



KARIBIB TOWN COUNCIL

EXTERNAL VACANCIES

NOTICE 1 OF 2025

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

1. POSITION:	Manager Technical Services & Town Planning
GRADING:	Patterson Grade _D3
BASIC SALARY SCALE:	N\$ 309 520 – N\$ 322 025 per annum
HOUSING ALLOWANCE:	20% of monthly basic salary
HOUSING SUBSIDY:	40% of monthly basic salary, if paying bond
VEHICLE ALLOWANCE:	N\$ 110 917.00 per annum
PENSION:	21.7% contribution by council
MEDICAL AID:	90% contribution by council
13TH CHEQUE:	N\$ 25 793.33

PURPOSE OF THE JOB:

To ensure the sound, efficient and timely coordination, planning and development of council's technical services department. This includes research, staff coordination, project and contract management, program development and monitoring, tender development and assessment and will contribute to the overall strategic planning goals of council.

KEY RESPONSIBILITIES

- Urban & Town Development
- Project management
- Roads, street and storm water
- Sanitation and water infrastructure
- Town planning and building regulations
- Fleet management and emergencies services
- Staff supervision and administration

MINIMUM REQUIREMENTS

- Bachelor's Degree in Civil Engineering or Town & Regional Planning qualification with 5 years' minimum experience.
- National Diploma in Civil engineering or Town & Regional Planning qualification with 8 years practical experience. At least 3 years supervisory experience.
- Masters in Civil Engineering or Town & Regional Planning qualification will be an added advantage.
- Knowledge of town planning schemes & surveying in Local Authority environment would serves as advantage
- Experience in Microsoft Computer packages

Legal requirements: Driver's license- Code B and registered with engineering Council of Namibia

Knowledge: Principals and practice of civil engineering; knowledge of local government laws, rules and regulations pertaining to employment as needed to supervise subordinates,

- Knowledge of Local Authorities Act
- Knowledge of Procurement Act & Regulations
- Computer literacy
- Good communication and interpersonal skills.
- Sound supervisory skills;

NOTICE 2 OF 2025

1. POSITION:	Human Resources & Administration Practitioner
GRADING:	Patterson Grade _C4
BASIC SALARY SCALE:	N\$ 244 055.00 – 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\$ 7704 per annum
PENSION:	21.7% contribution by council
MEDICAL AID:	90% contribution by council
13TH CHEQUE:	N\$ 20 337.92

PURPOSE OF THE JOB:

Plans, leads and directs the Human Resources function through the design, development and alignment of policies, procedures, systems and controls guiding critical human resources interventions, applications and outcomes and, providing advice to the manager on Human Resources development aimed at supporting the accomplishment of the Council key performance areas and service delivery objectives.

KEY RESPONSIBILITIES

- Recruitment & Selection
- Employee wellness
- Personnel Maintenance
- Induction Training
- Human Resources Development
- Industrial relations
- Human Resources Budget

MINIMUM REQUIREMENTS

- Bachelor Degree in Human Resources / Industrial Psychology, plus four years continuous practical experience in Human Resource Management OR
- National Diploma in HR/Industrial Psychology, plus 6 years practical experience.
- Experience in Microsoft Computer packages
- Knowledge of Local Authorities Act
- Knowledge of Procurement Act & Regulations
- Knowledge of Recruitment Selection & Regulations
- Computer literacy
- Good communication and interpersonal skills.
- Sound supervisory skills;
- Knowledge of Munsoft / Payday Financial Management System
- Code B Driver's License would serve as an added advantage

NOTICE 3 OF 2025

1. POSITION:	Property Clerk
GRADING:	Patterson Grade _C2
BASIC SALARY SCALE:	N\$ 130 574 – N\$ 135 931 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\$ 10 881.17

PURPOSE OF THE JOB:

The overall purpose of this job is to assess and value council properties, to administer all contracts pertaining to council property and to market and sell properties.

KEY RESPONSIBILITIES

- Issue lease agreements and submit properties to conveyor that are for transfer.
- Receive power of attorneys to pass transfers.
- Process deed of sales signed to relevant owners.
- Attend to land enquiries from the public and the business.
- Write offer letter to applicants whose applications have been approved informing such applicants of purchase price.
- Handling the Informal settlement upgrade projects
- Peg & Beacon identification

MINIMUM REQUIREMENTS

- Grade 12 Certificate (with 20 points in 5 subjects, including English)
- National Diploma in land use Planning / Property Studies / Land administration / Town Planning
- At least 3 years of relevant experience in property administration or related field
- Experience in Microsoft Computer packages
- Knowledge of Local Authorities Act
- Knowledge of Procurement Act & Regulations
- Computer literacy
- Good communication and interpersonal 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**