

## EXTERNAL ADVERTISEMENT

### HEAD CHEF

The incumbent will report to the Manager: Asset Management and Procurement.

**PATTERSON : GRADE C4**

**MINIMUM : N\$308, 231. 00 (Total Employment Cost)**

**MAXIMUM : N\$ 480,840. 00 (Total Employment Cost)**

### PRIMARY PURPOSE

The position is responsible for the operation of the Namibia Institute of Public Administration Management (NIPAM) Cafeteria, ensuring that the institution maintains its reputation for food quality and menu development.

The position supervises eight (8) subordinates.

### KEY PERFORMANCE AREAS

- Menu Planning and Development
- Food Preparation and Cooking
- Inventory Management and Ordering
- Kitchen Equipment Management
- Quality Assurance and Customer Satisfaction
- Budgeting and Cost Control
- Staff Management

### EXPERIENCE AND QUALIFICATIONS

#### Minimum Qualifications and Experience

- Advanced Commercial Cookery (NQF Level 4) or similar qualification.
- NQF Level 6 qualification in relevant field will be an added advantage.

**Directors:** George Simataa (Chairperson), Nashilongo K. Shivute (Vice-Chairperson), Petrus T. Nevonga, Evelyn Zimba Naris, Delvaline Möwes, Matthew Gowaseb, Emmanuel S. Masule, Magreth Mengo, Jan J. Nitschke

**Executive Director:** Dr. Heroldt Vekaama Murangi  
**Company Secretary:** Brian Chaka

**All official correspondence should be addressed to the Executive Director**

- Five (5) years of relevant experience of which three (3) years should have been at a Head Chef or Chef position in a high – volume food service establishment.
- Valid driver's licence.

NIPAM is an equal opportunity employer and encourages applications from designated groups e.g. women and persons with disabilities, in particular, in terms of the Affirmative Action (Employment) (Act No. 29 of 1998).

**Note:** All foreign obtained qualifications must be accompanied by an evaluation from Namibia Qualification Authority. Applications should include a Cover letter, Curriculum Vitae, Certified copies of qualifications and Identification document or passport.

The closing date for applications is **28 March 2025 at 16:00 PM**.

Applications should be delivered to:

Namibia Institute of Public Administration and Management (NIPAM),  
27 Paul Nash Street, Olympia, Windhoek, Namibia.

E-mail and faxed applications will not be considered. Only short-listed candidates will be contacted. No documents will be returned to candidates.

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