

**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**