

## KHOMAS REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: GENERAL SERVICES

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 354, 883 x P – 424, 119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma or equivalent qualification on (NQF L6) plus appropriate experience

#### **Supplementary Requirement:**

- Candidate must possess a National Diploma (or equivalent) on NQF L6 majoring in Procurement and/or stock control administration and/ or management/ Logistics and or Supply Management / Business Management and/or Administration/ Public Management and/or Administration. **(Proof must be attached)**;
  - Candidate must possess at least 5 years (or more) appropriate experience at the level of a Chief Administrative Officer Grade 8 or in a related working environment at a supervisory level. **(Proof must be attached)**.
  - Candidates in possession of an appropriate Degree on NQF Level 7 or higher majoring in the above-mentioned qualifications will have an added advantage. **(Proof must be attached)**;
  - Competition is limited. Staff members must have completed their probation successfully as a Chief Administrative Officer Grade 8 and may only compete for a vacancy, which is on the next higher grade
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### SECTION: ADVISORY SERVICES

<b>Post Designation</b>	:	Senior Education Officer Grade 6(Afrikaans Grade 8 – AS)
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 354, 883 x P – 424, 119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate Degree (or equivalent qualification) on NQF L8 **plus** 3 years appropriate experience; OR

An appropriate Degree (or equivalent qualification) on NQF L7 **plus** 5 years appropriate experience.

#### **Supplementary Requirement:**

- Candidate must possess 3 appropriate teaching experience in Afrikaans Grade 8 - NSSCAS; (Proof must be attached);

- Candidates must possess an appropriate teaching qualification majoring in Afrikaans in terms of the minimum appointment requirements (Proof must be attached);
  - Teaching experience in German/French/Portuguese will have an added advantage
  - Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
  - Computer Literacy will be an added advantage.
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### **SUBDIVISION: HUMAN RESOURCES**

<b>Post Designation</b>	:	Chief Human Resource Practitioner Grade 6
<b>1 x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 354, 883 x P – 424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Diploma on NQF Level 6 (or equivalent qualification).

**Supplementary Selection Requirements:**

- Candidate must possess at least 5 years (or more) appropriate experience at the level of a Senior Human Resource Practitioner Grade 7 (Proof must be attached).
  - Candidates in possession of an appropriate Degree on NQF Level 7 or higher majoring in Human Resource Development/ Management will have an added advantage.
  - Competition is limited. Staff members must have completed their probation successfully as a Senior Human Resource Practitioner Grade 7 and may only compete for a vacancy, which is on the next higher grade.
  - Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
  - Computer Literacy will be an added advantage.
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<b>Post Designation</b>	:	Senior Human Resource Practitioner Grade 7
<b>2 x Posts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 291, 128 x P – 347, 926
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Diploma on NQF Level 6 (or equivalent qualification).

**Supplementary Selection Requirements:**

- Candidate must possess at least 5 years (or more) appropriate experience at the level of a Human Resource Practitioner Grade 8 (Proof must be attached).
- Candidates in possession of an appropriate Degree on NQF Level 7 or higher majoring in Human Resource Development/ Management will have an added advantage.
- Competition is limited. Staff members must have completed their probation successfully as a Human Resource Practitioner Grade 8 and may only compete for a vacancy, which is on the next higher grade.

- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
  - Computer Literacy will be an added advantage.
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<b>Post Designation</b>	:	Human Resource Practitioner Grade 8
<b>2 x Posts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 238, 825 x P – 285, 420
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Diploma on NQF Level 6 (or equivalent qualification).

