



**MUNICIPALITY OF WALVIS BAY**  
An equal opportunity Employer

The Municipal Council of Walvis Bay offers the following opportunity:

**DEPARTMENT OF OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**CHIEF EXECUTIVE OFFICER**  
(PATERSON GRADE LEVEL F1)

**Purpose of the Job**

To develop and manage the context and enabling conditions in which the municipality can achieve the aims indicated in its approved framework of mission, vision and strategy. Furthermore, to translate municipality 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 municipality that will translate into achievement of the aims of the municipality. To foster and lead the organisation based on the 8 Strategic Objectives and any subsequent strategic revisions thereof:

**Key Performance Areas**

- Strategy / Business Plan & Implementation
- Policy & Procedures Framework
- Operations
- Financial Management
- Human Resources
- Relationships network and strategic partnerships
- Major projects
- Corporate Communication / image
- Risk Management
- Occupational Health and Safety Management

**Qualifications and Experience**

<b>Minimum Qualification</b>	<b>Educational</b>	A Masters' Degree (NQA Level 9) in Business Administration or Management/ Strategic Management/ Leadership and Change Management/ Human Resources Management/ Finance.
<b>Minimum Required</b>	<b>Experience</b>	10 years' experience overall, of which 7 years must have been in a strategic/executive management role. The incumbent should display skills and a sound understanding of any of the following: <ul style="list-style-type: none"><li>• technical aspects with respect to infrastructure development and its maintenance,</li></ul>

	<ul style="list-style-type: none"> <li>• provision of all relevant local authority services,</li> <li>• management of relationships at a high level and</li> <li>• leadership of a significant entity of regional importance within Namibia.</li> </ul>
<b>Special Requirements</b>	Driving Licence Code B

### **Remuneration**

The remuneration package will be market related, inclusive of competitive service benefits. Further information with regards to remuneration or any other information related to the vacancies can be enquired from Ms Francina Mwandingi at 064 201 3237 or [fmwandingi@walvisbaycc.org.na](mailto:fmwandingi@walvisbaycc.org.na) OR Mr Absalom Iiyambo at 064 201 3204 or [aiiyambo@walvisbaycc.org.na](mailto:aiiyambo@walvisbaycc.org.na).

People from designated groups in terms of the Affirmative Action Act are encouraged to apply.

**Please Note: Shortlisted candidates will be subject to a psychometric test. Only shortlisted candidates will be communicated with.**

**Application forms** (obtainable on our website [www.walvisbaycc.org.na](http://www.walvisbaycc.org.na)) must be completed fully, accompanied by all required documents including NQA evaluation reports. **Please note that if NQA valuations is not attached to the application form from the onset, such valuation be accepted within 30 consecutive days after the closing date and not later than that.** Application should be delivered in the application box at the Security Desk, Civic Centre, Municipality of Walvis Bay or by Postal Address below (to reach us by the closing date).

The Manager: Human Resources  
Private Bag 5017  
Walvis Bay

**No emailed, faxed, or late applications will be considered.**

**Closing date: 01 September 2023 at 16h30**

**Notice No. HR18/2023**