



## EXTERNAL ADVERTISEMENT

Municipality of Okahandja invites all interested candidates with necessary qualifications and experience to apply for the following vacancies:

<b>Post: A</b>	<b>STRATEGIC EXECUTIVE</b>
<b>Paterson Job Grade</b>	<b>E1</b>
<b>Department</b>	<b>ENGINEERING AND TOWN PLANNING SERVICES</b>
<b>Remuneration scale &amp; Benefits</b>	<b>Basic Salary: N\$587,575 – N\$611,313 p.a</b> <b>Housing Allowance 20%: N\$117,515 p.a</b> <b>Motor Vehicle Allowance: N\$123,633 p.a</b>

### **MAIN PURPOSE OF POSITION**

To plan, advise, direct, control, and manage the affairs of the Department by translating the Council's vision for infrastructure into effective policies, strategies, and action plans. This includes oversight of Water and Sewerage, Town Planning and Housing, Roads and Storm Water, as well as Fleet and Technical Services, ensuring the delivery of sustainable basic services and infrastructure development to residents.

### **KEY PERFORMANCE AREAS:**

- Strategic planning and Advisory Services
- Infrastructure & Technical services Management
- Town Planning, Housing & Building Control
- Leadership & Departmental Management
- Project Management

<b>Minimum Educational Qualification &amp; Experience Required</b>	<ul style="list-style-type: none"> <li>• Bachelor’s Degree in Civil Engineering (NQF Level 7).</li> <li>• Master’s degree will be an added advantage.</li> <li>• A minimum of seven (7) years’ relevant experience as a Local Authority Engineer, including at least five (5) years at a management level, with comprehensive exposure to all facets of management.</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Registration with the Engineering Council of Namibia as a Professional or Incorporated Engineer and possession of a valid Code B driver’s licence.</li> <li>• Proficiency in relevant computer applications.</li> </ul>

<b>Post: B</b>	<b>1X FOREMAN WASTE MANAGEMENT</b>
<b>Paterson Job Grade</b>	<b>C3</b>
<b>Department</b>	<b>HUMAN RESOURCES CORPORATE AND COMMUNITY SERVICES</b>
<b>Division</b>	<b>Environmental Health &amp; Emergency Services</b>
<b>Remuneration scale &amp; Benefits</b>	<b>Basic Salary: N\$255,136 – N\$320,045 p.a</b> <b>Housing Allowance 20%: N\$51,027 p.a</b> <b>Transport Allowance: N\$10,512 p.a</b>

**MAIN PURPOSE OF THE JOB**

To promote environmental health within the community as part of the health team, and to support the Environmental Health Practitioner in identifying, controlling, and preventing actual and potential environmental health hazards that may pose risks to the health and safety of residents.

**KEY PERFORMANCE AREAS**

- Inspections and Advisory Services
- Solid Waste and Environmental Management
- Community Mobilisation and Health Education
- Administrative Duties

- Staff supervision

<b>Minimum Educational Qualification &amp; Experience Required</b>	<ul style="list-style-type: none"> <li>• 3-year Diploma NQF L6 in Waste Management or Public Health, coupled with at least two (2) years' relevant experience in solid waste management, of which one (1) year should have been in a supervisory capacity;</li> </ul>
<b>Competencies (Knowledge, Skills, Attributes)</b>	<ul style="list-style-type: none"> <li>• Knowledge of relevant Namibian legislation</li> <li>• Sound interpersonal and communication skills</li> <li>• Strong supervisory and leadership skills</li> <li>• Conflict resolution and problem-solving skills</li> <li>• Knowledge of basic office administration procedures             <ul style="list-style-type: none"> <li>• Strong customer service orientation</li> </ul> </li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Valid Code B driving licence</li> <li>• Registration as an Environmental Health Practitioner with the Allied Health Professions Council</li> <li>• Certification/registration as a Peace Officer will be an added advantage</li> </ul>

<b>Post: C</b>	<b>1X CLERK: HOUSING &amp; PROPERTY</b>
<b>Paterson Job Grade</b>	<b>B4</b>
<b>Department</b>	<b>Engineering &amp; Town Planning Services</b>
<b>Division</b>	<b>Town Planning</b>
<b>Remuneration scale &amp; Benefits</b>	<b>Basic Salary: N\$165,090 – N\$199,760 p.a</b> <b>Housing Allowance 20%: N\$33,018 p.a</b> <b>Transport Allowance: N\$10,512 p.a</b>

### **MAIN PURPOSE OF THE JOB**

To assist with the implementation and administration of the Decentralized Build Together Programme, and to ensure the proper rental, administration, and maintenance of all assigned municipal residential housing.

### **KEY PERFORMANCE AREAS**

#### **1. Properties and Land Administration**

- Assist with the issuing of lease agreements.
- Process property transfer documents for registration.
- Assist with processing deeds of sale signed by relevant property owners.
- Attend to land-related enquiries from members of the public and businesses.
- Assist with drafting offer letters to approved applicants, informing them of the purchase price.
- Provide administrative support to the Property and Land Division.
- Assist with the preparation of monthly submissions relating to land applications and the alienation process.

## 2. General Administration

- Maintain accurate records of the properties database.
- Maintain and continuously update the property register for transferred properties.
- Assist with drafting application letters for ministerial approval for the sale of land and properties.
- Maintain filing systems in accordance with departmental filing policies and procedures.
- Compile monthly submissions for review and submission to the supervisor.
- Receive deeds of transfer and prepare copies for record-keeping purposes.
- Request bank guarantees from financial institutions for applicants who have applied for bank loans.
- Receive returns from the Deeds Office and update records accordingly.
- Process all documentation related to housing schemes.

<p><b>Minimum Educational Qualification &amp; Experience Required</b></p>	<ul style="list-style-type: none"> <li>• National Diploma in Property Management, Land Management, or Land Administration (NQF Level 6), coupled with at least 1- year of relevant experience in Property, Land Management, or Land Administration.</li> <li>• Experience within a Local Authority environment will be considered an added advantage.</li> </ul>
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<b>Competencies (Knowledge, Skills, Attributes)</b>	<ul style="list-style-type: none"> <li>• Good analytical and problem-solving skills</li> <li>• Knowledge of the National Housing Policy</li> <li>• Strong customer service orientation</li> <li>• Excellent communication and interpersonal skills</li> <li>• Knowledge of the Local Authorities Act</li> <li>• Knowledge of the Sectional Titles Act</li> <li>• Knowledge of registration regulations, laws, and other relevant statutory instruments</li> </ul>
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**Kindly forward your written application letter together with certified copies of all relevant qualifications and supporting documents, including testimonials from previous employers, to: The Human Resources Office, P O Box 15, Okahandja; or deliver in person to 65 Martin Neib Street, Okahandja. Contact details: 062- 505100**

**NB:** All foreign qualifications must be accompanied by an evaluation report from the Namibia Qualifications Authority (NQA). Only short-listed candidates will be contacted. No documents will be returned. People with disabilities are encouraged to apply

**Advertised Date** : 11 May 2026  
**Closing Date** : 12 June 2026 at 16h30