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Office : Office of the Chief Executive Officer

Position : 1 x Chief Executive Officer
(Re-advertisement)

Band : E

Duration : Five-Year Fixed Term Contract

Main purpose of the position

The incumbent will be the Accounting Officer who provides visionary leadership, adaptability and strategic agility through developing and managing the context and enabling conditions in which the Town Council can achieve the aims indicated in its approved framework of mission, vision and strategy. Furthermore, to translate Town Council's aims and strategies into specific objectives and requirements for the management team and provide the leadership that will enable the latter to establish the capacity, structures and conditions within the town council that will translate into achievement of the aims of the Town Council.

Key Performance Areas (KPAs):

- Policy & Procedures Framework formulation and implementation
- Strategy/ Business Plan formulation and implementation
- Overall assumption of accountability for Council's operations implementation
- Strategic human resources management
- Relationships network and strategic partnerships
- Overall implementation accountability of Council's major projects
- Overall safeguarding of Council's corporate communications or image
- Risk Framework Management of Council

Minimum Educational Qualifications

- A tertiary qualification (NQF Level 8) from an accredited institution in Business Management or Business Administration or Public Management or Public Administration or Strategic Management or Strategic Leadership or Change Management or Human Resources or Accounting and Finance or Commerce or Economics or Civil Engineering or Marketing or Town & Regional Planning or Property Management or Environmental Health Management or Law or Project Management.

- A master's Degree (NQF Level 9) from an accredited institution in any of the above qualifications will be an added advantage.

Minimum Experience Required

- 8 years relevant management experience, of which 5 years should have been in a strategic executive role.
- The incumbent should display a good balance between a sound understanding of the technical aspects of infrastructure development, maintenance and provision, the management of relationships at a high level and leadership of a significant entity of regional importance within Namibia.
- The incumbent should be able to balance the socio-political forces and commercial growth initiatives.

Special and Legal Requirements

- Valid Driving Licence Code B
- Must be a Namibian Citizen
- No criminal record (Attach a certified copy of conduct not older than six (6) months)

Remuneration package

In return the Council offers a market related remuneration package consisting of the following:

Salary Scale	:	N$570,350.28 – N$581,757.50 – N$593,392.86
Basic Salary	:	N$570,350.28 (fixed) per annum
Housing Allowance	:	N$228,140.11 (40% of the annual basic salary)
Motor Vehicle allowance	:	N$123,633.00 per annum
Cell Phone allowance	:	N$14,400.00 per annum
13th cheque	:	N$47,529.19 per annum
Council's contribution to the Medical Aid Fund:		90% of the total premium
Council's contribution to the Pension fund:		21,7% of the basic salary
Council's contribution to Social Security:		50% of the total contribution

Interested candidates must complete the Council's application forms for employment in full (failure to do so shall result in automatic disqualification) obtainable on our website: www.ongwediva.com.na, accompanied by copies of comprehensive Curriculum Vitae (CVs), certified educational qualifications, certified copies of Qualifications Evaluation Certificates from Namibia Qualification Authority (NQA) to prove NQF levels for foreign qualifications, certified copies of the Namibia National Identity Cards, certified copies of the valid Driving Licences, certified copies of the Certificates of Conduct from the Namibia Police proving a free account of criminal record not older than six (6) months and certified copies of references or testimonials from current or past employers to prove position/s held and relevant years of experience to be submitted to:

The Human Resources Division
Ongwediva Town Council

Corner of Mandume Ndemufayo Road and Dr. Libertine Amadhila Street
Private Bag 5549 , **ONGWEDIVA**

PLEASE NOTE:

Racially disadvantaged persons, women and persons with disabilities are encouraged to apply.

Faxed or emailed applications will not be accepted; No late submission of application will be accepted; only shortlisted candidates will be contacted for interviews and no supporting documentation will be returned to the applicants.

Advertisement Date:

Wednesday, 28 October 2026

Closing date:

Wednesday, 25 November 2026 @ 17H00

Enquiries: Mr. Mathew Mbombo or Ms. Reader Hilongwa @ 065 – 233700