

IKKHARAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: LIFELONG LEARNING, ARTS AND CULTURE SECTION: CULTURE

Post designation	:	Senior Culture Officer Grade 8
1x Post	:	Keetmanshoop Regional Office
Scale of Salary	:	N\$ 238, 825 x P – 285, 420
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An appropriate Degree on NQF Level 7 or equivalent qualification plus three (3) years' experience OR appropriate Diploma on NQF Level 6 or equivalent qualification plus five (5) years' experience majoring in: Culture studies/Heritage studies/ History/Sociology/Anthropology/Tourism and Ethnology.

Supplementary Requirements:

- A 3 or 4 year qualification majoring in the above fields as indicated in the minimum requirements.
- Excellent communication and interpersonal skills to promote Culture and Heritage.
- Valid driver's license.
- Computer literacy in Microsoft Word, Excel and Power Point.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

DIVISION: LIFELONG LEARNING, ARTS AND CULTURE SECTION: ARCHIVES AND REGIONAL RECORD CENTRE

Post designation	:	Senior Archivist Grade 7
1x Post	:	Keetmanshoop Regional Office
Scale of Salary	:	N\$ 291, 128 x P – 347, 926
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An appropriate B. Degree on NQF L7 or equivalent qualification.

Supplementary Requirements:

- Candidate must possess at least 3 years appropriate experience at the level of an Archivist Grade 9 (Proof must be attached)
- Candidate in possession of an appropriate B.Degree on NQF L7 (or higher) majoring in Archives/Records Management/ Cataloguing (or equivalent qualification) will have an added advantage.
- Competition is limited. Staff members must have completed their probation successfully as an Archivist Grade 9 and may only compete for a vacancy, which is on the next higher grade.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

Application forms should be addressed to:

**The Regional Director
Directorate of Education, Innovation, Youth, Sports, Arts and Culture
| | Kharas Regional Council
Private Bag 2160
Keetmanshoop**

OR

**Hand deliver at the Directorate of Education, Innovation, Youth, Sports, Arts and Culture
Wheeler Street, Keetmanshoop: | | Kharas Region.**
