

**KATIMA MULILO TOWN COUNCIL**
An equal opportunity employer

EXTERNAL VACANCIES**OFFICE OF THE CHIEF EXECUTIVE OFFICER****1x POST: HEAD PMU (D1)**

Salary scale	: 260 858 – 277 193
Housing allowance	: 40% of basic salary with a bond
	: 20% of basic salary without a bond
Transport Allowance	: 10 512.00 per annum

Main Purpose of Position:

To ensure the effective day-to-day conducting and management of procurement activities of a public entity from the initiation of the procurement to the award of the procurement contract for the Town Council, and to ensure the Assets of the Town Council is maintained in the most economical and efficient manner in accordance with approved policies and procedures. To ensure the provision of a support the functioning of the procurement committee and provide secretarial services and technical input to the procurement committee.

Minimum Educational Qualification and Experience Required

- A B-Degree in Supply Chain Management, Finance & Accounting, Procurement Management or Business Administration plus 5 years in the position of procurement which should have been at supervising tenders.

OR

- A 3-year Diploma in Supply Chain Management, Finance & Accounting, Procurement Management or Business Administration plus 8 years in the position of procurement or tender management which should have been at supervising tenders.

Special Requirements

- Driving License Code BE

Key Performance Areas

- Support Service
- Procurement Plan & Individual Procurement Plan
- Creditors payments
- Asset, Fleet and Stock Management
- Record Keeping
- Staff supervision

THE COUNCIL OFFERS THE FOLLOWING BENEFITS:

Attractive pension scheme, medical scheme, 13th cheque and attractive leave per annum.

Written applications, detailed CV, proof of citizenship and certified copies of qualifications should be attached to your application and then be forwarded/addressed to: **The Chief Executive Officer, Katima Mulilo Town Council, Private Bag 5009, Katima Mulilo.**

Enquiries can be directed to the Department of Human Capital at 066 261500/30. Previously disadvantaged Namibians, women and people with disability are encouraged to apply. No documents will be returned. Only short-listed candidates will be contacted. Foreign qualifications should be accompanied by evaluation reports from NQA.

NB//COUNCIL RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT BEFORE OR AFTER INTERVIEWS WITHOUT NOTICE TO APPLICANTS.

NO EMAILED OR FAXED APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE FOR APPLICATIONS IS MONDAY, 09 JUNE 2025 at 17H00