



Terms of Reference

Position	CIVIL ENGINEER: WATER AND SEWERAGE
Name of the program	Making Lüderitz Town Council Fit for the Future
Background of the program	VNG International has started a new European Union (EU) - funded Action in Namibia, co-financed by the Netherlands Ministry of Foreign Affairs, titled “Making Lüderitz Town Council Fit for the Future – A Thriving Hub for Green Hydrogen Production”. Lüderitz, with around 17,000 residents, is located in the Kharas Region and is undergoing rapid transformation driven by major industrial developments. The town is emerging as a strategic hub for green hydrogen, while its port already plays an important role in manganese exports and is expected to expand further. Recent oil and gas discoveries, as well as anticipated growth in tourism and agriculture, are expected to further increase the town’s strategic and economic importance. Lüderitz is experiencing promising developments, but these also bring major challenges. As the town grows, its infrastructure and public services face increasing pressure. To address this, Lüderitz must expand access to utilities like water, electricity, waste management, healthcare, and education for both permanent and temporary residents. Social tensions may arise as new workers and investors arrive, potentially affecting community cohesion. For development to proceed in a sustainable and inclusive manner, it is essential to strengthen the institutional and technical capacity of Lüderitz Town Council (LTC), so that it can manage growth effectively, improve service delivery, and help ensure that the benefits arising from industrial expansion are shared more equitably among the local population. The focus of the Action will be on: (1) Strengthening LTC’s water, sewerage and waste management functions through a CIVIL ENGINEERING position embedded within the LTC structure; (2) Priority infrastructure projects for water, sewerage, and waste management are sequenced in structured project pipeline (depending on private sector and citizen needs); and (3) Reforming the local revenue mobilisation structure supported with enhanced digital tools. In this way, the Action aims not only to address immediate service delivery and infrastructure needs, but also to strengthen LTC’s longer-term governance, planning, coordination and financial sustainability in response to rapid urban and economic growth. Within this context, water and sewerage are critical municipal functions that require additional technical capacity. Expected growth in population, economic activity and industrial development will place increasing pressure on water supply, wastewater and sewerage systems, while also requiring LTC to improve day-to-day operations, maintenance, planning and investment readiness. LTC therefore requires dedicated technical support to strengthen the management and gradual improvement of its municipal water and sewerage services, in particular in the areas of day-to-day operations, maintenance planning, technical performance monitoring, infrastructure rehabilitation planning and preparation of priority investments. This position has been created to provide that support from within LTC and to help ensure that water and sewerage systems are strengthened in a practical and sustainable manner.
Role of the CIVIL ENGINEER: Water and Sewerage	The CIVIL ENGINEER (Water and Sewerage) is a full-time technical position embedded within Lüderitz Town Council (LTC) and integrated within the relevant LTC structure. The position is intended to strengthen LTC’s internal capacity to plan, operate, maintain, rehabilitate and gradually expand municipal water, sewerage and waste management services in line with the town’s growth, LTC priorities, and the expected increase in demand resulting from ongoing and planned investments in Lüderitz. The position contributes directly to improved service delivery, operational efficiency, infrastructure sustainability, compliance, and technical reporting within LTC. In particular, the position is expected to strengthen areas where LTC currently requires additional capacity, including day-to-day operational support, maintenance planning, system performance monitoring, technical preparation of upgrades, and practical input into infrastructure prioritisation. During the project period, the position will function as part of LTC, while benefiting from technical backstopping and capacity strengthening through VNG International and associated experts. In this way, the position is expected to bring immediate added value to LTC while also contributing to longer-term institutional strengthening and knowledge transfer within the Council.
