

Eenhana Town Council, 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 join its establishment. Preference will be given to female and people with disabilities, who meet the required competences. Persons with disability should declare in the application cover letter their disability type.

DEPARTMENT: FINANCE, HUMAN RESOURCES & ADMINISTRATION

POST DESIGNATION: MANAGER: FINANCE & ASSET MANAGEMENT

Salary Grade	: Grade D3
Salary Scale	: N\$ 290 268 – N\$301 987 per annum
Motor Vehicle Allowance	: N\$ 98 106 per annum
Housing Allowance	: 20% of basic salary (without a mortgage) and
Housing subsidy	: 40% of Basic Salary (with a mortgage)
Cellphone Allowance	: N\$8,100.00 per annum
13th Cheque	: N\$24, 189.00

MAIN PURPOSE OF THE POSITION:

- To provide financial accounting services to the institution and ensure integrity of the Council's financial information.

REPORTING LINE: Senior Manager of Finance, Human Resources & Administration

KEY PERFORMANCE AREAS

- Resource Management/Administration
- Financial Accounting Service
- Financial Transaction Control
- Management Support Service
- Payroll Administration
- Asset Management & Insurance
- Cashflow, General Ledger & Budget Control
- Customer Care & Code of conduct

MINIMUM REQUIREMENT: QUALIFICATION AND EXPERIENCE

- Must be a Namibian Citizen
- A holder of B. Degree NQF Level 7 in Accounting and Finance or equivalent qualification.
- Honours Degree would be an added advantage
- Five (5) years relevant working experience in a Local Government finance and accounting or medium to large corporate business of which at least three (3) years should have been spent at supervisory level (attach certified copies of testimonial reference letters/certificates of service from employers).
- Foreign Qualifications must be accompanied by NQA evaluation report

Legal Requirements:

- Valid Code B Driver's License.
- No criminal record (attach a Certified copy of Certificate of Conduct not older than 6 months)

ADDITIONAL REQUIREMENTS

- Highly analytical with good communication skills at an expertise and strategic level (able to get concepts and requirements across to others).
- Very strong logical reasoning ability, attentive to detail but not detail bound.
- Systematic and able to look at solutions conceptually as well as from a practical perspective.
- Able to work with people constructively and use convincing arguments to get people committed to implementation of solutions.
- Knowledge of the Local Authorities Act
- Sound working knowledge of IPSAS and Asset management.
- Computer literacy

POST DESIGNATION: MANAGER: HUMAN RESOURCES & ADMINISTRATION

Salary Grade	: Grade D3
Salary Scale	: N\$ 290 268 – N\$301 987 per annum
Motor Vehicle Allowance	: N\$ 98 106 per annum
Housing Allowance	: 20% of basic salary (without a mortgage) and
Housing subsidy	: 40% of Basic Salary (with a mortgage)
Cellphone Allowance	: N\$8,100.00 per annum
13th Cheque	: N\$24, 189.00

MAIN PURPOSE OF THE POSITION:

- To provide human resources services to the institution and ensure a fair and consistent approach to people management.

REPORTING LINE:

Senior Manager of Finance, Human Resources & Administration

KEY PERFORMANCE AREAS

- Human Resources Policies, Procedures and implementation plan
- Organizational Development & Effectiveness
- Payroll Administration
- Employee Relations
- Human Resources Administration & Statutory requirements
- Divisional Management

MINIMUM REQUIREMENT: QUALIFICATION AND EXPERIENCE

- Must be a Namibian Citizen
- A holder of B. Degree NQF Level 7 in Human Resources Management or equivalent qualification.
- Honours Degree would be an added advantage
- Five (5) years relevant working experience in Human Resources Management of which at least three (3) years should have been spent at supervisory level (attach certified copies of testimonial reference letters/certificates of service from employers).
- Foreign Qualifications must be accompanied by NQA evaluation report

Legal Requirements:

- Valid Code B Driver's License. No criminal record (attach a Certified copy of Certificate of Conduct not older than 6 months)

ADDITIONAL REQUIREMENTS

- Highly analytical with good communication skills at an expertise and strategic level (able to get concepts and requirements across to others).

