



Eenhana
Town Council

VACANCY

Eenhana Town Council, an equal opportunity employer committed to implement the aims and objectives of the Affirmative Action Act, "is in search of suitably qualified and dynamic Namibia citizens to join its establishment. Preference will be given to female and people with disabilities, who meet the required competences. Persons with disability should declare in the application cover letter their disability type.

DEPARTMENT: OFFICE OF THE CHIEF EXECUTIVE

Post designation : Chief Executive Officer
(5 Year Contract)
Salary Grade : Grade F1
Salary Scale : N\$ 462 514 – 495 643 per annum
Motor Vehicle Allowance : N\$102 701 per annum
Housing Allowance : 40% Housing subsidy
Rental Allowance : 20% Rental allowance
13th Cheque : N\$38,542.83

MAIN PURPOSE OF THE POSITION: To assume overall accountability for the strategic management of the Council operations and resources in order to achieve the Councils Vision, mission and strategic objectives, in line with the Local Authorities Act and the Namibian Constitution.

KEY PERFORMANCE AREAS

- Policy Formulation and implementation
- Supervision and Co-ordination of all Departments
- Implementation of Strategic Objectives with the support of all staff
- Corporate Communication and Customer Care
- Strategic human resources management and Maintenance of Discipline
- Accounting Officer in terms of the Local Authorities Act No. 23 of 1992, as amended
- Organizational effectiveness
- Infrastructure and technical services management
- Strategic financial, administration and human Resources functions management
- Urban management and economic development
- Environmental health and safety management

MINIMUM REQUIREMENTS

- A Bachelor Degree in Public Administration/Management, Financial Management, Business Administration at NQF Level 7
- A Master's Degree in any of the above will be an added advantage
- Plus, seven (7) years of appropriate working experience of which 5 years should have been at a Senior/ Executive Management level.
- Broader working knowledge and understanding of Corporate Governance and business development
- Knowledge of the Local Authorities Act
- Namibian citizen
- No Criminal record

OTHER SKILLS

- Higher level of accountability and managerial skills
- Ability to formulate long – term plans
- Strategic leadership and development and empowerment skills
- Innovative, decisiveness and assertiveness

DEPARTMENT: FINANCE, HUMAN RESOURCES & ADMINISTRATION

Post designation : Council Support & Administration Officer
Salary Grade : C3
Salary Scale : N\$208 302.98 – N\$223 837.51 per annum
Transport Allowance : N\$7,704 per annum
Housing Subsidy (40%) : N\$83,321.19 per annum
Housing allowance (20%) : N\$41 660.59 per annum
13th Cheque : N\$17,358.58 per annum

PRIMARY PURPOSE FOR THE POSITION:

To provide administrative and support services to the Mayor and Councilors, in order to contribute towards the smooth running of the Office of the Mayor, and that of the Councilors. To promote the professional image of the Town Council

KEY PERFORMANCE AREAS:

- To plan, implement and control all support services required by the Office of the Mayor and Councilors.
- Responsible for Administrative and Secretarial support work pertaining to all Council Committees as well as Council Meetings in close collaboration with Manager of HR & Administration.
- Administration of Executive, Management Committee and Council Meetings
- Responsible for administrative functions dealing specifically with matters concerning Councilors' travelling, personal particulars and general information.
- Keeping records of all Agenda and Minutes of the Committee Meetings for binding and record purposes.
- Responsible for the compilation and computerization of Key Policies into complete documents
- Event Management

Minimum qualification:

- Grade 12 with National Diploma in Office/ Business/ Public Administration.
- Minimum experience: Two (2) years working appropriate experience in Administration.

Knowledge: Sound working knowledge in administration Preferable in Local Government Environment, Local Authorities Act.

Legal Requirements:

- Must be a Namibian citizen
- Valid Code B Driver's License
- No criminal records (attach a Certified copy of Certificate of Conduct not older than six (6) months).

OTHER SKILLS: Excellent Writing Skills, Listening, Linguistics, Time management Skills, Communication skills, interpersonal relations skills, Computer Literature: MS Word, MS Excel, and Internet & E- Mail.

Other benefits: Medical Aid, Pension fund and all other statutory benefits.

Interested candidates should forward their comprehensive applications on Prescribed Council's Application Form for Employment available on request or can be obtained via Council website www.eenhanatc.na, accompanied by the Curriculum Vitae, originally certified copies of documents and relevant academic qualifications to be submitted to:

The Human Resources Department
Eenhana Town Council, Private Bag 88007
EENHANA

Or hand delivered to Eenhana Town Council Offices
Erf: 108, Church Street, Human Resources Department

NOTES TO CANDIDATES

Candidates with foreign qualifications must attach proof of evaluation of such qualification 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.

No fax or e-mailed applications will be accepted and only shortlisted candidates will be contacted & no applications will be returned.

ENQUIRIES: Mrs. Maria P Naanda @ 065 –290 609

Date of Advertisement:
Thursday, 22 May 2025

Closing date:
Wednesday, 25 June 2025 @ 17h00