

## EDUCATION



### Southern Business School (STADIO)

2018 –2020

Honors Degree in Business Administration  
NQF L8

### Southern Business School (STADIO)

2016 –2018

Degree in Business Administration  
NQF L7

### Southern Business School (STADIO)

2014 –2016

Diploma in Management (Human Resources Management  
& Management Practice)  
NQF L6

### Augustineum Senior Secondary School

Jan 1984 – November 1988

Senior Secondary Certificate, Grade 12

## Ronald Robert Windswaai

## WORK EXPERIENCE

### PROFILE

I consider myself a hard-working committed and a detail-orientated person. A person that accepts challenges and is well adapted to work under pressure. I am fully adapted to the owner manager culture and have a sense of urgency towards my job.

### PERSONAL DETAILS

- **Date of Birth** – 1969-09-03
- **Identity Number** - 69090300589
- **Nationality** – Namibian
- **Gender** – Male
- **Marital Status** – Married
- **Dependents** – Four (4)
- **Health** – Excellent
- **Drivers License** – BE (code 08)

### Rehoboth Town Council – Chief Executive Officer

December 2024 – to date

### Rehoboth Town Council – Acting Chief Executive Officer

March 2023– November 2024

- Administrative head and responsible for the execution of Council decisions in terms of section 27 of the Local Authorities Act, 1992 as amended.

### Rehoboth Town Council – Manager: HR & Corporate Affairs

03 May 2022– To date

- Departmental head for human resources, corporate affairs and administration

### Aranos Town Council - Chief Executive Officer

Dec 2020 – Apr 2022 - Resigned

- Accounting Officer for the overall administrative affairs and execution of decisions by the council

### Rehoboth Town Council – Town Planning – Divisional Manager

01 June 2011– 30 Nov 2020

- Overall administration in office of the Engineer
- Compile reports and submissions
- Taking minutes and draft plenary policies; Town Planning

01 Dec 2010– 31 May 2011

- Overall administrative control and supervision at the Constituency Office
- Prepare submission and assessment reports
- Assist in the development of the constituency in which I serve

## Language Proficiency

Language	Speak	Read	Write
Afrikaans	Good	Good	Good
English	Good	Good	Good

## SKILLS – BASIC COURSES

No.	Course	Institution
1.	Certificate- Financial Reporting and Budgeting	BETC – Business & Entrepreneurship Training Centre
2.	Trustee Investment Training	Prudential Namibia (M&G)
3.	Introduction to Retirement Fund Legislation, Allocation of Death Benefits & Investments	Retirement Fund Institute
4.	Board Member	RFLAUN – 2014- to date
5.	Investment Committee Member	RFLAUN

## WORK EXPERIENCE

### Maltahöhe Village Council – Human Resources Officer / Acting CEO

01 Aug 2010– 30 Nov 2010

- Execute council decisions
- Evaluated and monitored staff improvement
- Regulated the development strategies of Council

### Ministry of Lands and Resettlement – Administrative Officer

01 Aug 2008– 31 July 2010

- Secretary of //Kharas Regional Resettlement Committee
- Assisted in taking over of farms and regular monitoring
- Investigated disputes and seek resolution
- Serve as Acting Development Planner in absence of incumbent

### Bethanie Village Council – Chief Executive Officer

01 Apr 2001– 2006

- Overall Administration of the Council affairs in terms of the Local Authorities Act, 1992 as amended and other legislative regulations / policies

### Lüderitz Town Council – Head: Administration / Acting Chief Executive Officer

1997– 2001

- Overall Administration of the Council affairs in terms of the Local Authorities Act, 1992 as amended and other legislative regulations / policies
- Overall administration of Council Affairs under the CEO, Properties, HR, Town Planning.

### Bethanie Village Council – Chief Executive Officer

04 Dec 1995 – 31 Oct 1997

- Overall Administration of the Council affairs in terms of the Local Authorities Act, 1992 as amended and other legislative regulations / policies

### Ministry of Works and Transport – Senior Administrative Officer

02 Febr 1990– 30 Nov 1995

- Administration Functions
- Secretary to the Management Meetings

## CONTACT

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[windswaair@rtc.org.na](mailto:windswaair@rtc.org.na)

## CORPORATE GOVERNANCE

### 1. Member of the Board of Trustee of the Retirement Fund for Local Authorities and Utility Services in Namibia (RFLAUN)

1.1. 2014 to 2016 – Board Trustee

1.2. 2016 – to date- Board Trustee and Member of the Investment Committee (Vice-Chairperson)

# REFERENCE

- Compilation of Tenders at the Directorate: Maintenance
- Member of the Stock Control Board
- Training towards Regional Offices throughout the country.

1. Councilor J. Coetzee –  
**Chairperson of the MC** – 0818797893  
Rehoboth Town Council
2. Councilor Venuz Klazen  
**Deputy Mayor** – 0851299899  
Rehoboth Town Council
3. Councilor Amanda Groenewaldt  
**Mayor** – 0818679057  
Rehoboth Town Council