

OFFICE OF THE CHIEF EXECUTIVE OFFICER

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MEDIA RELEASE

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WINDHOEK MUNICIPAL COUNCIL - PROGRESS ON RECRUITMENT AND FILLING OF FOLLOWING EXECUTIVE POSITIONS:

- (1) Chief Executive Officer,**
- (2) Strategic Executive: Economic Development and Community Services, and**
- (3) Strategic Executive: Information and Communication Technology.**

The City of Windhoek has made progress with respect to the recruitment and selection process of various executive-level positions which became vacant within the 2020/2021 Financial Year.

The executive positions are of strategic importance and the timely filling thereof with suitably qualified and experienced individuals remains a key objective of the Council. Whilst the Office of the Chief Executive retains the overall responsibility of ensuring the effective execution of the strategy of the Municipal Council of Windhoek, the respective departmental heads are equally responsible for important strategic functions as heads of technical departments responsible for the strategic leadership in the provision of key services both internally within the Organisation as well as externally and to the benefit of the residents of Windhoek.

Without doubt the City of Windhoek is the leading Municipality in the country and doubles as both the seat of Government and economic capital.

It is imperative that the executive positions on our establishment are filled by following meticulous through, transparent and fair process that will lead to the recruitment of suitable applicants.

To this end, and in order to ensure that the integrity of the recruitment and selection process, the administrative process shall conform to the Recruitment and Selection Regulations for Local Authority Councils: Local Authorities Act of 1992, as amended and by following the Staffing and Remuneration Policy of the Municipal Council of Windhoek which details and depicts the process to be followed as well as unambiguously assigns specific responsibilities to the various stakeholders in the recruitment processes for both the Chief Executive Officer as well as for the recruitment of Departmental Heads within a Local Authority set up.

Progress is recorded following the Council's Management Committee having approved interview panels comprised of suitably qualified and experienced panellists from diverse industry backgrounds. The panels alongside the administrative staff shall be mandated to ensure the overall objective of selecting candidates for the executive positions who not only meet, but who have a track record of impeccable professionalism, integrity, and of positive reputational stature with the view of the successful candidates transmitting and instilling a similar culture within the Organisation moving forward.

CHIEF EXECUTIVE OFFICER

The advertisement of the Chief Executive Officer attracted diverse interest from various levels of professionals plying their trade within various industries and sectors. In total 61 applications were received of which a total of 25 were deemed to have met the minimum requirements and thereby qualified for consideration as part of the pre-shortlist.

STRATEGIC EXECUTIVE: ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES

In total 204 applications were received of which a total of 59 were deemed to have met the minimum requirement and thereby qualified for consideration as part of the pre-shortlist.

STRATEGIC EXECUTIVE: INFORMATION AND COMMUNICATION TECHNOLOGY

In total 52 applications were received of which a total of 16 were deemed to have met the minimum requirements and thereby qualified for consideration as part of the pre-shortlist.

SHORTLISTING PROCESS

In accordance with the Recruitment and Selection Regulations for Local Authority Councils, a maximum number of five (5) candidates are permissible to be shortlisted for consideration of a position, a feat which therefore required that a comprehensive and meticulous process be followed in order to determine the most suitable candidates to be considered.

The shortlisting processes are executed by way of a Shortlisting Committee and as prescribed in the Recruitment and Selection Regulations for Local Authority Councils. In an effort to further ensure transparency and fairness, representatives of the Labour Union form part of the Shortlisting Committee in an observer capacity.

The following candidates have been shortlisted for the position of Chief Executive Officer:

No.	Name and Surname
1.	Mr. Conrad M Lutombi
2.	Ms. Joyce Mukubi
3.	Dr. Charmill Zamuee
4.	Dr. Eino Mvula
5.	Mr. Moses Matyayi

The following candidates have been shortlisted for the position of Strategic Executive: Economic Development and Community Services:

No.	Name and Surname
1.	Mr. Leslie W Puriza
2.	Mr. James Kalundu
3.	Ms. Mary-Anne Kahitu
4.	Ms. Zurilea Steenkamp
5.	Mr. Vernouman V Endjala

Candidates for the Strategic Executive: Information and Communication Technology will be shortlisted soon.

INTERVIEW DATES

The interviews will be on the following dates:

- 23 - 24 September 2021: Strategic Executive: Economic Development and Community Services
- 27 – 28 September 2021: Chief Executive Officer

Kindly note that the Public Presentation by aspiring candidates will also be livestreamed and residents are encouraged to follow the proceedings.

RECRUITMENT AND SELECTION PROCESS

Given the strategic importance of the executive positions, a rigorous and thorough recruitment and selection process shall be embarked upon and shall comprise of a myriad of selection tools and methods aimed at ensuring that the most suitable candidate is selected and recommended for each of the respective executive positions.

The process shall entail the following key steps:

1. Background checks
2. Psychometric Assessments
3. Structured Interview (Closed session)
4. Public Presentation (Livestreamed public engagement)
5. Reference checking
6. Pre-appointment Medical Examination

Following the finalisation of the process and the determination of a suitable candidate, a formal submission shall serve at either the Management Committee (with respect to the appointment of departments heads) or Council

for resolution and subsequently to the Minister of Urban and Rural Development
(with respect to the appointment of the Chief Executive Officer).

Mujiwa George Mayumbelo

ACTING CHIEF EXECUTIVE OFFICER

-END-

ISSUED BY:

City of Windhoek

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