

MUNICIPALITY OF OKAHANDJA



EXTERNAL ADVERTISEMENT

Municipality of Okahandja invites all interested candidates with necessary qualifications and experience to apply for the following vacancies:

Post:	Manager Human Resources & Corporate Services
Paterson Job Grade:	D3
Report to:	Strategic Executive
Department:	Human Resource, Corporate & Community Services
Remuneration scale & Benefits:	a) Salary Scales: N\$ 542,828 – N\$ 564,759 p.a b) Housing: Allowance 20% or Subsidy 40% of Basic Salary. c) Motor Vehicle Allowance: N\$ 110,916 p.a d) Employer Medical Aid monthly contribution of 90% of premium e) Employer Pension monthly contribution 21.7% on the basic salary.

MAIN PURPOSE OF POSITION

The incumbent will plan and coordinate all aspects of Human Resources Management and Corporate Administration services. This includes recruitment, employee relations, performance management, payroll oversight, facilities/office administration, and corporate governance.

KEY PERFORMANCE AREAS:

a. Core Function:

1. Human Resources Strategy & Management.
2. Organisational Development & Effectiveness.

3. Staffing and Manpower Planning.
4. Compensation, Payroll & Compliance.
5. Employee Relations.
6. HR Administration, Statutory requirements and divisional management.

b. Other functions:

7. Local Economic Development
8. Tourism and Marketing
9. Corporate Services

Minimum Educational Qualification & Experience Required	• Bachelor's Degree NQF Level 7 in Human Resources Management or Public Management or Business Administration or Industrial Psychology. • Honours /Masters will be an added advantage • Minimum five (5) years in Human Resources Management with at least three (3) in a more supervisory or middle management role.
Special 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/Labour Act and other relevant Acts. • Computer literacy • Excellent communication and interpersonal skills. • Sound managerial ability
Special Requirements	• Driving License Code B and above

RE-ADVERTISEMENT (Previous applicants are also encouraged to re-apply.)

Post: A	Strategic Executive
Paterson Job Grade	E1
Report to	Chief Executive Officer
Department	Engineering and Town Planning Services
Remuneration scale & Benefits	a) Salary Scales: N\$587,575 – N\$611,313 p.a b) Housing: Allowance 20% or Subsidy 40% of Basic Salary. c) Motor Vehicle Allowance: N\$123,633 p.a d) Employer Medical Aid monthly contribution of 90% of premium e) Employer Pension monthly contribution 21.7% on the basic salary.

MAIN PURPOSE OF POSITION

To plan, advise, direct, control, and manage the affairs of the Department by translating the Council's vision for infrastructure into effective policies, strategies, and action plans. This includes oversight of Water and Sewerage, Town Planning and Housing, Roads and Storm Water, as well as Fleet and Technical Services, ensuring the delivery of sustainable basic services and infrastructure development to residents.

KEY PERFORMANCE AREAS:

- Strategic planning and Advisory Services
- Infrastructure & Technical services Management
- Town Planning, Housing & Building Control
- Leadership & Departmental Management
- Project Management

Minimum Educational Qualification & Experience Required	• Bachelor's Degree NQF Level 7 in Civil Engineering • Master's degree will be an added advantage. • A minimum of seven (7) years' relevant experience as a Local Authority Engineer, including at least five (5) years at a management level, with comprehensive exposure to all facets of management.
Special Requirements	• Registration with the Engineering Council of Namibia as a Professional or Incorporated Engineer • Possession of a valid Code B driver's licence. • Proficiency in relevant computer applications.

Kindly forward a written signed application letter together with certified copies of all relevant qualifications and supporting documents, including testimonials which is signed and stamped by employer,

To: The Human Resources Office, P O Box 15, Okahandja; or deliver in person to 65 Martin Neib Street, Okahandja. Contact details: 062- 505100

NB: All foreign qualifications must be accompanied by an evaluation report from the Namibia Qualifications Authority (NQA). Only short-listed candidates will be contacted. No documents will be returned. People with disabilities are encouraged to apply

Enquiries: Mr George Mwazi

Tel: +264 62 505100/505132

Advertised Date : 12 October 2026

Closing Date : 09 November 2026 at 16h30