



VACANCY

MUNICIPALITY OF WALVIS BAY

The Municipal Council of Walvis Bay offers the following **EXTERNAL** opportunity:

GENERAL MANAGER

(PATERSON GRADE LEVEL E2)

DEPARTMENT OF HUMAN RESOURCES, CORPORATE SERVICES AND PUBLIC RELATIONS

PURPOSE OF THE JOB

To plan, direct and coordinate the overall human resources strategy for the organisation, develop and implement policies and procedures, and to provide counsel and assistance to all levels of management through specialised human resources service practitioners. The incumbent also facilitates major organisational interventions and human resources projects and monitors the implementation thereof. To plan, direct and coordinate the provision of legal support services to management, the Management Committee and the Municipal Council, and to provide advice more specifically on legislation, regulations, procedures, governance and compliance issues in general. To coordinate and advise on legal and regulatory changes impacting the organisation. To plan, direct and coordinate the overall public relations strategy for the organisation, develop and implement policies and procedures, and to facilitate major organisational interventions related to preserving and maintaining the reputation of the organisation.

KEY PERFORMANCE AREAS

- Strategic planning and advice
- Corporate Services
- Contract and legal services
- Human Resources
- Public Relations and Communications
- Departmental management

QUALIFICATIONS AND EXPERIENCE

Minimum Requirements:

This position requires a multi-disciplinary (generalist) approach

- A Degree in Public Administration / Human Resource Management / Public Relations / Communication (NQF level 7)
- A LLB Degree (NQF level 8) or MBA (NQF level 9) will be an advantage

Minimum Experience Required

- 8 years' work experience in the field of public administration or human resource management or corporate communication and public relations, of which 5 years should have been in a

managerial capacity. **NB: If a person is a government employee, he or she must be at the level of Deputy Director, Grade 4.**

- The incumbent must have a proven record of accomplishment in effectively managing human resources, corporate services, or corporate communication and public relations function of a similar magnitude and complexity

Special Requirements:

Driving Licence Code B

REMUNERATION

The remuneration package will be market related, inclusive of competitive service benefits. Further information with regard to remuneration or any other information related to the vacancy can be enquired from Mr Absalom Iiyambo at 064 201 3204 or aiiyambo@walvisbaycc.org.na.

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

Please Note: Only shortlisted candidates will be communicated with.

Application forms (obtainable on our website www.walvisbaycc.org.na) must be completed fully, accompanied by all required documents and should be delivered in the application box at the Office of the Chief Executive Officer, Civic Centre, Municipality of Walvis Bay or by Postal Address below (to reach us by the closing date).

ADDRESS TO:

Postal Address:

Office of the Chief Executive Officer
Private Bag 5017
Walvis Bay

Physical Address:

2nd Floor, Room 221
Civic Center, Nangolo Mbumba Drive
Walvis Bay

No emailed or late applications will be accepted.

Closing Date: Tuesday, 03 June 2025 at 17:00

Notice No. HR19/2025

Municipality of Walvis Bay

An equal opportunity Employer

Civic Center, Nangolo Mbumba Drive, Walvis Bay - Tel: +264 64 201 3111 / Private Bag 5017

