

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION SUBDIVISION PROGRAMMES AND QUALITY ASSURANCE

Post Designation	:	Chief: Education Officer Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$517,195 – N\$543,728
Motor Vehicle Benefit	:	N\$110,917 (Running and Capital Cost per annum)
Housing Benefit	:	N\$121,560 per annum

Minimum Requirements: An appropriate Degree (or equivalent qualification) on NQF L7 or 8 plus 9 years appropriate experience.

Supplementary Requirement:

- Candidate must possess at least 9 years (or more) appropriate experience in **Education field (proof must be attached)**.
- Candidate must be at the functional level Grade 5 (or higher) or in a related work environment
- Competition is limited. **Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.**
- Candidates in possession of qualification and working experience in the Education field in terms of the minimum appointment requirements will have an added advantage. **(Proof must be attached)**;
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
- Computer Literacy will be an added advantage.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION SUBDIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: CIRCUIT OFFICES

Post Designation	:	Inspector of Education Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A recognized 4-year tertiary teaching qualification on NQF L7 **plus** 9 years teaching experience

Supplementary Requirement:

- Candidates must possess at least 5 years (or more) appropriate experience at functional level Grade 6 (or higher). **(Proof must be attached)**
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable period.
- Candidate must be computer literate

Enquiries: The Human Resource Office Tell no: 061- 293 9411

DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION SUBDIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: CIRCUIT OFFICES PROFESSIONAL DEVELOPMENT

Post Designation	:	Senior Education Officer Grade 6 (Generalist)
1x Post	:	Windhoek
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate Degree (or equivalent qualification) on NQF L8 plus 3 years appropriate experience **OR** an appropriate Degree (or equivalent qualification) on NQF L7 plus 5 years appropriate experience.

Supplementary Requirement:

- Candidates must possess an appropriate qualification in the Education field. **(Proof must be attached);**
 - Candidates with experience of handling and/administration of Textbooks at School level will have an added advantage (Proof must be attached);
 - Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
 - Computer Literacy will be an added advantage.
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**DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION
SUBDIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: EXAMINATIONS**

Post Designation	:	Senior Education Officer Grade 6 (Regional Examination Officer: REXO)
1x Post	:	Windhoek
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate Degree (or equivalent qualification) on NQF L8 plus 3 years appropriate experience **OR** an appropriate Degree (or equivalent qualification) on NQF L7 plus 5 years appropriate experience.

Supplementary Requirement:

- Candidates with experience as Head of Centre (JSC/NSSCO/NSSCAS Examinations) or in a related work environment will have added advantages. **(Proof must be attached).**
- Candidates in possession of a qualification in the Education field will have an added advantage. **(Proof must be attached)**
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable period. The Regional Examination Officer must extensively travel within the Khomas Region for inspection of examination centers and examination facilities/, investigate malpractices during examination.
- Candidate must be computer literate.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION
SUBDIVISION HUMAN RESOURCES**

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$291,128 –N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate Diploma on NQF Level 6 (or equivalent qualification)

Supplementary Requirement:

- Candidate must possess at least 5 years appropriate experience at the level of a Human Resource Practitioner Grade 8 (or higher) **(Proof must be attached)**.
- Candidates in possession of an appropriate Degree on NQF Level 7 or higher majoring in Human Resource Development/ Management will have an added advantage.
- Competition is limited. Staff members must have completed their probation successfully as a Human Resource Practitioner Grade 8 and may only compete for a vacancy, which is on the next higher grade.

Notes to Candidates:

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applications must be accompanied by comprehensive curriculum vitae, testimonials and certified copies of educational qualifications, academic records and identity documents.
- All foreign qualifications must be evaluated and certify letter(s) from Namibia Qualification Authority (NQA) must be attached.
- Confirmation of probation letter in current post must be attached.

NB Complete prescribed application forms in full "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application". Only shortlisted candidates will be considered.

Applications must be submitted to the following address:

**Khomas Regional Council
Directorate of Education, Arts and Culture
Private Bag 13236
WINDHOEK**

Or deliver by hand at:

**The Registry Office
6th Floor, Dr. Frans Indongo Gardens
WINDHOEK**

Enquiries: The Human Resource Office Tell no: 061- 293 9411
