

ZAMBEZI REGIONAL COUNCIL
DIRECTORATE: HUMAN RESOURCES, FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: KONGOLA SETTELEMENT

Post Designation	: Control Administrative Officer Grade 6
1X Post	: Kongola settlement
Salary Scale	: N\$ 354 883 – N\$ 424 119
Housing Allowance	: N\$17 424 pa
Transport Allowance	: N\$ 10 512 pa

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13th cheque in the birth month, optional membership to a generous medical aid scheme is available and various leave benefits under certain conditions.

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

Additional requirements: Preference will be given to Candidates with 6 years' appropriate experience of which three (3) years must be at the supervisory level considering the functional and post level of the position.

Interested candidates must be in possession of a valid three (3) years driver's license (Code B). Computer Literacy is essential as well as excellent communication skills.

Main Duties:

- Report 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.
- Provide budgetary inputs to the Deputy Director.
- Identify staffing needs /resources.
- Identify training needs of subordinates and submit proposals.
- Responsible and supervise 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.
- Implement relevant Regional Council Policies, Rules and Regulations.
- Compile monthly Settlement report.
- Supervise the cleanliness and image of settlement buildings and premises.
- Supervise the updating of settlement inventory registers.

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- 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.
- Ensure the reconciliation of transport transactions and produce monthly reports.
- Organize proper handling of correspondences (incoming/outgoing mail).
- Organize community meetings on request of the Regional Councillor responsible for the Constituency.
- Ensure minute-taking and submission of CDC minutes to the Regional Council.
- Report Information Technology related problems to Information Technology Section. Provide support services to the Regional Emergency Management Unit.
- Attend to customer complaints/inputs / suggestions on basic services to relevant service providers.
- Oversee the cleanliness and image of Constituency Office.

Application Procedure: An application should be made on (on form 156043) obtained at all Government Offices, attach a comprehensive curriculum vitae and certified copies of educational qualifications, and academic transcripts and a letter of confirmation of probation.

Prospective applicants who do not meet the prescribed minimum qualification requirements as outlined above are advised not to apply. Only candidates who meet the prescribed qualification requirements will be considered for possible shortlisting.

Foreign qualifications should be accompanied by NQA evaluation report and be attached to the application form for employment. Failure to complete all items on the application form for employment and not attaching the necessary documents will lead to the disqualification of the application, Women and persons with disabilities are encouraged to apply.

Only shortlisted candidates will be contacted. No application forms for employment, CV and other supporting documents shall be returned to the applicants.

Enquiries: **Mr Shikoyen Abraham, Deputy Director: Administration or MS T.L Muyoba, Acting Deputy Director: Human Resources**, Tel: (066) 261700

DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION
DIVISION: REGIONAL PLANNING
SUBDIVISION: POPULATION AND STATISTICS

Post Designation	:	Development Planner Grade 8
Salary Scale	:	N\$ 238 825 - N\$ 392 158
Housing Allowance	:	N\$ 17 424 pa
Transport Allowance	:	N\$10 512 pa
Duty Station	:	Katima Mulilo

Minimum Requirements: A Bachelors Degree or (equivalent qualification) on NQF Level 7, Majoring in one or more of the following: Statistics, Demography, Mathematics, Econometrics, Accounting, Computer Science, Sociology, Geography

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and one or more of the above mentioned as additional subjects plus six (6) years appropriate experience.

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13th cheque in the birth month, optional membership to a generous medical aid scheme is available and various leave benefits under certain conditions.

Summary of duties:

- Compile Project Identification Form (PIFs) and project proposals for the Region.
- Monitor and advise the Consultants and the Council on projects implementation.
- Liaise with National Planning Commission Secretariat and Line Ministries on national policies, objectives, strategies or action plans which impacts on Regional economic development.
- Facilitate the process of identifying economic opportunities and challenges in the region and share with other stakeholders.
- Prepare and submit project progress reports.
- Provide technical input to the formulation of Regional Economic Development Plans.
- Assist in the formulation of the National Development Plans (NDPs).
- Liaise with Geographical Information System Analyst, Town Planner, Statistician and other stakeholders for effective implementation of projects and programmes.
- Assist in the project formulation and implementation of regional economic and social activities.
- Attend Constituency Development Committee, Settlement Development Committee meetings.
- Render secretarial services to the Regional Development Coordinating Committee and Regional Aids Coordinating Committee.
- Assess the impact of development programmes and projects in the region

The incumbent must have the following skills:

- Computer literate, Interpersonal, Communication skills, Report writing, Analytical and Project proposal writing.

Enquiries: **Mr Cletius Mubita**
Deputy Director: Planning and Development
Contact: 066- 261716

All applications on (form 156043) should be addressed to:

The Chief Regional Officer
Zambezi Regional Council
Private Bag 5002
Katima Mulilo
TEL: (066) 261700

**OR Hand delivered to the Human Resources Division, Zambezi Regional Council,
1st Floor, Katima Mulilo**
