



MUNICIPALITY OF HENTIES BAY

LOCAL TENDER BOARD VACANCIES OF PUBLIC MEMBERS

In terms of regulation 2(2)(a)(iii) of the Local Authorities Tender Board Regulations promulgated under General Notice 73 of 2011 applications are herewith invited from residents of the Henties Bay local authority area who meets the requirements to serve as public members or alternate members on the Local Tender Board for the Municipality of Henties Bay:

REQUIREMENTS:

- Residency of Henties Bay for a period not less than 1 (one) year;
- Namibian Citizenship

COMPETENCIES (Knowledge, Skills, Attributes):

- Literacy and good command of the official language
- Sound technical/engineering background
- Basic knowledge of tender administration
- Sound interpersonal and communication skills
- Strong supervisory skills
- Conflict resolution skills

REMUNERATION: Sitting allowance of N\$ 200.00 per sitting is payable

MAIN PURPOSE OF POSITION:

To ensure the effective, efficient and sound administration and operations of the Local Tender Board
With regard to:

- Entering into agreements with any person within or outside Namibia for the furnishing of goods or services to the Council;
- Inviting of tenders;
- Inspecting or testing of goods and services;
- Accepting or rejecting tenders;
- Enforcing of any agreement;
- Withdrawing or cancelling of agreements entered into and ,if appropriate, claim and recover damages;
- Exempting or condoning of compliance or failure to any agreement entered into;
- Negotiating settlement or amendment of agreements;
- Authorizing sub-committees to perform functions of Local tender Board; and
- Executing any other powers conferred upon the Local Tender Board.

Applicants are advised to apply by forwarding a cover letter and a comprehensive CV to:

The Secretary: Local Tender Board
Municipal Administration Offices
C/o Jakkalsputz Road & Nickey Iyambo Avenue
HENTIES BAY

Only short listed candidates will be contacted and no documents will be returned.
Short listed applicants will be interviewed at the cost of the applicant.

NO FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED

CLOSING DATE FOR APPLICATIONS : 25 NOVEMBER 2013 AT 17H00