

MANAGEMENT CADRE

ERONGO REGIONAL COUNCIL DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: ADMINISTRATION

Post Designation	:	Deputy Director Grade 4
1x Post	:	Swakopmund
Housing Allowance	:	N\$ 121,560 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$ 83, 106 per annum
Running Cost	:	N\$ 27, 811 per annum
Total Allowance	:	N\$ 110 917 per annum

Minimum requirements: An appropriate B. degree at NQF L7, plus 9 years appropriate experience in the field of Public Management, Business Management, supply chain management and Public Sector Procurement Management.

Additional requirements: Honours/Master's Degree Qualifications in Public Management/Administration and/or Business Administration, supply chain Management and Public Sector Procurement Management will serve as an added advantage. Candidate must have a valid Code B Driver License.

Main Duties:

- Oversee Regional Tender Board activities.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plans.
- Responsible for council records management systems
- Identify the staffing needs within the Division.
- Identify the training needs of staff members and make recommendations to the Director General Services.
- Responsible for the timely compilation of Regional Council minutes.
- Ensure timely dissemination of agendas, notices and correspondences for council and management committee meetings.
- Ensure contract management on fleet, stores and security services. Move to Deputy Director Administration
- Responsible for the compilation of the divisional budget.
- Responsible for procurement and maintenance of Councils assets, records management and information technology system.
- Responsible for the development of the management plan for the Division.
- Ensure adherence to procurement procedures.
- Ensure the interpretation and application of relevant legislations policies and regulations on administrative matters.
- Compile and submit monthly, quarterly and annual reports to the Director.
- Responsible for the coordination and implementation of Disaster Risk Management Unit activities.
- Direct, coordinate and supervise activities in the division.
Carry out any other official duties assigned from time to time.

MAIN AREAS OF COMPETENCY

- System/ process coordination
- Government (Regional Council) business knowledge
- Personal drive ambitions and effectiveness
- Analytical and critical thinking
- Leadership qualities
- Good communicator in both oral and written
- Ability to generate concepts and ideas
- Team building and inclusiveness

People from designated groups and people with disabilities are encouraged to apply.

Fully completed probation period and proof of such should be attached as evidence

Interested applicants must complete the revised Public Service application form 156043 ("APPLICATION FOR EMPLOYMENT") and Form 156094 ("HEALTH QUESTIONNAIRE"), which are obtainable at all government offices.

Failure to complete all items on the application forms correctly and not attaching all the necessary documents will disqualify the application.

A comprehensive Curriculum Vitae, originally certified copies of Educational Qualifications, Identity Document, testimonials for candidates from outside the public service must be attached to the applications.

All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA).

Applications should be addressed to:

The Chief Regional Officer
Erongo Regional Council
Private Bag 5019
SWAKOPMUND

Or hand deliver to:

Human Resources Office
Erongo Regional Council
461 Tobias Hainyeko Street
SWAKOPMUND

Faxed applications will not be considered.

**Enquiries: Dr. M Ntelamo Tel.no. 064-4105750/Ms MJ Nicolao Tel: no.064-410
5758**
