



Republic of Namibia

Ministry of Urban and Rural Development

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Government Office Park
Luther Street

Private Bag 13289
Windhoek, Namibia

Enquiries: Ms. A. Akudhenga

Our Ref.: S.36/6/1/1 Your Ref.:

NOTICE BOARD: VACANCY

The following vacancy exists on the establishment of the Ministry of Urban and Rural Development and the particulars of the post is as follows:

DIRECTORATE: RURAL DEVELOPMENT
DIVISION: SECTOR DEVELOPMENT COORDINATION
SUBDIVISION: ONGWEDIVA RURAL DEVELOPMENT CENTRE

1. Post designation : Operator Driver Grade 12
1 x Post : Ongwediva Rural Development Centre
Salary Scale : N\$ 107 753 – N\$ 129 240
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: Grade 10 or equivalent Certificate (NQF Level 2), and a valid Code CE/12 drivers' license.

Additional requirements:

- Applicants with Grade 10 or equivalent Certificate on NQF Level 2 with 24 points in 7 subjects including English, with a D symbol in English and a valid Code CE/12 driver's license will serve as an added advantage.
- The Code CE/12 driver's license must not be less than three (3) years, plus (2) years of driving experience as a heavy-duty truck driver with a crane. Basic knowledge of mechanical maintenance and repair of motor vehicles will serve as an added advantage.

Key Performance Areas:

- Delivers consignments to the respective destinations, verifies loads for accuracy and completes delivery notes;
- Checks to ensure the safety/security of goods and or passengers before the trip and en route;
- Ensure that the vehicle is in good condition;
- Loads and offloads goods and deliver them as instructed;
- Detects and reports defective goods to the Supervisor;
- Keep the motor vehicle clean and tidy;
- Performs basic repair and maintenance work on motor vehicles and completes the inspection list;
- Monitor the vehicle service intervals and arrange for the service accordingly;

All official correspondence must be addressed to the Executive Director

- Comply with all safe work practices, policies, and processes at all times;
- Performs any other duties that the Supervisor may assign.

Closing Date: 22 November 2024

Enquiries: Mr. Titus Endjala Telephone: 061 297 5225

NOTES TO CANDIDATES:

1. Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**
2. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
3. Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
4. The prescribed Application Form (Form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK**

OR


Hand deliver to:

**Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street**

OR

Ongwediva Rural Development Centre

Yours Sincerely


**NGHIDINUA DANIEL
EXECUTIVE DIRECTOR**

