$10,512.00 per annum
Council's contribution to the Medical Aid Fund	:	90% 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

Interested candidates should complete the Council's employment application in full (failure to do so shall result in automatic disqualification) obtainable on our website: www.ongwediva.com.na, and be accompanied by: A comprehensive Curriculum Vitae (CV), Certified copies of educational qualifications, Certified copies of Qualification Evaluation Certificates from the Namibia Qualifications Authority (NQA) indicating NQF levels, Certified copy of the Namibia National Identity Card, Certified copies of a valid Driving Licence, A recent Certificate of Conduct (not older than six [6] months) from the Namibian Police confirming a clean criminal record and Certified copies of references or testimonials from current or previous employers verifying positions held and relevant years of experience thus be submitted to:

The Human Resources Division
Ongwediva Town Council,
Corner of Mandume Ndemufayo Rd/Dr. Libertine Amadhila Street
Private Bag 5549, **ONGWEDIVA**

NB: Racially disadvantaged persons, woman and persons with disabilities are encourage to apply.

Enquiries : Mr. Mathew Mbombo or Ms. Reader Hilongwa @ 065 – 233700

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

ADVERTISEMENT DATE: Friday, March 20th, 2026

CLOSING DATE: Wednesday, April 22th, 2026 @ 17H00

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