



OKAHAO TOWN COUNCIL

EXTERNAL VACANCIES

DEPARTMENT: OFFICE OF THE CHIEF EXECUTIVE OFFICER

**1 x Post: CHIEF EXECUTIVE OFFICER (F2)
(5 Year Contract- Renewable)**

Salary Notch : N\$ 506 625.00 per annum
Housing Allowance : N\$ 101 325.00 per annum (20% of annual salary) or
Housing Subsidy : N\$ 202 650.00 per annum (40% of annual salary, payable only upon submission of bond registration certificate)

Motor Vehicle allowance : N\$ 102 701.00 per annum
Cell Phone Allowance : N\$ 14 400.00 per annum
13th cheque : N\$ 42 218.75 per annum
Medical Aid : 85 % Council Contributions
Pension : 21.7 % Council Contributions

Primary Purpose of the Job

To serve as an Accounting Officer of the Town Council and to oversee its operations efficiently and effectively to achieve the strategic objectives, and to secure long-term financial health of the Town Council and by applying strategic planning and analysis techniques. To provide strategic management services in such a way to ensure that appropriate policies and programmes are implemented in accordance with the Five-year Strategic Plan of the Town Council.

Key Performance Areas

- Policy formulation and implementation
- Supervision and coordination of all departments
- Implementation of Council Strategic Objectives
- Human Capital Development and Maintenance of Discipline
- Corporate Communication and Customer care
- Perform the duties of the Accounting Officer in terms of the Local Authority Act, 1992 (Act 23 of 1992) as amended.
- Perform the duties of the Accounting Officer in terms of the Public Procurement Act, 2015 (Act 15 of 2015) as amended.
- Manage the Council's operations on business principles in line with all applicable legislations.
- Oversee the operations of the Council and strategically and operationally manage the activities of all staff members.
- Plan, organize, direct and co-ordinate the planning and preparation of annual and long-term Capital and Operational Budget.

Minimum Requirements

- Grade 12 or equivalent; and
- Honour's Degree preferably in Business /Public Administration /Accounting & Finance/ Commerce/Economics/Local Government/Civil Engineering/ Town & Regional Planning (NQF Level 8)
- Master's degree (NQF Level 9) in Commerce, Management and Governance fields will be an added advantage.
- Ten (10) years working experience in managing medium to large scale public and/or private organization, department or directorate of which five (5) years should have been spent at senior managerial level.
- Senior management experience in a local authority environment will be an added advantage.
- Proven experience in managing diverse teams.
- Superior interpersonal skills to enable internal teamwork and external relationship building with a diverse stakeholder spectrum -including corporate institutions, non-governmental institutions, media and the general public.
- Experience in monitoring and evaluation of projects.
- Strong command of written and spoken English, with experience on drafting and presenting presentations.
- Demonstrated success in uniting the interests of diverse constituencies to achieve desired public policy outcomes.
- Ability to represent the Town Council at regional and international levels.

Additional Requirements

- Strategic leadership skills
- Financial management skills
- High level of accountability and managerial skills
- Ability to formulate long term plans
- Innovative, decisiveness and assertiveness
- Emotional Intelligence
- Code B Driver's Licence
- Must be a Namibian citizen
- No Criminal Record

DEPARTMENT: OFFICE OF THE CHIEF EXECUTIVE

1 x Post:Executive Secretary to the CEO (C4)

Salary Notch : N\$ 235 692.00 per annum
Housing Allowance : N\$ 47 138.40 per annum (20% of annual salary) or
Housing Subsidy : N\$ 94 276.80 per annum (40% of annual salary, payable only upon submission of bond registration certificate)

Transport allowance : N\$ 7 704.00 per annum
13th cheque : N\$ 19 641.00 per annum
Medical Aid : 85 % Council Contributions
Pension : 21.7 % Council Contributions

Key Performance Areas

- Handle all the incoming and outgoing correspondence in the Office of the Chief Executive Officers.
- Provide secretarial support in the CEO's office.
- Perform administrative functions in the CEO's office.

Minimum Requirements:

- Grade 12 or equivalent; and
- NQF Level 6 Diploma in Business Administration or equivalent.
- Three (3) years of relevant working experience.
- Code B driver's license

Interested applicants should submit their applications on the **prescribed application form of employment of Okahao Town Council**. The form can either be accessed from our website (www.okahaotc.com.na), obtained from our HR Division or e-mailed on request from info@okahaotc.com.na.

Applications enquiries and submissions should be forwarded to:

The Chief Executive Officer
Okahao Town Council
P O Box 699
Okahao

or **Hand Delivery:**
Okahao Town Council Office
Erf 895, King Jafet Munkundi Street
Okahao

Attention: Malakia HP Kapembe/ Efraim T Shikesho at Tel No. 065 252204/5

Foreign qualifications should be accompanied by certified copies of an NQA qualification evaluation certificate. Only shortlisted candidates will be contacted, no fax or e-mail applications will be accepted, and no documentation will be returned.

CLOSING DATE: Friday, 05 April 2024