



## EXTERNAL ADVERTISEMENT

Tsumeb Municipality is established in terms of the Local Authorities Act, 1992 (Act 23 of 1992) as amended and as an equal opportunity employer invites suitably qualified candidates who meets the minimum qualifications and experience to apply for the following vacant positions.

### CHIEF EXECUTIVE OFFICER (E1) (5 YEARS FIXED TERM EMPLOYMENT)

**MAIN PURPOSE OF THE JOB:** To manage the affairs of Tsumeb Municipality according to the provisions stipulated in the Local Authorities Act 1992, as amended.

#### MINIMUM EDUCATION QUALIFICATIONS REQUIREMENTS

- Recognized Honours Degree (NQA Level 8) or equivalent qualification in Public Management/ Public Administration/ Business Administration/ Strategic Management/ Leadership and Change Management

#### Additional Requirements

- Master's Degree (NQA Level 9) Public Management/ Public Administration/ Business Administration/ Strategic Management/ Leadership and Change Management

#### MINIMUM EXPERIENCE REQUIREMENTS:

Ten (10) years relevant experience of which eight (8) years must have been in a strategic/ executive managerial role.

**Special Requirements:** Driving Licence Code BE.

#### KNOWLEDGE AND SKILLS

Skills are required around strategic planning, socio-political and socio-economic of developing a community.

#### KEY PERFORMANCE AREA

- Policy and Procedures Framework
- Urban Infrastructure and Socio Development
- Effective Governance and Leadership
- Economic Development and Environmental Sustainability
- Financial Sustainability and Accountability
- Operational Excellence
- Risk Management

#### REMUNERATION AND FRINGE BENEFITS.

A competitive remuneration package that includes a basic salary of **N\$599,745.03** Annual and Sick Leave, Medical aid scheme, Pension Fund scheme, 13<sup>th</sup> cheque, Housing and Car allowance, moving expenses (if residing outside Tsumeb).

#### NB:

- All foreign and local qualifications must be evaluated by NQA
- Women, Persons with disability and marginalized are encouraged to apply if they meet requirements.
- Failure to attach necessary documents will disqualify your application

### SUPERVISOR, SEWERAGE & MAINTENANCE (C4)

**MAIN PURPOSE OF THE JOB:** Supervision of the entire Sewerage section in terms of planning, organizing and maintenance. Responsible for installation, operation and maintenance of the sewerage system by ensuring that the Sewerage System is done in a timely and cost-effective manner by applying sound methods in conformance with recent industry standards.

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Certificate in Water Care (Level 3) for sewage treatment with a **Module in Wastewater Management/** Water Supply and Sanitation from a recognized training institution/ or equivalent.
- 5 years' experience on sewerage drainage systems and/or sewerage treatment systems, of which 3 years must have been successful functioning at a supervisory level.
- Code BE Driver's licence

#### KEY RESPONSIBILITIES

- Ensure that the installation, operation and maintenance on the Sewerage System is done in a timely and cost-effective manner by applying sound methods in conformance with recent industry standards.
- Provide a prompt, efficient and courteous service to all customers.
- Ensure statutory compliance and permit adherence in the Sewerage System and in work execution.
- Maintain surveillance of sewerage infrastructure and provide reports on asset condition and performance.
- Maintain and ensure the sewer drainage system is in a good, unclogged state.
- Pro-actively clean sewer lines according to a set maintenance schedule.
- Install/replace/repair sewerage system components and sanitary plumbing.
- Where infrastructure information is needed but not known, trace its location and obtain its description, whether above ground or underground.
- Performs Supervisory duties

#### REMUNERATION AND FRINGE BENEFITS:

A competitive remuneration package that includes a basic salary of **N\$301,797.00** Annual and Sick Leave, Medical aid, Pension scheme, 13<sup>th</sup> cheque, Housing allowance, transport allowance, moving expenses (if residing outside Tsumeb).

### SENIOR OPERATOR SEWERAGE (C3)

**MAIN PURPOSE OF THE JOB:** Responsible for performing operations and maintenance functions of the Council's wastewater /treatment plant/s and acts as a lead worker to team members within sewerage/ treatment plant. May act as Chief Plant Operator within the department/ section.

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Certificate in Water Care (Level 3) for sewage treatment with a **Module in Wastewater Management/** Water Supply and Sanitation from a recognized training institution/ or equivalent.
- 3 years relevant experience
- Code BE Valid Driver's licence

#### KEY RESPONSIBILITIES

- Perform appropriate analytical tests as required to operate a wastewater plant.
- Diagnose malfunctions in wastewater plants and determine appropriate corrective action.
- Read, understand, interpret and apply regulations relating to water and wastewater treatment standards.
- Operate a computer to input, access, and analyze data.
- Maintain and operate a standby generator.
- Assist in estimating equipment, material and labor needs.
- Maintain records and prepare reports and correspondence.
- Perform tasks requiring strength, such as lifting equipment onto trucks, climbing over rough terrain and pulling hoses up embankments.
- Drive vehicles such as pick-up trucks and utility trucks.
- Distinguish colors, such as color-coded wires or chemical test

#### REMUNERATION AND FRINGE BENEFITS:

A competitive remuneration package that includes a basic salary of **N\$189,266.00** Annual and Sick Leave, Medical aid, Pension scheme, 13<sup>th</sup> cheque, Housing allowance, transport allowance, moving expenses (if residing outside Tsumeb).

For more details, please contact the Human Resources Department @ Tel: 067-221056/7

Application forms are obtainable on our website: [www.tsumebmun.org.na](http://www.tsumebmun.org.na) must be completed fully, accompanied by all required documents including NQA evaluation reports. Copies of qualifications must be **originally certified** and be submitted to the following postal address.

By mail: Human Resources Department, Private Bag 2012 - OR Hand Delivery/ Courier Services, at Tsumeb Municipal Offices, Room No. 5 on or before Thursday, 30<sup>th</sup> October 2025. No applications via emails or fax will be accepted.

**NB:** - All foreign and local qualifications must be evaluated by NQA

- Failure to attach necessary documents and/or false information in filing the application form will disqualify your application

- Only shortlisted candidates will be notified and no documents will be returned