



## EXTERNAL ADVERTISEMENT: 05<sup>th</sup> FEBRUARY 2026

The Municipality of Henties Bay an equal opportunity employer invites applications from suitably qualified and experienced Namibian citizens for the following vacancy of:

POSITION INFORMATION : OFFICE OF THE CEO	
Job Title	CHIEF EXECUTIVE OFFICER
Job Grade	E2 (5 Years Contract)
Salary Scale	N\$ 478 372.68
Fringe Benefits	Vehicle Allowance: N\$ 105 252.00
	40% Housing Subsidy or 20% Housing Allowance
	21.7% Pension contribution
	90% Medical aid contribution
	13 <sup>th</sup> cheque/Bonus
<b>A. MAIN PURPOSE OF POSITION</b>	
The Chief Executive Officer is overall accountable and responsible for the day-to-day management, leadership and strategic direction to achieve the vision and mission of Councils objectives. The incumbent has to ensure that the relevant provisions of Local Authorities Act (Act 23 of 1992) are implemented, in order to ensure continuous improvement in terms of sound business principles. To have a realistic stance towards operational and effectively build strategic partnerships with relevant stakeholders at government, community and service provider level.	
<b>B. JOB SPECIFICATIONS</b>	
<b>Minimum Educational Qualification Requirements</b>	<ul style="list-style-type: none"> <li>• A recognised B Degree in Business Administration, Economics, Public Management or Finance.</li> <li>• A Master's degree in any of the above will be an added advantage.</li> <li>• Plus, eight (8) Years experience which five (5) years should have been in a senior management role in the local authority environment.</li> <li>• Qualification must be accompanied by an academic record.</li> <li>• All qualifications must be accompanied by NQA evaluation.</li> </ul>
<b>Key Performance Areas</b>	<ul style="list-style-type: none"> <li>• Accounting Officer in terms of the Local authorities Act 23 of 1992, as amended.</li> <li>• Provide Strategic Leadership</li> <li>• Implementation of Strategic Objectives</li> <li>• Supervision and co-ordination of all Departments</li> <li>• Staff Accountability and Productivity.</li> <li>• Identify major projects that will further Municipalities Development aims.</li> <li>• Ensure clearly defined risk management framework.</li> <li>• Policy creation and Implementation.</li> <li>• Decentralization Developments</li> <li>• Corporate Communications and community relations</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Strong Leadership, Planning and Management skills</li> <li>• Thorough Knowledge of the Local Authorities Act of 1992</li> <li>• Thorough knowledge of the Public Procurement Act (Act 15 of 2015)</li> <li>• Thorough knowledge of the Public Private Partnership Act (Act 4 of 2017)</li> <li>• Understanding the dynamics and relationships within the Local Authorities environment</li> <li>• Knowledge and understanding of municipal financial systems and financial management including budgeting process.</li> <li>• Detailed understanding of marketing principals, public relations duties, branding and social investment.</li> <li>• Basic knowledge of auditing processes and principles.</li> <li>• Basic knowledge of Project Management and administration of capital projects</li> <li>• Knowledge of Human Resources Planning and Management</li> <li>• Basic Proficiency in use of Computer (Microsoft Package)</li> </ul>

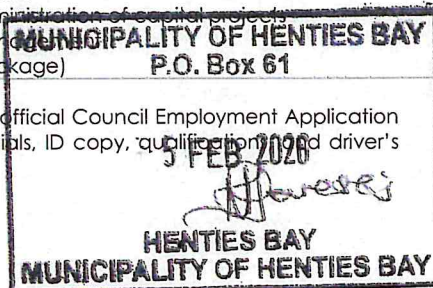
Applicants who meet the above requirements are invited to submit their applications on the official Council Employment Application Form, accompanied by a comprehensive CV and certified supporting documents (testimonials, ID copy, qualifications and driver's licence to:

Manager: Human Resources & Corporate Services  
Municipality of Henties Bay  
**HENTIES BAY**

**OR**

Applications must be hand-delivered at the Municipal Office in Henties Bay at Jakkalputz Street, **Room No.5.**

For information regarding the functional responsibility /specifications of this position, please contact **Mrs Almuth N Goreses** at +264 64 502026.



**CLOSING DATE FOR APPLICATIONS: 05<sup>th</sup> MARCH 2026 at 17h00**