

## OMUSATI REGIONAL COUNCIL

### DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES

### DIVISION: PLANNING AND DEVELOPMENT

### SECTION: HIV/AIDS

<b>Post Designation</b>	:	Senior Community Liaison Officer Grade 8
<b>1x Post</b>	:	Outapi
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirement:** An appropriate National Diploma or equivalent qualification at NQF Level 6 in any of the following fields: HIV/AIDS Management, Community Development/Adult Education /Sociology or Psychology, plus 3 years appropriate.

**Supplementary Requirements:** At least a code B driver's license which is older than a year.

#### **Main Duties:**

- Actively popularize the National HIV policy, promote, strengthen and implement a multi-sectoral approach to HIV/AIDS.
- Coordinate regional HIV/AIDS activities and provide secretarial functions to RACOC Secretariat.
- Collaborate with other institutions on workplace programmes.
- Supervise the implementation of HIV programmes in the region.
- Prepare and present HIV/AIDS Annual Plan and budget to RACOC and to the Regional Council for approval.
- Responsible for writing proposals for funding HIV/AIDS activities, prepare quarterly and financial reports for submission to the supervisor.
- Monitor and evaluate the HIV/AIDS activities in the region through System for Program Monitoring.
- Coordinate relevant events within the region in collaboration with the Directorate of Special Programmes in Ministry of Health and Social Services.
- Facilitate the provision of logistical and technical support to national events in collaboration with the stakeholders.
- Carry out any other duties as may be assigned from time to time.

#### **NB!**

- Applicants with foreign qualifications must attach evaluation letters of their qualifications from the Namibia Qualification Authority.
- Failure to complete all items of the application form for employment and not attaching all the necessary documents will disqualify the application.
- Fax, e-mail and late applications will not be considered.

Application must be submitted on a new revised Application Form of Employment 156043 (obtainable from any Government/Public Offices) and should be accompanied by a comprehensive CV and original certified copies of Educational Qualifications (Including transcripts/academic records) and Identity documents.

**Applications must be hand delivered or addressed to:**

**The Chief Regional Officer  
Omusati Regional Council  
Private Bag 523  
Outapi**