

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DIRECTORATE: REGIONAL, LOCAL GOVERNMENT AND TRADITIONAL AUTHORITIES COORDINATION (RLGTAC)

DIVISION: LOCAL AUTHORITIES COORDINATION

SUBDIVISION: LOCAL AUTHORITIES ADMINISTRATIVE SUPPORT SERVICES

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: National Diploma or equivalent qualification (NQF Level 6) plus three (3) years appropriate experience.

Additional Requirements: A National Diploma on NQF Level 6 in the following fields: Business Administration, Business Management, Public Management, Administration Local Government Studies or related/equivalent fields will serve as an added advantage. A sound knowledge in Local Authority administration and Sub National Governance issues and must be Computer literate (MS Access and Power Point) will serve as an added advantage.

Key Areas of Responsibility:

- Oversee the implementation of Standing Rules of Order and Code of Conduct by local authorities;
- Scrutinise local authorities meeting minutes;
- Prepare ministerial submissions in regard to promotion and demotion of local authorities, promulgation of new local authorities, cabinet submissions with regard to amendments of statutes;
- Prepare promulgation of vacancies in local authority councils (political seats); and
- Facilitate Twinning Agreements between local authorities and to facilitate Capacity Building for local authorities.

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N\$159,505 – N\$191,312
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience **OR** a Grade 12 Certificate (NQF Level 3) plus three (3) years appropriate experience.

Additional Requirements: A sound knowledge in Local Authorities Administration and Sub National Governance issue and must be Computer literate (MS Access and Power Point) will serve as an added advantage

Key Areas Responsibility:

- Scrutinise and summarise critical issues in the minutes of Council meetings and follow-up irregularities;
- Arrange the promulgation of regulations and model regulations;
- Assist with the promulgation of newly created local authority areas;
- Prepare submissions for the approval of Joint Venture agreements;
- Facilitate training on legal matters;
- Routine monitoring of efficiency and compliance with operational legislative provisions;

- Liaise with Government Attorney and Legal Drafters concerning draft legislations / by law, proclamation and General Notices; and
- Prepare submission for the tabling of all regulations by the Minister in the National Assembly, which are aimed at improving the capacity of the officials at Sub-National levels.

Notes to Candidates:

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**
- Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
- Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
- The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK**

Or hand delivered to:

**Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street**

Enquiries: Ms. Frieda Andreas Tel: 061 297 5286
