

ERONGO REGIONAL COUNCIL
DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT ADMINISTRATION

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Otjimbingwe
Salary Scale	:	N\$ 354 883 – N\$ 424 119
Housing Allowance	:	N\$ 17 424 per annum
Transport Allowance	:	N\$ 10 512 per annum

Minimum requirements: A national Diploma or equivalent qualification on NQF Level 6 plus six (6) years appropriate experience.

Main duties of the job:

- Report on Information Technology related problems to the Regional Council Head Office.
- Coordination of settlement development activities in collaboration with the Settlement Development Committee and the regional Directorate of Planning.
- Oversee the revenue collection and account for all collected fees at settlements.
- Responsible for the provision and management of settlement services such as water supply and refuse removal/ waste management.
- Identify staffing needs/resources.
- Identify training needs of subordinates and submit proposals.
- Responsible and supervising minute-taking at Settlement Advisory/Development Committee meetings.
- Report administrative/technical related problems and customer complaints to the Deputy Directors: Administration and Technical Services respectively.
- Coordinate with the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots etc.
- Organize community meetings in consultation with the Deputy Director Administration or other relevant stakeholders.
- Provide budgetary input to the Deputy Director.
- Implement relevant Regional Council Rules and Regulations
- Compile monthly Settlement report.
- Supervise the cleanliness and image of settlement buildings and premises.
- Supervise the updating of settlement inventory registers.
- Responsible for the daily supervision of municipal services within settlement areas.
- Ensure proper financial management of the Settlement.
- Oversee the updating of the Loan Register.
- Authorize the issuing of Receipt Vouchers
- Monitor and control the Counter Book.
- Ensure safe keeping of all assets / stock of the Council in the Settlement Area.
- Carry out any other official duties assigned from time to time.

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