


KATIMA MULILO TOWN COUNCIL
 An equal opportunity employer

VACANCIES
DEPARTMENT OF HUMAN CAPITAL
1x POST: HEAD: RECRUITMENT, PAYROLL, EMPLOYEE RELATIONS AND WELLNESS (D1)

Salary scale	: 260 858 – 277 193
Housing allowance	: 40% of basic salary with a bond
	: 20% of basic salary without a bond
Transport Allowance	: 10 512.00 per annum

Main Purpose of Position

Provides expert inputs in the design, implementation and coordinates programs and policies that increase efficiency, effectiveness, strengthen employee knowledge and abilities. The Head Recruitment, Payroll and Employee Wellness coordinates and liaises with Departments within the council to identify organizational challenges in terms of Recruitment Payroll and Employee Relations and to set the targets thereof. The incumbent reports to the Manager: Human Capital.

Minimum Educational Qualification and Experience Required

- ❖ 3 year National Diploma in Human Resource Management or equivalent plus at least 5 years' experience in a generalist human resources position with an emphasis in Industrial relations and psychology
- ❖ B Degree in Human Resource Management or equivalent plus at least 3 years' experience in a generalist human resources position.

Special Requirements

- ❖ Driving license code B

Key Performance Areas

- ❖ Recruitment
- ❖ Payroll and benefit administration, industrial relations
- ❖ Staff supervision
- ❖ OD Interventions
- ❖ Organizational Establishment

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.