

MANAGEMENT CADRE

//KHARAS REGIONAL COUNCIL

DIRECTORATE: FINANCE, HR AND ADMINISTRATION

Post Designation	:	Director Grade 3
1xPost	:	Keetmanshoop
Salary Scale	:	N\$554, 603 – N\$588, 548
Salary Notch	:	N\$ 554, 603 per annum
Housing Allowance	:	N\$131, 280 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$94 177.92 per annum
Running Cost	:	N\$29 454.96 per annum

Minimum Requirement: A Bachelor's Degree at NQF level 7 plus nine (9) years appropriate experience.

Supplementary Requirements: Three (3) years proven working experience on the level of Deputy Director Grade 4 in Finance, Administration or Human Resources Division.

Responsibilities: This job category includes personnel involved at operational level with the determination and execution of policy, organization, financing, personnel provisioning and utilization; the determination of procedures and control as well as the making of decisions and liaising of certain functional activities.

Main Duties:

- Provide advisory support services to the Chief Regional Officer on Human Resources, Finance and Administration.
- Supervise the functions of the Human Resources, Finance and Administration.
- Assist in the formulation, implementation, Monitoring & Evaluation of the Regional Councils strategic plans.
- Ensure the proper implementation and dissemination of Council resolutions.
- Responsible for the preparation of the Regional Council budget, implementation and control.
- Liaise with the Regional Council and Local Authorities on the implementation of the decentralization policies.
- Develop and implement guidelines on human resource matters in collaboration with Regional Council and relevant line ministries including staff training and development.
- Provide administrative and financial support services to the Regional Council to ensure compliance with prescribed staff and finance rules and standards.
- Develop the Strategic Plan of the Directorate and oversee its implementation.
- Participate in the decentralization awareness raising campaign and ensuring the implementation of the Decentralization Action Plan (DAP).
- Ensure correct interpretation and application of all relevant Acts, Policies, Treasury Instructions and Personnel Administration Measures (PAM).
- Promoting good governance by developing standards and operational procedures.

- Ensure that inspections are carried out within the Regional Council, Constituencies and Settlement areas to ensure compliance with prescribed staff and finance rules and standards.
- Oversee proper recording of Council minutes.

Enquiries: Mr. Megameno Shikongo 063– 221909 or Mr. Dawid Konjore 063 – 221929

Applications must be submitted on the revised application form 156043 (obtainable at all Government offices) and should be accompanied by a detailed CV and originally certified supporting documents **(ALL supporting documents should be originally certified by NAMPOL)**. **Public Servants should attach certified confirmation letter of probation, applicants from outside the Public Service should attach certified proof of employment clearly indicating their current position, rank and responsibilities.** All foreign qualifications must be submitted together with evaluation of qualification by Namibia Qualification Authority (NQA). Applicants who fail to complete **ALL** items on the application form **(Incomplete Applications)** and not attaching the necessary documents will disqualify the application. **NB In terms of the Affirmative Action Act, Act 29 of 1998 qualifying woman and persons with disabilities are encouraged to apply. NO fax applications will be accepted.** Applications should be forwarded to the following address:

**The acting chief regional officer
//kharas Regional Council
Private Bag 2184
Keetmanshoop**
