

OHANGWENA REGIONAL COUNCIL

DIRECTORATE FINANCE AND ADMINISTRATION

DIVISION ADMINISTRATION

SUBDIVISION: CONSTITUENCY SUPPORT

Post Designation	:	Control Administration Office Grade 6
1x Post	:	Omulonga
Salary Scale	:	N\$345,883 – N\$424,119
Transport Allowance	:	N\$10,512 Per annum
Housing Allowance	:	N\$17,424 Per annum
Remoteness Allowance	:	N\$9,000 Per annum

Minimum Requirements: A National Diploma or equivalent qualification in Business Administration / Public Management / Procurement Management / Community Development / Logistics and Supply Chain Management on NQF Level 6, plus six (6) years appropriate work experience of which three (3) years should be at the supervisory level at Chief Administrative Officer Grade 8 in Government or equivalent level and experience in Community Management will be an added advantage.

Additional Requirements: Preference will be given to applicants in possession of valid code B Driver's license driver's license.

DIVISION ADMINISTRATION

SUBDIVISION CONSTITUENCY SUPPORT: OKONGO

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Okongo
Salary Scale	:	N\$159,505 – N\$191,312
Transport Allowance	:	10,512.00 per annum
Housing Allowance	:	13,944 per annum
Remoteness Allowance	:	21,000 per Annum

Minimum Requirements: A Grade 12 Certificate or equivalent qualification (NQF Level 3), plus three (3) years appropriate experience in administration or a National Diploma or equivalent qualification (NQF Level 6), plus one (1) year appropriate experience in administration.

DIVISION ADMINISTRATION

SECTION: PUBLIC RELATIONS AND MEETINGS

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

Minimum Requirements: A Grade 12 Certificate or equivalent qualification (NQF Level 3), plus three (3) years appropriate work experience in administration. Or a

National Diploma or equivalent qualification (NQF Level 6), plus one (1) year appropriate experience in administration.

Additional Requirements: Candidates with qualifications in Office Administration/Management or Related Secretarial field of study or appropriate experience in Public Relations and Meetings will enjoy preference and proof of such experience must be attached to the application.

**DIVISION ADMINISTRATION
SECTION: TECHNICAL SUPPORT**

Post Designation	:	Chief Technical Assistant Grade 12
1x Post	:	Eenhana
Salary Scale	:	N\$107,753 – N\$129,240
Transport Allowance	:	10,512 per annum
Housing Allowance	:	13,944 per annum

Minimum Requirements: A Grade 12 Certificate or equivalent qualification (NQF Level 3), plus one (1) years appropriate experience in Lithographic press.

Additional Requirements: Preference will be given to applicants with experience of lithographic operation and proof of such experience must be attached to the application.

**DIRECTORATE PLANNING AND DEVELOPMENT SERVICES
SECTION: HIV /AIDS**

Post Designation	:	Community Liaison Officer Grade 9
1x Post	:	Eenhana
Scale of Salary	:	N\$185,920 – N\$222,994
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$13,944 per annum

Minimum Requirement: An appropriate National Diploma on NQF Level 6 with one or more of the following subjects: HIV and AIDS Management, Public Health, Health Economics, Sociology, Counseling, Community, Community Development and Project Management.

Additional Requirements: Preference will be given to applicants in possession practical experience in Community Health and must be in possession of valid code B Driver's license driver's license.

All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Applicants who fail to attach such proof will not be considered for short listing.

Application forms for employment must be completed in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

NB! Applicants must use one application form for each position applied for. Applicants who are/were employed somewhere else must attach their testimonials or certificate of service as proof of previous experience gained.

Only shortlisted candidates will be contacted and no personal documents will be returned. **Women and people with disabilities meeting the advertisement requirements are encouraged to apply.**

Application forms for employment (form 156043 & 156094) with a confirmation letter of probation in the current position, comprehensive curriculum vitae, original certified copies of qualifications as well as academic records and all necessary documents should be addressed to:

**The Chief Regional Officer
Ohangwena Regional Council
Private Bag 88011
EENHANA**

Or hand delivery to:

**Human Resources Division
Ohangwena Regional Council 108
Church Street
EENHANA**

Enquiries: Hafeni E Nghifimule 065-264301 or @ Julia Joseph 065 264 300
