

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION SUBDIVISION: SETTLEMENT ADMINISTRATION OKATJORUU

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Okatjoruu
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 9. 000 per annum

Appointment requirements: National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience.

Additional requirements: Preference will be given to candidates with a National Diploma in the following field: Business Administration / Business Management/ Public Administration/ Public Management/ Logistics and Supply Chain Management/Project Management/ Business Information System (NQF Level 6). Candidates must have 8 years' appropriate experience in Administration of which three (3) years must be at Chief Administrative Officer Grade 8 or equivalent. Interested candidates must be in possession of a valid driver's license (Code B).

Main Duties

- Ensure the update of existence of Inventory Sheets by the Official in Charge of the Main Stock Control Point.
- Update Counter Book, Loan Register and filing copies of all Vouchers.
- Authorize the issuing/receipt vouchers and Counter Books.
- Assist the Directorate of Planning and Development on issues relating to the construction of houses under housing programs.
- Provide monthly reports to the Constituency Councillor and both the Deputy Directors of Administration and Development Planning.
- Carry out any other official duties, in line of duty, assigned from time to time, by the Supervisor.

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION SUBDIVISION: CONSTITUENCY SUPPORT OKAKARARA

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

Appointment Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus 3 Years appropriate experience

Additional Requirements: An appropriate National Diploma in Business Administration or Public Management / Administration or Logistic and Supply Management or Office Administration or Business Information System or equivalent qualification (NQF Level 6) or Grade 12 certificate (NQF Level 3) with 20 points in Grade 12 and E symbol in English plus 3 years appropriate experience in Administration or Supply Chain. Applicants should be in possession of a valid driving license.

Main Duties

- Provide budgetary input to the Control Admin Officer.
- Receive correspondences and channel all correspondences timely to all recipients.
- Responsible for proper filing of official documentation.
- Identify staffing needs/resources.
- Identify training needs of subordinates and submit proposals to the Chief Control Officer.
- Responsible for minute-taking at CDC meetings.
- Carry out any other reasonable task as delegated by the immediate supervisor.

**DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT
OTJIWARONGO**

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

Appointment Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus 3 Years appropriate experience

Additional Requirements: An appropriate National Diploma in Business Administration or Public Management / Administration or Logistic and Supply Management or Office Administration or Business Information System or equivalent qualification (NQF Level 6) or Grade 12 certificate (NQF Level 3) with 20 points in Grade 12 and E symbol in English plus 3 years appropriate experience in Administration or Supply Chain. Applicants should be in possession of a valid driving license.

Main Duties

- Provide budgetary inputs to the Control Admin Officer.
- Receive correspondences and channel all correspondences timely to all recipients.
- Responsible for proper filing of official documentation.

PSM CIRCULAR NO. C OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 MARCH 2025, CLOSING DATE 11 APRIL 2025

- Identify staffing needs/resources.
- Identify training needs of subordinates and submit proposals to the Chief Control Officer.
- Responsible for minute-taking at CDC meetings.
- Report IT related problems to the Chief control Officer.
- Coordinate community development projects at constituency level and communicate any relevant complaints to Chief Control Officer/ Directorate Planning and Development.
- Communicate customer complaints on basic services to relevant stakeholders.
- Assist the Directorate of Planning and Development on issues relating to OVCs, DBTP etc.
- Organize community meetings on the instructions of the Chief Control Officer.
- Implement relevant regional council policies, Rules and Regulations.
- Serve as the scribe during CDC meetings.
- Provide inputs for the compilation of the CDC monthly reports.
- Responsible for the cleanliness and image of the constituency buildings and premises.
- Responsible for the updating of CDC inventory registers.
- Carry out any other reasonable task as delegated by the immediate supervisor.

Application Procedures:

Interested applicants must complete the revised Public Service application form 156043 (APPLICATION FOR EMPLOYMENT) and Form 156094 (HEALTH QUESTIONNAIRE), which is obtainable from any Regional Offices of the Ministry.

Failure to attach necessary documents (original certified) **and complete part B.12 of the employment form and all items on the application forms correctly**, will disqualify your application. One testimonial from the current employer or Certificate of Service must be attached to the application. All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA). **All candidates from the Private Sectors and Public Enterprises must attach proof of their current position's obligations.**

**The Chief Regional Officer
Otjozondjupa Regional Council
P O Box 1682
Otjiwarongo
NAMIBIA**

**Or hand delivery:
Otjozondjupa Regional Council
3rd floor, Human Resource Office
22 Henk Wellem Street**

Enquiries: Ms. A.N. Kashikuka/ Mrs S.M.K. Tuahuku, Tel: 067 303702