



EXTERNAL ADVERTISEMENT: 08 SEPTEMBER 2025

The Municipality of Henties Bay an equal opportunity employer invites applications from suitably qualified and experienced staff members & individuals for the following vacancy of:

1. POSITION INFORMATION: DEPARTMENT: INFRASTRUCTURE & TECHNICAL SERVICES

Job Title	Building Inspector
Job Grade	C4
Salary Scale	N\$ 246 374.73 – 251 303.32 – 256 328.46
Fringe Benefits	Transport allowance 40% Housing Subsidy, or 20% Housing Allowance 21.7% Pension contribution 90% Medical aid contribution 13th cheque/bonus
A. MAIN PURPOSE OF POSITION	
To control building activities and premises in general in the area of jurisdiction of Henties Bay Municipality, to scrutinize all building plans submitted in their respective jurisdictions and to check if the detailed plans submitted comply with the regulations and sub-regulations applicable to that specific art. To ensure that all erf beacons are maintained as specified by the Standard Building Regulations, and to exercise selected duties as Peace Officer related to own content of work.	
B. JOB SPECIFICATIONS	
Minimum Educational Requirements	Grade 12 with 20 points and National Diploma in Construction/ Building Management or in Building Trade or National Technical Certificate (NTC) 4 plus Trade Diploma (Bricklaying & Plastering), National Diploma Civil Engineering, or related
Minimum experience	3 years' in a position which provided the incumbent with in-depth exposure to building regulations or design or construction of buildings, reviewing of building plans & specifications, preferably in Municipal Environment
Key Performance Areas	- Building plan verifications - Building and construction related inspections - Administrative duties - Law enforcement duties - Staff supervision
Competencies (Knowledge, Skills, Attributes)	- Excellent knowledge of building plans and regulations - Knowledge of engineering principles related to the construction of buildings - Excellent Computer literacy - Excellent report writing skills - Knowledge in AutoCAD serves as added advantage - Sound communication and interpersonal skills - Assertiveness - Customer orientation/focus - Conscientiousness - Adaptability - Integrity
Special Requirements	- Code B driver's licence - Must obtain peace officer certification within a year after appointment
Enquiry person	Mr. C. Chunga/ Mrs. A. Goreses
Contact details	+264 64 502018/26

3. POSITION INFORMATION: OFFICE OF THE CHIEF EXECUTIVE OFFICER

Job Title	Secretary to the CEO Grade C3
Fixed term contract	1 year
Salary Scale	N\$ 190 000.00 PA
MAIN PURPOSE OF POSITION	
To manage the administrative aspects of the office of the CEO and to ensure that all interactions that the CEO has with internal (Council, Management Committee, EXCO, & staff) and external parties (business community, Government, international partners, etc.) are efficiently initiated, coordinated & completed/resolved. Furthermore, to assist the CEO in managing the office's budget & spending as well as ensure the efficient administration of all the CEO's correspondence, records & office processes, and ensure appropriate and confidential handling of sensitive matters/issues. To manage the CEO's (travelling plans, itineraries and schedules i.e. administrative, coordination & communications aspects and generally project a professional image of the CEO's office to all that deal with it or come into contact with it.	
JOB SPECIFICATIONS	
Minimum Educational Qualification & Experience	A 3-year Diploma in Corporate Communication/ Public Relations/ Journalism or equivalent plus 2 years relevant experience supporting the CEO/Director in a personal assistant capacity, preferably in a local authority/central/regional government.
Competencies (Knowledge, Skills, Attributes)	- Excellent written and verbal communication skills in English - Strong interpersonal and relationship-building skills - Proven organizational and time-management abilities - Ability to take initiative and work independently with minimal supervision - Demonstrated ability to maintain discretion and confidentiality - Proficient in Microsoft Office applications and general computer literacy - Professional appearance and conduct - Friendly, approachable, and customer-focused demeanour - Sound judgment, integrity, and a high level of diplomacy - Effective minute-taking and record-keeping skills
Special Requirement	Code B Drivers' License will be added advantage
Enquiry Person	Mr. C. Chunga/ Mrs. A. Goreses
Contact details	+264 64 502018/26

4. POSITION INFORMATION: DEPARTMENT: CORPORATE SERVICES ED & UM

Job Title	Local Economic and Community Development Officer (LECCO)
Job Grade	C5
Salary Scale	N\$ 261 455.48 – N\$ 272 017.90
Fringe Benefits	Transport allowance 40% Housing Subsidy, or 20% Housing Allowance 21.7% Pension contribution 90% Medical aid contribution 13th cheque/bonus
MAIN PURPOSE OF POSITION	
To coordinate the Economic Development Division to effectively optimise Henties Bay's tourism potential, and to promote economic development and investment opportunities in Henties Bay through the strategic development, marketing, promotion and sustainable utilisation of existing and potential products and resources. To ensure the provision of museum facility and services to the residents and visitors of the town.	
JOB SPECIFICATIONS	
Minimum Educational Qualification	Grade 12 (with 20 points in 5 subjects) plus Diploma in Economics or Marketing OR Degree in Economics or Business Administration or Marketing
Experience	At least 3 years' experience in local economics/community development and promotion services of which 1 year must be at a supervisory level preferably in local authority environment
Competencies (Knowledge, Skills, Attributes)	- Excellent communication (verbal, & written) and interpersonal skills - Conflict resolution and negotiation skills - Sound computer literacy - Strong customer service orientation and a commitment to community engagement - Proven Supervisory and team coordination abilities - Very strong logical reasoning ability, attentive to detail but not detail-bound - Systematic and able to look at solutions conceptually as well from as practical experience
Special Requirements	Code B drivers licence
Enquiry Person	Mr. C. Chunga/ Mrs. A. Goreses
Contact details	+264 64 502018/26

Applicants who meet the above requirements are invited to submit their applications on the official Council Employment Application Form, accompanied by a comprehensive CV and certified supporting documents (residential ID copy, qualifications, and driver's licence). Please note that all foreign qualifications must be evaluated by the Namibia Qualifications Authority (NQA). Applications should be addressed to:

The Acting Chief Executive Officer
Municipality of Henties Bay
HENTIES BAY

Kindly note:

- Only shortlisted candidates will be contacted.
- No documents will be returned.
- Faxed or e-mailed applications will not be accepted.
- Applications must be hand-delivered to the above physical address.

CLOSING DATE FOR APPLICATIONS: 07 OCTOBER 2025 at 17h00

Progress Through Unity

