

## OHANGWENA REGIONAL COUNCIL

### DIRECTORTE FINANCE AND ADMINISTRATION DIVISION ADMINISTRATION SUBDIVISION AUXILIARY SERVICES

<b>Post designation</b>	:	Control Administrative Officer Grade 6
<b>1xPost</b>	:	Eenhana (Head Office)
<b>Salary Scale</b>	:	N\$ 354, 883-N\$ 424, 119
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum

**Minimum requirements:** A National Diploma or equivalent qualification (NQF Level 6) plus 6 years appropriate experience of which three (3) years should be in Procurement and Stock Control environment. The applicant **MUST** be on the level of Chief Administrative Officer Grade 8 or equivalent level for applicants outside the Public Service. Candidate must have extensive knowledge and experience in the application of the Public Procurement Act, Fleet Management, Stock Control and Registry as well as served as a member of **internal procurement structure** and Valid Driver's License (Proof must be attached thereof).

**Key performance areas:** As per the Post Profile of Control Administrative Officer Grade 6, Auxiliary Services in Regional Councils.

Person in the designated groups and person with disabilities are encouraged to apply. Applicants within the Public Service must attach proof of confirmation of probation to their application for employment and those from the Private Sectors and Public Enterprises must attach proof of their current position's obligations (testimonials, certificate of service from former and current employer). Any part of the application form that do not apply to you please indicate as such by writing **N/A**.

Completed application for employment, together with a comprehensive curriculum vitae and original certified copies of educational qualifications, identity document and certificate of service must be addressed to:

**The Chief Regional Officer**  
**Ohangwena Regional Council**  
**Private Bag 88011**  
**EENHANA**

**Enquiries:** Human Resources: **Tel. No.:** 065 – 264301/17/23/27

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