LUDERITZ TOWN COUNCIL
VACANCIES

"Lüderitz an economic and tourist destination of choice and get away of goods and services into the hinterland of Namibia, the landlock countries of Africa and beyond."

DEPARTMENT: OFFICE OF THE CHIEF EXECUTIVE OFFICER

JOB TITLE: CHIEF EXECUTIVE OFFICER

(*RE-ADVERTISEMENT*)

Salary scale: (Band-E) Minimum N$ 515 196.01 – Maximum N$ 536 001.06 p/a

Housing subsidy N$ 206 078.40 p/a

Car allowance: N$ 123 633.00 p/a

PRIMARY FUNCTIONS

To plan, lead, co-ordinate and control all executive affairs of the Town Council, ensure the attractiveness of the town to current and potential investors, while ensuring full compliance with all legislative, socio-political and environmental requirements.

KEY PERFORMANCE AREA (OUTPUT)

- To ensure that the organization's policy framework supports and promotes the organization's strategic goals and enables effective control.
- To contribute towards the economic development of the town through job creation, attracting investment opportunities and developmental programmes in collaboration with Central government.
- To ensure the timely and cost-effective resolution of all executive responsibilities through the Council's operational departments.
- To ensure that the Council's annual budget plan is drawn up within parameters of the available resources, and that it is implemented accordingly.
- To ensure transparency of all operations.
- To ensure the retention of human capacity of the organization in the long-term.
- To ensure the effective public relations function and compliance of all public activities with the relevant legislation regulations and policies.

To oversee the town boundary expansion and the town transformation process.

REQUIREMENTS

- A recognized NQF Level 8 (Honours) Bachelor Degree in Public Administration, Business Management/ Administration, Finance Management, Engineering, Human Resources Management or Town Planning. A post graduate qualification in either of the mentioned fields would serve as a strong advantage.
- 8 years related experience of which at least 5 years should have been in a senior management level in Local Authority.
- General Management skills, Sound Financial Management knowledge, Project Management and Planning knowledge, Strategic Management knowledge, Sound Human Resources Management knowledge.
- Sound interpersonal, communication and presentation skills.
- Valid code BE driver's license.
- A valid police clearance certificate not older than six (6) months would be required.

DEPARTMENT: INRASTRUCTURE & TECHNICAL SERVICES

JOB TITLE: TREATMENT PLANT OPERATOR ASSISTANT (x 2)

Salary scale p/a: (Band B3) N$ 129 017.22 x 2 634 – 134 280.68

Housing allowance / Housing subsidy p/a: N$ 25 803.44 / N$ 51 606.88

Transport allowance p/a: N$ 10 512.00

PRIMARY FUNCTIONS:

Responsible for the cleaning of the pump station building, screens, overflow structures and tanks and taking of water/effluent samples.

KEY PERFORMANCE AREA (OUTPUT):
Infrastructure Cleaning.

- Manually removes sewerage grit/rags and other solids form screens.
- Disposes of solid material into the skip.
- Cleans structure including chlorine channel regularly.
- Clean all mechanical equipment.
- Assists with general repairs and maintenance.
- Washes up and keeps laboratory neat and tidy at all times.
- Empties sludge drying beds.
- Adheres to all Health & safety procedures.
- Ensures equipment and tools are stored in a safe and secure place.
- Operates all equipment in a safe and efficient way according to all relevant legislation, policies and procedures.

Operations Assistance.

- Assists in desludging from WAS-sump on a daily basis.
- Collects water samples for weekly water tests.
- Assists in daily log readings.
- Off-loads chlorine bottles and other chemicals brought to plant.
- Direct persons to dry sludge used for fertilizer.

REQUIREMENTS:

- Grade 8.
- Should be in possession of a Code B driver's license
- At least 1/2 year's working experience in waste water treatment plant.
- A valid police clearance certificate not older than six (6) months would be required.

The Lüderitz Town Council offers the following benefits to successful Candidates:

Generous salary package, Car allowance, Medical Aid, Pension scheme, 13th Cheque and housing allowance/ housing subsidy, cellphone allowance with sick & annual leave.

Application Procedures:

- Applicants must be Namibian Citizens
- Interested Applicants must complete the Lüderitz Town Council Employment application form which is obtained from the Lüderitz Town Council website (http://www.luderitz-tc.com/)
- Applications should be accompanied by a detailed CV and originally certified supporting documents (originally certified copies of Qualifications, Identity Document, Service Certificate of Testimonials which is not older than two (2) years).
- **All foreign qualifications must be submitted together with evaluation report from NQA.**
- Women and Persons with disabilities who meet the set requirement are encouraged to apply.

NB: **Failure to attach all necessary documents and complete all items on the application form correctly will be regarded as a disqualification of your application.**

Candidates who comply with the listed criteria and competencies should submit their applications: a detailed CV and originally certified copies of qualifications to:

The Acting Chief Executive Officer
Lüderitz Town Council
P. O. Box 19
Lüderitz

Enquiries: Human Resources Office
Tel. no.: (063) 207800

Please take note, only short-listed Candidates, who meets the requirements, will be contacted and no documents will be returned. No fax or email applications will be accepted.

Closing date: 19 August 2026