



LÜDERITZ 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

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\$ 102 701.04 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.
- 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.

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

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

DEPARTMENT: FINANCE

JOB TITLE: CHIEF PROCUREMENT OFFICER

Salary scale: (Band C4) Minimum N\$ 295 915.40 – Maximum N\$ 307 870.80 p/a

Housing allowance: N\$ 59 183.08 / Housing subsidy N\$ 118 366.16 p/a

Transport allowance: N\$ 7 704.00 p/a

PRIMARY FUNCTIONS:

Regulates, guides, controls, and advises all relevant internal and external stakeholders on the effective execution of the Town Council's Procurement function, policies, procedures and services, thereby providing a cost-effective operational procurement service in accordance with the Public Procurement Act, Regulations, and guidelines.

Acts as the focal person facilitating and coordinating the pursuance of tenders on behalf of the Town Council with third parties.

Provides the Strategic Executive: Finance & Procurement with the required assurance that the procurement function and all related activities comply with the requirements of the Public Procurement Act and Regulations, and Council Policies and Procedures.

KEY PERFORMANCE AREA (OUTPUT):

Skills & competencies:

- Ability to maintain high ethical standards and code of practice in Procurement Management.
 - Analytical and sound reporting skills.
 - Ability to translate the strategic goals of the organization into a procurement plan.
 - A good command of written and spoken English.
 - Advisory support service and communication skills.
- Basic people supervision skills.

Knowledge:

- Expert knowledge of relevant Namibian legislation & regulations especially the Public Procurement Act & Regulations.
 - Internal control and governance.
 - Procurement system planning, management and controls.
 - Organizational administration functions – logistics, administration and procurement.
 - Risk management identification and controls.
 - Basic working knowledge of Generally Accepted Accounting and Administration Principles and practices (GAAP) and International Public Sector Accounting System (IPSAS).
 - Business and management principles.
- Procurement software/information systems.

REQUIREMENTS:

- A relevant Bachelor Degree in the field of Finance/Economics with Procurement as an added advantage.
- Being in possession of a Law Degree in addition to the above would serve as a definite advantage.
- 5 Years work related experience, of which 3 years should be in a supervisory position.
- Sound interpersonal and communication skills.
- Report writing.
- Valid code B driver's license.

DEPARTMENT: INFRASTRUCTURE AND TECHNICAL SERVICES

JOB TITLE: STRATEGIC EXECUTIVE - INFRASTRUCTURE AND TECHNICAL SERVICES

Salary scale: (Band D3) Minimum N\$ 382 798.82 – Maximum N\$ 398 223.28 p/a

Housing allowance: N\$ 76 559.76 / Housing subsidy N\$ 153 119.52

Car allowance: N\$ 89 316.00

PRIMARY FUNCTIONS:

To plan, organize, lead and control the overall Infrastructure and Technical Services Department (i.e. town planning, building inspectorate, mechanical, civil / road construction, water, electricity and sewerage reticulation), etc.

KEY PERFORMANCE AREAS:

- Strategic planning, budgeting and strategic advice.
- Administration & Staff Management.
- Roads Network
- Water & Sewer reticulation network.
- Town Planning
- Electricity Network
- Fleet

REQUIREMENTS:

- A relevant B. Degree /B. Tech and/or B.Sc. in Civil Engineering (NQF 7 or higher) and a postgraduate qualification in the relevant field will be an added advantage.
- At least 5 years experiences in civil, mechanical and electrical engineering of which at least 3 years should have been in a managerial capacity.
- Managerial skills (planning, leading, controlling, budgeting, delegation etc.)
- Sound interpersonal/communication skills.
- Strong leadership and conflict handling skills.
- Computer literacy (CAD and civil engineering software packages)
- Basic knowledge of health and sanitation
- Knowledge of Local Authorities Act & Municipal Building Regulations
- Knowledge in Town Planning

- **Registration with the Engineering Council of Namibia as an Incorporated Engineer or Professional Engineer.**

Valid code B driving license

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

Generous salary package, Transport 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 your applications.

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

The Acting Chief Executive Officer

Enquiries: Human Resources Office

Lüderitz Town Council

Tel. no.: (063) 207800

P. O. Box 19

Lüderitz

Namibia

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: 27 September 2024