



Ronald Robert Windswaai

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)

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

WORK EXPERIENCE

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

CONTACT

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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)

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

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