

//KHARAS REGIONAL COUNCIL

DIRECTORATE: FINANCE, HUMAN RESOURCES AND ADMINISTRATION

DIVISION: ADMINISTRATION

SUBDIVISION: AUXILIARY SERVICES

Post Designation	:	Control Administrative Officer Grade 6 (Re-Advertisement)
1x Post	:	Keetmanshoop
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Requirements: A Diploma in Business Administration, Management or Public Management on NQF Level 6 or equivalent qualification plus six (6) years appropriate experience.

Supplementary Requirements: Should have three (3) years' proven working experience as a Chief Administrative Officer. Valid Code B driver's license.

Main Responsibilities: This job category includes personnel involved at advanced operational level with the administering and drafting of legislation and prescriptions; interpretation of and advice on legislation and prescriptions; the processing and consideration of applications and representations; the arrangement for and control of the procurement, storing, provisioning, maintenance, utilization and disposal of all means (e.g. equipment, accommodation and services) other than personnel which are necessary for the efficient functioning of an office/ministry/agency.

Main Duties:

- Draw up and oversee maintenance of the procurement and stock control system for the Regional Council.
- Ensure that the Archive, Fleet Management, Procurement Regulations and Disaster Management Policies are adhered to.
- Responsible for secretarial functions of the Procurement Committee.
- Responsible for contract management on fleet, equipment, stores and security services.
- Develop and implement the Operational Plan.
- Draw up and monitor adherence to approved record keeping systems.
- Ensure that Council assets are properly kept and maintained and simultaneously ensure the cleanliness of the Regional Council.
- Partake in the development of the Strategic Plan.
- Supervise and direct subordinates within the subdivision and provide on the job training to staff members.
- Prepare subdivision budget submissions monthly, quarterly and annual reports.
- Carry out any other official duties assigned from time to time.

Enquiries: Engelhardine Swartz 063 – 221 917 or Mr. Donnie Slinger 063 – 221 929

DIRECTORATE: FINANCE, HUMAN RESOURCES AND ADMINISTRATION

DIVISION: ADMINISTRATION

SUBDIVISION: PUBLIC RELATIONS

Post Designation	:	Senior Public Relations Officer Grade 7 (Re-Advertisement)
1x Post	:	Keetmanshoop
Salary Scale	:	N\$291,128 – N\$347,926
Salary Notch	:	N\$291,128 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

PSM CIRCULAR NO. J OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 NOVEMBER 2024, CLOSING DATE 23 DECEMBER 2024

Minimum Requirement: A Bachelor's Degree in Journalism, Media Technology, Media Studies or Communication on NQF level 7 or any equivalent qualification plus four (4) years appropriate experience.

Supplementary Requirement: Should be in possession of a valid driver's license.

Responsibilities: This occupational class includes personnel involved at an operational level with the evaluation of public opinions to advise the Management Cadre of a Regional Council to correlate their policy and procedures as far as possible with such opinions as well as the planning and execution of actions to gain and maintain understanding and support by the public to carry a positive image of a Regional Council.

Main Duties:

- Assist in the organization of Regional Council and Management Committee meetings.
- Interpret procedures and ensure maintenance of the meetings archive for the Regional Council.
- Draft official statements, press releases or reports for the Regional Council.
- Coordinate and disseminate relevant Regional Council information to the public and stakeholders.
- Liaise with line Ministries, Offices, Councilors or Private Persons.
- Compile, forward and distribute correspondences of Regional Council.
- Promote/market the image of the Regional Council.
- Coordinate the production of the Regional Council's Annual Report and Newsletter.
- Updating the Regional Councils' website.
- Supervise and direct subordinates within the division.

Applications must be submitted on the revised application form 156043 (obtainable at all Government offices) and should be accompanied by a detailed CV and originally certified supporting documents **(ALL supporting documents should be originally certified by NAMPOL). Public Servants should attach certified confirmation letter of probation.** All foreign qualifications must be submitted together with evaluation of qualification by Namibia Qualification Authority (NQA). Applicants who fail to complete **ALL** items on the application form **(Incomplete Applications)** and not attaching the necessary documents will disqualify the application. **NB In terms of the Affirmative Action Act, Act 29 of 1998 qualifying woman and persons with disabilities are encouraged to apply. NO fax applications will be accepted.** Applications should be forwarded to the following address:

The Acting Chief Regional Officer
//Kharas Regional Council
Private Bag 2184
Keetmanshoop

Enquiries: Ms. Engelhardine Swartz 063 – 221 917 or Mr. Donnie Slinger 063 – 221 929
