



KATIMA MULILO TOWN COUNCIL
HUMAN RESOURCES AND CORPORATE SERVICES DEPARTMENT

Tel: +264 66 261 500
Fax: +264 66 253 220

www.kmtc.org.na
Email: info@kmtc.org.na
Erf No: 1383, Lifasi Street

Private Bag 5009
Ngweze, Namibia

KATIMA MULILO TOWN COUNCIL
An equal opportunity employer

VACANCIES

DEPARTMENT OF HUMAN CAPITAL

1x POST: HEAD OF HUMAN CAPITAL (PATTERSON D4)

Salary scale	: 338 958 – 352 651
Housing allowance	: 40% of basic salary with a bond
	: 20% of basic salary without a bond
Vehicle Allowance	: 98 106.00 per annum

Main Purpose of Position

To plan, direct and coordinate overall human resources strategy for the organization, develop and implement policies and procedures, and to provide counsel and assistance to all levels of management through specialized human resources practitioners. The incumbent also facilitates major organizational interventions and human resources projects and monitors the implementation thereof.

Minimum Educational Qualification and Experience Required

- ❖ An Honours Degree in Public Administration or Human Resources Management at NQF level 8 with 5 years work experience in the field of public administration or Human Resource Management of which 3 years should have been in a managerial capacity.

Special Requirements

- ❖ Driving licence code BE

Key Performance Areas

- ❖ Strategic planning and advice
- ❖ Contracts
- ❖ Departmental management

THE COUNCIL OFFERS THE FOLLOWING BENEFITS:

Attractive pension scheme, vehicle scheme, medical scheme, 13th cheque and attractive leave per annum.

Written applications, detailed CV, proof of citizenship and certified copies of qualifications should be attached to your application and then be forwarded/addressed to: **The Chief Executive Officer, Katima Mulilo Town Council, Private Bag 5009, Katima Mulilo.**

Enquiries can be directed to the Department of Human Capital at 066 261500/30. Previously disadvantaged Namibians, women and people with disability are encouraged to apply. No documents will be returned. Only short-listed candidates will be contacted. Foreign qualifications should be accompanied by evaluation reports from NQA.

Visit the official website of Katima Mulilo Town Council for position specifications:
<https://kmtc.org.na>

CLOSING DATE FOR APPLICATIONS IS FRIDAY, 10 NOVEMBER 2025.

NB: No emailed or faxed applications will be accepted.