- Very strong logical reasoning ability, attentive to detail but not detail bound.
- Systematic and able to look at solutions conceptually as well as from a practical perspective.
- Able to work with people constructively and use convincing arguments to get people committed to implementation of solutions.
- Knowledge of the Local Authorities Act
- Sound working knowledge of Labour & all other relevant acts
- Computer literacy

DEPARTMENT: ECONOMIC DEVELOPMENT, ENVIRONMENT & COMMUNITY SERVICES

POST DESIGNATION: SENIOR MANAGER: ECONOMIC DEVELOPMENT, ENVIRONMENT & COMMUNITY SERVICES

Salary Grade	: Grade E1
Salary Scale	: N\$ 406 441 – 422 857 per annum
Motor Vehicle Allowance	: N\$ 110 917 per annum
Housing Allowance	: 20% of basic salary (without a mortgage) and
Housing subsidy	: 40% of Basic Salary (with a mortgage)
Cellphone Allowance	: N\$9,600.00 per annum
13th Cheque	: N\$33 870.00

MAIN PURPOSE OF THE POSITION:

- To plan, lead, control, and budget for all economic development, health and community services offered by the Town Council to the town of Eenhana (i.e. local economic development initiatives, Convention Centre, Community Centre and Environmental Health services) with a view to promoting the economic and community development of the town, whilst ensuring compliance of all such initiatives with environmental health regulations.

REPORTING LINE: Chief Executive Officer

KEY PERFORMANCE AREAS

- Strategic planning, budgeting and advice
- Community Services
- Continuously promote and maintain standards of environmental health.
- Identifies potential areas for local economic development.
- Departmental Management

MINIMUM REQUIREMENT: QUALIFICATION AND EXPERIENCE

- Must be a Namibian Citizen
- A holder of B. Degree NQF Level 7 in Social Sciences/ Management/Marketing/Public Administration or Environmental Health
- Honours & Masters Degree would be an added advantage
- Five (5) years working experience in which incumbent had to conceptualize, develop and implement economic community development initiatives, and implement health programmes, of which at least 2 years should have been in a managerial capacity. (attach certified copies of testimonial reference letters/certificates of service from employers).
- Foreign Qualifications must be accompanied by NQA evaluation report

Legal Requirements:

- Valid Code B Driver's License.
- No criminal record (attach a Certified copy of Certificate of Conduct not older than 6 months)

ADDITIONAL REQUIREMENTS

- Highly analytical with good communication skills at an expertise and strategic level (able to get concepts and requirements across to others).
- Very strong logical reasoning ability, attentive to detail but not detail bound.
- Systematic and able to look at solutions conceptually as well as from a practical perspective.
- Able to work with people constructively and use convincing arguments to get people committed to implementation of solutions.
- Knowledge of the Local Authorities Act
- Computer literacy

In return the Council will offer: Rental allowance/Housing subsidy, Medical Aid, Pension fund, 13th Cheque and all other statutory benefits.

Interested candidates should forward their comprehensive applications on prescribed Council's Application Form for Employment available on Council Website, follow the link: <https://www.eenhanatc.na/wp-content/uploads/2021/08/EMPLOYMENT-APPLICATION-FORM.pdf> accompanied by the Curriculum Vitae, originally certified copies of documents and relevant academic qualifications to be submitted to:

The Human Resources Department
Eenhana Town Council, Private Bag 88007
EENHANA, OR
Hand delivered to Eenhana Town Council Offices
Er: 108, Church Street,

NOTES TO CANDIDATES

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

Failure to complete all items or sections of the prescribed Council application form for employment and not attaching the necessary documents will disqualify the application.

No fax or e-mailed applications will be accepted and only shortlisted candidates will be contacted and no applications will be returned. Women and people with disability who meet the advertised requirements are encouraged to apply.

ENQUIRIES: MRS. MARIA P NAANDA @ 065 –290 609

DATE OF ADVERTISEMENT: TUESDAY, 07 OCTOBER 2025
CLOSING DATE: WEDNESDAY, 05 NOVEMBER 2025 @17H00