



# RUNDU TOWN COUNCIL

## EXTERNAL VACANCIES

Rundu Town Council hereby invites suitably qualified candidates to apply for the following vacancies:

*Advert No. E02/2025*

### **1. MANAGER: FINANCE, IT & ASSET MANAGEMENT, D2**

Department : Finance, IT & Asset Management

Salary scale : N\$251,852 – 300,986

Motor Vehicle Allowance: N\$:98,106

To plan, manage, improve and control the revenue and creditors financial accounting environment of Rundu Town Council through policy formulations, planning and implementing structures, systems and processes, and improvement thereon. Ensure maximum collection of accrued revenue and credit control. Provide control and re-engineering over billing schedules and processes as well as manage, control & supervise taxation, procurement, housing, stores, Assets & IT functions in the most effective and efficient way in accordance with relevant legal legislations. To produce, analyse and report/advise on monthly & annual consolidated financial statements and optimise financial resources (loans, assets, insurance, and cash flow) at Council level.

#### **Minimum Requirement**

- B. Com Accounting or Finance (NQF L8)
- An MBA with a specialization in Finance or Accounting will be an added advantage.
- Six (6) years' experience in financial management with at least four (4) years spent in a senior professional role/management position within a local authority setting.
- Sound knowledge of International Public Sector Accounting Standards (IPSAS) and their application in Local authority financial management
- Sound knowledge of all Accounting streams of the organization.
- Very strong logical reasoning ability, attentive to detail but not detail bound.
- Valid code B Driver's License is compulsory

### **2. MANAGER: INFRASTRUCTURE PLANNING D1**

Department : Infrastructure Planning & Technical Services

Salary scale : N\$232,672 – 278,065

Motor Vehicle Allowance: N\$:98,106

Accountable to the Manager: Infrastructure Planning and Technical Service, for an effective and efficient preparation, co-ordination and implementation of all aspects related to town planning development and property administration in the town of Rundu to ensure orderly urban development.

**Minimum Requirement**

- Bachelor's degree in Town Planning/Urban Planning/Property studies NQF level 7
- Six (6) working experience in the field of planning and property management of which 3 years must have been in supervisory/management position
- Registration with the Namibia Council for Town & Regional Planners as a Professional Town & Regional Planner will be an added advantage.
- Honour's Degree in similar or related qualification, NQF level 8 will be an added advantage
- Local Authority experience will serve as an added advantage
- Valid code B Driver's License is compulsory

**3. SENIOR PROCUREMENT & STORE OFFICER, C4**

Department : Finance, IT & Asset Management  
Salary scale : N\$219,251 – 262,027.00  
Transport Allowance : N\$10.512.00

The incumbent reports directly to the Manager: Finance & IT and is responsible for strategizing, planning and executing procurement activities within the Town Council of Rundu, to ensure the acquisition of goods, works, and services that meet the Council's quality standards while optimizing cost. To ensure the provision of support and functioning of the procurement committee while ensuring strict compliance with procurement policies, regulations and ethical standards.

**Minimum Requirement**

- B-Degree in Procurement / Supply Chain Management / Business/ Public Administration, NQF L7 plus five (5) years' work experience in procurement of which three (3) years should have been on supervisory level
- Knowledge of Public Procurement Act & Public Procurement Regulations
- Knowledge of Supply Chain Management, Contract Management and Project Management
- Good communication and interpersonal skills
- Sound knowledge of International Public Sector Accounting Standards (IPSAS) and their application in Local authority financial management
- Valid code B Driver's License is compulsory

**Fringe Benefits:**

Ample vacation leave, 90% Medical Aid Employers Contribution, 13<sup>th</sup> Cheque and Housing allowance (20% of Basic Salary) or Housing subsidy (40% of the Basic Salary).

Interested applicants should submit a detailed cover letter, a comprehensive CV and originally recently certified copies of Identity documents, educational qualifications, driver's license and work testimonials and any other relevant supporting documents to: The Human Resource Division, Rundu Town Council, Private bag 2128, erf 1212, Maria Mwengere rd, Rundu.

NB: All foreign qualifications must be submitted with proof of evaluation from NQA!  
Candidate from previously disadvantaged groups and individuals with disabilities are encouraged to apply and should clearly indicate this on their application.

*“The advert has minimum requirements listed. Management reserves the right to use additional/relevant information as criteria for short listing. Applicants who do not receive a response within four weeks after the closing date should consider their applications unsuccessful. The Council regrets it cannot return documents”*

**Applications sent by fax or e-mail will not be accepted!!**

**ENQUIRIES:** Ms Leah T.K Makanga / Ms. BA Wakudumo @ 066 266 400

**CLOSING DATE: 15 SEPTEMBER 2025**