**Supplementary Selection Requirements:**

- Candidates in possession of an appropriate Degree on NQF Level 7 or higher majoring in Human Resource Development/ Management will have an added advantage.
  - Candidate must possess at least 3 years appropriate experience in Human Resource Administration/Management (Proof must be attached).
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**SUBDIVISION: ADULT AND CONTINUING EDUCATION PROGRAMMES**

<b>Post Designation</b>	:	Education Officer Grade 8
<b>1 x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 238, 825 x P – 285, 420
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Degree or equivalent qualification on NQF Level 7

**Supplementary Selection Requirements:**

- Only applicants in possession of appropriate qualification on NQF Level 7 or higher majoring in Adult Education will be considered; and
  - Computer Literacy and a valid Driver's License will be an added advantage.
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**SUBDIVISION: SECRETARIAL SUPPORT**

<b>Post Designation</b>	:	Private Secretary Grade 9
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 195, 216 x P – 234, 144
<b>Housing Allowance</b>	:	N\$ 13, 944.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate National Diploma (or equivalent qualification) on NQF Level 6.

**Supplementary Selection Requirements:**

- Candidates **must** possess at least 3 years (or more) appropriate experience as an Office Administrator/Administrative Officer/ Personal Assistant/ Secretariat. **(Proof must be attached)**.
  - Candidates must possess an appropriate Diploma at NQF L6 (or higher) majoring in Office Management/Administration / Secretariat studies will have an added advantage **(Proof must be attached)**.
  - Candidates in possession of an appropriate qualification on NQF L7 in Office Management/Administration/ Secretariat studies will have an added advantage. **(Proof must be attached)**.
  - Candidates **must** be computer literate **(Proof must be attached)**
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#### **SUBDIVISION: ARCHIVES AND INFORMATION SERVICES**

<b>Post Designation</b>	:	Librarian Grade 9
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 195, 216 x P – 234, 144
<b>Housing Allowance</b>	:	N\$ 13, 944.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

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

**Supplementary Selection Requirements:**

- Candidate must possess an appropriate B. Degree (or equivalent) on NQF L7 majoring in Library Science and/or Library and Information Science/Studies. **(Proof must be attached)**;
  - Candidate who possesses at least two (2) year (or more) appropriate experience will have an added advantage
  - Computer Literacy will be an added advantage.
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#### **SUBDIVISION: ARCHIVES AND INFORMATION SERVICES**

<b>Post Designation</b>	:	Assistant Librarian Grade 10
<b>2x Posts</b>	:	1x Windhoek Public Library 1x Greenwell Matongo Community Library
<b>Salary Scale</b>	:	N\$159, 505 x P – 191, 312
<b>Housing Allowance</b>	:	N\$13, 944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma on (NQF L6) or equivalent qualification.

**Supplementary Requirement:**

- Candidate must possess an appropriate National Diploma majoring in Library Science and/or Library and Information Science/Studies. (Proof must be attached);
  - Candidate who possesses at least one (1) year (or more) appropriate experience will have an added advantage
  - Computer Literacy will be an added advantage.
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## KHOMAS REGION

<b>Post Designation</b>	:	Principal Grade 5
<b>2 x Posts</b>	:	Khomas 1: M.H. Greeff Primary School Khomas 2: Aris Grundschule Primary School
<b>Salary Scale</b>	:	N\$ 432, 601 – 517, 195
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject (s) to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

### Supplementary Requirement:

- Candidates in possession of 5 years (or more) experience at the functional level Grade 6 (or higher) at school or in a related work environment. **(Proof must be attached)**
- Competition is limited. **Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.**
- Candidates must be suitably /appropriately qualified or trained for the phase he or she applies for in terms of the provision of the National Curriculum for Basic Education (2016)

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### CIRCUIT 1

<b>Post Designation</b>	:	Head of Department Grade 6
<b>1 x post</b>	:	Havana Primary School
	:	Junior Primary Phase Department: English and Oshikwanyama or Oshindonga or Afrikaans Pre-primary - Grade 3
<b>Salary Scale</b>	:	N\$ 354, 883 – 424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

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### CIRCUIT 2

<b>Post Designation</b>	:	Head of Department Grade 6
<b>1 x post</b>	:	Martti Ahtisaari Primary School
	:	Junior Primary Phase Department: English and Afrikaans Pre-primary - Grade 3
<b>Salary Scale</b>	:	N\$ 354, 883 – 424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

