



HELAO NAFIDI TOWN COUNCIL

EXTERNAL VACANCY

Helao Nafidi Town Council is an equal opportunity employer committed to implement the aims and objectives of the Affirmative Action Act, is in search of suitably qualified and dynamic Namibia citizens to apply the position of **Chief Executive Officer**.

Preference will be given to female and people with disabilities, who meet the required advertisement requirements.

Department : OFFICE OF THE CHIEF EXECUTIVE OFFICER
1 x Post : Chief Executive Officer
Band : E
Duration : Five (5) years contract

Remuneration and Benefits

Salary scale : N\$ 455 410 – 464 518 – 473 808
Salary Notch : N\$ 455 410 per annum
Housing Allowance : N\$ 91 082.00 per annum (20% of annual salary) or
Housing Subsidy : N\$ 182 164.00 per annum (40% of annual salary, payable only upon submission of bond registration certificate)
Motor Vehicle allowance : N\$ 123 633.00 per annum
Cell Phone Allowance : N\$ 14 400.00 per annum
13th cheque : N\$ 37 117.50 payable at the anniversary date of birth
Medical Aid : 90 % Council Contributions
Pension : 21.7 % Council Contributions

Primary Purpose of the Job

To serve as an Accounting Officer of the Town Council and to oversee its operations efficiently and effectively in order to achieve the strategic objectives of the council operations and resources in line with the Namibian constitution, Local Authorities Act and other related statutory laws, and to secure long-term financial health of the council by applying strategic planning and analysis techniques. To provide strategic management services in such a way to ensure that appropriate policies and programme are implemented in accordance with the five-year strategic plan of the council.

Key Performance Areas

- Policy formulation and implementation
- Supervision and coordination of all departments and divisions.
- Implementation of council Strategic Objectives
- Human Capital Development and Maintenance of Discipline
- Reporting and Accountability
- Perform the duties of the Accounting Officer in terms of the Local Authority Act, 1992 (Act 23 of 1992) as amended.
- Perform the duties of the Accounting Officer in terms of the Public Procurement Act, 2015 (Act 15 of 2015) as amended.
- Manage the council's operations on business principles in line with all applicable legislations.
- Oversee the operations of the Council and strategically and operationally manage the activities of all staff members.
- Plan, organize, direct and co-ordinate the planning and preparation of annual and long-term Capital and Operational Budget.
- Corporate Communication and Customer Care

Minimum Requirements:

- Recognized Degree preferably in Business /Public Administration /Accounting & Finance/Commerce/Economics/Local Government/Civil Engineering/ Town & Regional Planning (NQF Level 7)
- Master's degree (NQF Level 9) in any of the above fields will be an added advantage.
- Nine (9) years appropriate experience of which five (5) years should have spent at senior managerial/executive level (attach certified copies of testimonial / reference letters / certificates of service from served employers for easy reference).
- Senior management experience in a local authority environment will be an added advantage.
- Experience in monitoring and evaluation of projects will be an added advantage.
- Knowledge of relevant legislative, corporate governance and business development principles.
- Leadership skills and ability to represent the Town Council at regional and international levels.

Legal Requirements:

- Valid Code B Driver's Licence
- Must be a Namibian
- No Criminal Record (attach a certified copy of Certificate of Conduct not older than 6 months).

Signed written applications accompanied by comprehensive CV with references, testimonials, certified copies of educational qualifications & relevant documentations as well as national identity can be forwarded to or hand delivered at the office.

Enquiries: Mr. N A Mushaki
065 – 261900 / 11

Address: The Chief Executive Officer
Helao Nafidi Town Council
Private Bag 503
Ohangwena
Att: The Human Resources Officer

NB: WOMEN AND PERSONS WITH DISSABILITIES ARE ENCOURAGED TO APPLY.

NOTES TO CANDIDATES

Candidates with foreign qualifications must attach certified copy for proof of evaluation of such qualification from the Namibia Qualifications Authority (NQA).

Faxed or e-mailed applications **will not** accepted and only shortlisted candidates will be contacted for interview and no applications will be returned to the applicants.

Date of Advertisement:
Monday, 16 June 2025

Closing date:
Monday, 14 July 2025 @ 17H00

NB: Candidates should ensure that their applications have been received before the closing date by enquiring to the Human Resources Office.