



## **TSUMEB MUNICIPALITY**

### **VACANCY**

Tsumeb Municipality is an equal opportunity employer

**EXTERNAL ADVERTISEMENT  
NOTICE NO. 01/2024  
PARKS & AUXILIARY SERVICES OFFICER  
(PATTERSON BAND: C4)**

Applications are hereby invited from suitable qualified persons to fill the above-mentioned vacancy.

#### **MINIMUM QUALIFICATIONS & EXPERIENCE**

- ✓ Degree in Horticulture/ Environmental Health Sciences at **NQF Level 7** or equivalent
- ✓ **5 Years** relevant experience in landscaping or working with various types of plants **OR**
- ✓ Diploma in Horticulture/ Environmental Health Sciences at **NQF Level 6** or equivalent with **8 years** relevant experience in landscaping or working with various types of plants
- ✓ Supervisory skills, computer literacy, communication skills, customer care skills
- ✓ Driver's license BE

#### **PRIMARY FUNCTIONS**

1. The propagation and cultivation of Parks and Gardens.
2. To maintain and upkeep sport grounds and cemeteries in Tsumeb.
3. Plans, together with supervisor, the activities for each year, as far as new parks or improvements to existing parks are concerned.
4. Plans tasks to complete capital projects within the given time and with regard to seasons.
5. Plans routine activities in the form of a maintenance programme i.e. Irrigation of parks, Mowing of lawn, Pruning of trees, Application of fertilizer, New plantings, Top dressing, etc.
6. Schedule shifts for the workforce when irrigation has to be done at night in times of high water consumption.
7. Develops new layouts of garden developments
8. Develops in conjunction with Health and Parks Manager and Town Engineer, of layout of cemetery.
9. Plans seasonal plantings for nursery.
10. Is in control of cemetery and supervises the opening and closing of graves for funerals, often after hours.
11. Supervision and upgrading of Municipal sport grounds/ field's Does decorations for municipal social functions.
12. Supervision of subordinates within the section through leading, directing and control.

#### **REMUNERATION AND BENEFIT**

A competitive remuneration package that includes a basic salary of **N\$301,797.00 PA**, Annual and Sick Leave, Pension Fund (**21.7%** Council contribution), Medical Aid (**85%/15%**), **13<sup>th</sup>** Cheque, Housing Allowance (**40%** of basic salary if you own a house with a mortgage bond and **20%** if you do not own a house)

Application form (obtainable on our website site: [www.tsumebmun.org.na](http://www.tsumebmun.org.na)) must be completed fully, accompanied by all required documents including NQA evaluation reports. Copies of qualifications must be originally certified and be submitted to the following postal address;

**By Mail:** Human Resources Department, Private Bag 2012, OR **Hand Delivery/Courier Services**, at Tsumeb Municipal Office, **Room No. 5** on or before **Tuesday, 07 May 2024**. No applications via emails or fax will be accepted.

**NB:**

- **All foreign and local qualifications must be evaluated by NQA.**
- Women, Persons with disability and the marginalized are encouraged to apply if they meet with the requirements