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**Post Designation** : Head of Department Grade 6  
**1 x post** : Pionierspark Primary School  
: Languages Department: English and Afrikaans  
Grade 4 – 7  
**Salary Scale** : N\$ 354, 883 – 424, 119  
**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

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**Post Designation** : Head of Department Grade 6  
**2 x posts** : Olof Palme Primary School  
1x Junior Primary Phase Department: English and  
Khoekhoegowab or Otjiherero Pre-primary - Grade 3  
1x Languages Department: English and Afrikaans  
Grade 4 – 7  
**Salary Scale** : N\$ 354, 883 – 424, 119  
**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

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### CIRCUIT 3

**Post Designation** : Head of Department Grade 6  
**1 x post** : Van Rhyn Primary School  
: Social Sciences Department [Social Studies Grade  
4 – 7 and Religious and Moral Education will be an  
added advantage]  
**Salary Scale** : N\$ 354, 883 – 424, 119  
**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

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**Post Designation** : Head of Department Grade 6  
**1 x post** : Michelle Mclean Primary School  
: Social Sciences Department [Social Studies Grade  
4 – 7 and Physical Education will be an added  
advantage]  
**Salary Scale** : N\$ 354, 883 – 424, 119  
**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

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### CIRCUIT 4

**Post Designation** : Head of Department Grade 6  
**2 x posts** : Namutuni Primary School  
1x Junior Primary Phase Department: English and  
Oshindonga or Afrikaans Pre-primary - Grade 3  
1x Mathematics and Science Department:  
Mathematics and Natural Science Grade 4-7  
**Salary Scale** : N\$ 354, 883 – 424, 119  
**Housing Allowance** : N\$ 17, 424 per annum

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<b>Post Designation</b>	:	Head of Department Grade 6 (Re-advertisement)
<b>1 x post</b>	:	Windhoek High School Languages Department: English 1 <sup>st</sup> Language and Afrikaans 1 <sup>st</sup> Language Grade 8 – AS
<b>Salary Scale</b>	:	N\$ 354, 883 – 424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

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<b>Post Designation</b>	:	Head of Department Grade 6 (Re-advertisement)
<b>1 x post</b>	:	CJ Brandt High School Social Sciences Department: Geography and History Grade 8 – 11
<b>Salary Scale</b>	:	N\$ 354, 883 – 424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

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<b>Post Designation</b>	:	Head of Department Grade 6 (Re-advertisement)
<b>1 x post</b>	:	Highline Secondary School Languages Department: English and Afrikaans Grade 8 - 11
<b>Salary scale</b>	:	N\$ 354, 883 – 424,119
<b>Housing allowance</b>	:	N\$ 17, 424 per annum
<b>Transport allowance</b>	:	N\$ 10, 512 per annum

**Minimum Appointment Requirements:** A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience  
OR

- An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the subject(s) to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

**Additional Selection Requirements:**

- Competition is limited. **Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.**
- Candidates must be suitably /appropriately qualified or trained in terms of the provision of the National Curriculum for Basic Education (2016)
- The shortlisting of Heads of Department posts will be done in terms of the major fields of study and appropriate years of teaching experience.

**NOTES TO CANDIDATES:**

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applications must be accompanied by comprehensive curriculum vitae, testimonials and certified copies of educational qualifications, academic records and identity documents.

- All foreign qualifications must be evaluated and certify letter(s) from Namibia Qualification Authority (NQA) must be attached.
- Confirmation of probation letter in current post must be attached.

**NB Complete prescribed application forms in full** "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application". Only shortlisted candidates will be considered.

Enquiries Contact Person: **The Human Resource Office Tell no: 061 - 293 4508**

Applications must be submitted to the following address:

**Khomas Regional Council  
Directorate of Education, Innovation, Youth, Sports, Arts and Culture  
Private Bag 13236  
WINDHOEK**

**OR**

**Deliver by hand at: The Registry Office  
6th Floor, Dr. Frans Indongo Gardens:  
Windhoek**

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