



## MUNICIPALITY OF OTJIWARONGO

### EXTERNAL RE-ADVERTISEMENT

The Municipality of Otjiwarongo is established in terms of the Local Authorities Act, 1992 (Act 23 of 1992), as amended. As an equal opportunity employer, it invites suitably qualified candidates who meets the minimum qualifications and experience to apply for the below-stated vacant position.

#### Vision

*"To evolve into a world class smart city and vibrant economic hub of service excellence and shared prosperity"*

#### Mission

*"To efficiently and responsively serve the Otjiwarongo community towards growth and development"*

#### STRATEGIC EXECUTIVE: HUMAN CAPITAL & CORPORATE SERVICES

|                         |  |
|-------------------------|--|
| Salary                  | N\$ 627 300.00 p/a   |
| Car allowance           | N\$ 124 164.00 p/a   |
| Cellphone Allowance     | N\$ 9 600.00 p/a   |
| Fuel Allowance          | N\$ 24 000.00 p/a  |
| Housing benefits        | 40% of Basic Salary on bond<br>20% of Basic Salary on rent         |
| Medical aid             | 90% Company contribution<br>10% Member contribution                |
| Pension benefit         | 21% Company Contribution (Employee contribution vary from 10%-20%) |
| 13 <sup>th</sup> Cheque | N\$ 52 275.00  |

#### PRIMARY PURPOSE OF THE JOB

To maintain and enhance the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, procedures and practices in order to ensure a consistent and fair approach to people management throughout the municipality.

### **KEY PERFORMANCE AREAS**

- Advice Council on the human resources discipline and relevant corporate affairs matters.
- Ensure compliance with all Human Resources Policies and procedures.
- Provide a professional recruitment and selection process that enables the organisation to effectively source competent staff.
- Develop and implement strategies on capacity building, succession planning, employment equity and Health, Safety and Environment (HSE) across the organisation.
- Ensure mitigation of HR related risks through the provision and enforcement of effective /professional industrial relations policies and procedures.
- Enable the provision of human resources management information through all relevant platforms.
- To enable the organisation to adequately cater for its human resources needs through an effective budget and market related remuneration practices.
- Accountable for efficiency and effectiveness regarding Information Communication Technology (ICT) and all corporate communications, administration and registry functions of the municipality under corporate services.

### **MINIMUM JOB REQUIREMENT**

- Relevant Honours Degree in Human Resources Management, Industrial Psychology, with at least six (6) years relevant experience, four (4) of which must be at Management level, or,
- Relevant Bachelor's Degree in Human Resource Management, Industrial Psychology, with at least eight (8) years relevant experience, six (6) of which must be at Management level.
- Completion of a Management Development Programme is an added advantage.
- Sound working knowledge of the effective functioning of an administrative function at management level.
- Sound interpersonal/communication and conflict handling skills.
- Knowledge of the Recruitment and Selection Regulations for Local Authorities, Local Authorities Act, Labour Act, Affirmative Action Act, Occupational Health & Safety Act, Social Security Act, Workmen's Compensation Act, Income Tax Act, etc.

**PSYCHOMETRIC TESTING:** Shortlisted Candidate will be subjected to a Psychometric Assessment Test

#### **\*\*\*PLEASE NOTE\*\*\***

**Completed Application Form** accompanied by Certified Documents to be **emailed** to [Aruak.Invest@iway.na](mailto:Aruak.Invest@iway.na)

**Only shortlisted candidates will be contacted, and no documents will be returned.**

**CLOSING DATE – 05 August 2025**

**Crede: "Together for a Smart, Vibrant and Sustainable Otjiwarongo of Excellence"**

