



NKURENKURU TOWN COUNCIL

Tel: 066 258089/120, Fax: 066 258000/091

Email: info@nkurenkurutc.com.na, P.O Box 6004, Nkurenkuru, Namibia

NOTICE NO: NKU-HR/01/2025 VACANCY ADVERT

Nkurenkuru Town Council is inviting all eligible applicants who are willing to apply for the following position on its establishment.

Position	:	Chief Executive Officer, Grade E
Salary Scale	:	N\$ 388,259.00-N\$403,946.21
Basic Salary	:	N\$388,259.00 pa
Motor vehicle Allowance	:	N\$123,633.00 pa
Housing Subsidy registration certificate.	:	40% of the basic salary (paid upon submission of bond
Housing Allowance	:	20% of the basic salary
Cellphone Allowance	:	N\$14,400.00 pa
Medical Aid	:	90% Council Contributions
Pension	:	21.7% Council Contributions
13 th Cheque & leave days provision		
Duty Station	:	Nkurenkuru
Duration of contract	:	Five(5) Years

1. Primary Purpose

To determine and formulate policies and provide the overall direction of Nkurenkuru Town Council within the guidelines set up by Council; to plan, direct, or coordinate operational activities toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives, at the highest level of management with the help of subordinate executives and staff managers. This position is a Senior Management position and reports directly to the Town Council.

2. Key Performance Areas

- Strategic Financial, administration and Human Resources Management
- Town Management and Economic Development
- Organizational Effectiveness
- Infrastructure and Technical Services Management
- Strategic Human Resource Management
- Environmental Health & Safety Management

3. Minimum requirements:

- A recognized Degree at NQF LEVEL 7 in Public Management/Business Administration.
- A Master Degree in the relevant field at NQF level 9 will be added advantage
- A Valid Code B Driver's Licence is required.
- A Valid Certificate of Conduct from the Namibian Police Force.

All official correspondence must be addressed to the Chief Executive Officer.

4. Minimum Experience:

- At least 9 years' experience of which 5 years should have spent at Senior Managerial/Executive Level.
- Senior Management experience in a Local Authority environment will be added advantage.
- Knowledge of relevant legislative, corporate governance and business development principles.

NB. Only written applications accompanied by comprehensive CV plus certified copies of educational qualifications and Namibian documents will be considered.

- Foreign qualification should be evaluated with NQA and a qualification evaluation report should be attached
- Late or faxed applications will not be considered.

Interested candidates must apply in writing and send their applications to the following address:

**The Acting Chief Executive Officer
Nkurenkuru Town Council
P O Box 6004
Nkurenkuru**

Enquiries	:	HR Division (Mrs. E.M. Nanyemba)
Tel	:	066 – 258089
Advert date	:	06 October 2025
Closing Date	:	03 November 2025



All official correspondence must be addressed to the Chief Executive Officer.