



KARIBIB TOWN COUNCIL

EXTERNAL VACANCIES ADVERTISEMENT

NOTICE 3 OF 2026

Karibib Town Council as an equal opportunity employer and has internal vacant positions on the established structure as illustrated below;

POSITION	: Town Planner
GRADING	: Patterson Grade _C4
BASIC SALARY SCALE	: N\$ 244 055 – N\$ 253 914 per annum
HOUSING ALLOWANCE	: 20% of monthly basic salary
HOUSING SUBSIDY	: 40% of monthly basic salary, if paying bond
TRANSPORT ALLOWANCE	: N\$ 10 512 per annum
PENSION	: 21.7% contribution by council
MEDICAL AID	: 90% contribution by council
13TH CHEQUE	: N\$ 20 337.91

PURPOSE OF THE JOB:

To prepare, coordinate and implement all aspects relating to town planning/urban development in the council and to ensure sustainable and orderly urban development with due cognizance of the environment and national legislation/regulations.

KEY RESPONSIBILITIES

- Long-term development proposals for the town
- Day-to-day management of land use
- Town Planning Scheme
- Divisional Management
- Liaison with internal departments, external institutions and the community
- GIS
- Property Management
- Valuation Roll

MINIMUM REQUIREMENTS

- Diploma in Land Use or Town Planning plus 3 years' experience in town planning or land management OR
- Degree in Town Planning.
- Experience as required by the Town Planning Act for the incumbent to be a registered Town Planner.
- Computer Literacy (MS Office package, CAD/GIS).
- Knowledge of Local Authorities Act.
- Knowledge of Procurement Act & Regulations.
- Good communication and interpersonal skills.
- Sound supervisory skills.
- Code B Driver's License would serve as an added advantage.

POSITION	: Building Inspector (6 Months Contract)
GRADING	: Patterson Grade _C3
BASIC SALARY SCALE	: N\$ 203 608.00 per annum

PURPOSE OF THE JOB:

Executes building inspections to ensure building regulations are adhered to and co-ordinate and guide urban development through the establishment of a policy framework for land use, control and development as well as the processing of development applications, in terms of the Town Planning Scheme, relevant government statutes on land administration, Council policies, and regulations. Advise the Manager on the adequacy and desirability of development proposals. Ensure the enforcement of the Regulation and Policies.

KEY RESPONSIBILITIES

- Building- and related inspections
- Building Plan approvals and record keeping

MINIMUM REQUIREMENTS

- National Diploma in Civil engineering plus 3 years continuous experience in construction related projects/ civil works OR
- Level 3 trade certificate in Bricklaying and Plastering/ Construction and 5 years practical experience in Construction/ Civil works related.
- Experience in Building Inspection in Local Authorities or Certificate in drawing will serves as an advantage.
- Experience in Microsoft Computer packages
- Knowledge of Local Authorities Act
- Knowledge of Procurement Act & Regulations
- Good communication and interpersonal skills.
- Sound supervisory skills;
- Code B Driver's License would serve as an added advantage

Qualified **external** candidates must forward their cover letter, C.V & certified copies of qualification, ID and all relevant documents to:

The Chief Executive Officer

P.O. Box 19, Karibib.

Enquiries; Mr Reinhold Evenson Tel; 064-550016

(All foreign qualifications must be accompanied by the NQA evaluation report)

PLEASE NOTE

No documents will be returned

Application received by e-mail or fax will be **REJECTED**

Application received after the closing date and time will be **REJECTED**

CLOSING DATE: 19 MAY 2026