Key duties and responsibilities	Operations: Oversee and strengthen day-to-day operations and maintenance of water and sewerage services, as well as solid waste management services, within LTC. Asset Management: Regularly assess and update conditions of municipal water, sewer and solid waste management infrastructure and equipment. Master Planning: Support the development, implementation and periodic updating of municipal water, sewerage and waste management Infrastructure Master Plans, aligned with LTC priorities, service gaps and anticipated urban expansion. Project management of water, sewerage and waste management projects – from initiation, planning, obtaining of approval, execution (incl. contract management), monitoring & control to closing - aligned to the Infrastructure Master Plans and LTC strategic objectives and initiatives. Procurement: Serve on the procurement committee Financial: Support LTC in budgeting, OPEX mapping, cost recovery discussions and other measures that contribute to the financial sustainability of water, sewerage and waste management services and the implementation of Infrastructure Master Plans. Conduct technical assessments of water and sewerage systems, including network condition, treatment capacity, non-revenue water, operation and maintenance needs, and priority upgrade areas. Support the development and implementation of Standard Operating Procedures (SOPs) for key water, sewerage and waste management functions. Stakeholder Management: Support LTC management and relevant departments with technical input for engagement with NamWater, NamPower, consultants, contractors, suppliers and other stakeholders where relevant. Coaching: Provide on-the-job coaching and practical support to LTC staff, and contribute to strengthening internal capacity, systems and ways of working. Performance Management: Regularly measure, evaluate and report on progress on projects and operations – for LTC learning, decision-making and service improvement.
Outputs (expected deliverables)	Baseline technical assessment of Lüderitz’s water, sewerage and waste management systems, including key operational, infrastructure and institutional needs. Project Plans: Identified, prioritised and planned water, sewerage and waste management projects in LTC’s project pipeline. Contribution to the development of bankable project proposals. SOPs: Assessed, improved and introduction of SOPs and tools / technologies for key water, sewerage and waste management functions. Improved Asset Management: of water, sewerage and waste management infrastructure and equipment. Improved operations: of water, sewerage and waste management Improved maintenance: of water, sewerage and waste management Budgeting & Cost Recovery: Provided practical inputs for budgeting, OPEX scenarios and cost recovery options for water, sewerage and waste management services. Environment: Environmental and operational improvements in landfill management, supported through practical tools and procedures. Coaching and knowledge transfer provided to relevant LTC staff, with evidence of strengthened internal capacity. Periodic Progress/Performance Reports on water, sewerage and waste management operations and projects.
Reporting requirements	The CIVIL ENGINEER (Water and Sewerage) will prepare a monthly progress report outlining key updates, activities undertaken, challenges encountered, and next steps. Reporting should reflect progress against the agreed responsibilities and expected deliverables, including technical assessments, operational improvements, coaching of LTC staff, and contributions to planning, project preparation and financial sustainability discussions. In addition, the CIVIL ENGINEER will contribute to any internal reporting required by LTC and VNG International, including input for annual performance reviews upon request, skills development tracking to the extent relevant and realistic, and project monitoring where relevant. Upon completion of the assignment, the CIVIL ENGINEER will submit a final report structured around the agreed outputs (expected deliverables), summarising work undertaken, results achieved, lessons learned, and recommendations for continuation within LTC. The CIVIL ENGINEER (Water and Sewerage) will report to the LTC Strategic Executive primarily, as well as to VNG International’s Regional Programme Manager (RPM). Reporting to LTC is particularly important to ensure the effective day-to-day integration of the position and the long-term embedding of the work within LTC’s structures.
Minimum qualifications	Education: Bachelor’s Degree in Civil Engineering, Water Engineering or a related field. Preferred requirements: Registration with the Engineering Council of Namibia (ECN) or equivalent recognized professional body Waste Management and Environmental Engineering qualifications are added advantages Master’s Degree in Water Engineering, Infrastructure Management, Municipal Engineering or a related discipline. Professional experience: Minimum of FIVE (5) years of relevant professional experience Experience working with local government institutions. Experience in the planning, design and operation/maintenance of municipal water sewer/ wastewater/sewerage/waste management infrastructure and systems. Experience in project management, incl. contract management / construction supervision of municipal infrastructure projects. Experience in asset management, operations and maintenance planning, or technical performance monitoring. Experience with donor-funded programmes will be advantageous. Experience in the supervision of external project consultants. Experience with applicable legislation/regulations in terms of procurement in Namibia. Experience with locally applicable and recognized design standards such as SANS and regulations applicable to the water, sewer/sewerage and waste management industry. Skills: Computer literacy Technical expertise in water, sewerage/sewer and waste management systems. Project management skills. Asset management and maintenance planning capabilities. Analytical and problem-solving skills. Stakeholder engagement skills. Training and coaching-on-the-job capability. Excellent English communication, report writing and presentation skills. Teamwork and ability to work within an institutional setting.
Period of the assignment	This full-time contract will commence not later than 1 November 2026 and will initially be for one year. In case of satisfying progress, this may be extended up until October 2028.
Place of the assignment	Lüderitz, Namibia
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