

MANAGEMENT CADRE

OMUSATI REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES DIVISION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Deputy Director Grade 4
1xPost	:	Outapi
Scale of Salary	:	N\$517, 195 –N\$ 543, 728
Housing Allowance	:	N\$121, 560 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$83, 106 per annum
Running Cost	:	N\$27,811 per annum

Minimum Requirement: A B-Degree at NQF Level 7 plus nine (9) years appropriate experience.

Supplementary Requirements: Candidate must have served Five (5) years and above at a Specialized/Senior Supervisory level i.e Grade 6 or equivalent level if coming from outside the Public Service (applicants from outside the Public Service must attach proof of their current levels). Preference will be given to candidates with a B-Degree in Human Resources Management or equivalent qualification.

Main duties:

- Advises the Accounting Officer and other Line Managers on all human resources related matters.
- Coordinates the training and development of human resources.
- Facilitate the implementation of the Performance Management System.
- Ensure the implementation of the Regional Council's resolutions on human resources matters.
- Responsible for the compilation of the human resources budget.
- Responsible for preparation, implementation, revision and monitoring of the Affirmative Action Plans for the Regional Council.
- Spearheads the implementation of workplace wellness program.
- Ensures statistical reports are submitted to the Office of the Prime Minister.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr M. Senalye/Ms. H. N. Mungandjela @ 065 251019

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION

Post Designation	:	Deputy Director Grade 4
1xPost	:	Outapi
Scale of Salary	:	N\$517, 195 –N\$ 543, 728
Housing Allowance	:	N\$121, 560 per annum
Motor Vehicle Allowance	:	

Capital Cost : N\$83, 106 per annum
Running Cost : N\$27,811 per annum

Minimum Requirement: Minimum Requirement: A B-Degree at NQF Level 7 plus nine (9) years appropriate experience.

Supplementary Requirements: Candidate must have served Five (5) years and above at a Specialized/Senior Supervisory level i.e Grade 6 or equivalent level if coming from outside the

Public Service (applicants from outside the Public Service must attach proof of their current levels). Preference will be given to candidates with a B-Degree in Public Administration/Management, Logistics and Supply Chain Management or Public Sector Procurement Management or equivalent qualification. Knowledge and experience in Public Procurement will serve as an added advantage.

Main duties:

- Monitors procurement process and adhere to procedures.
- Supervises the functions of auxiliary services, constituency support and settlement administration.
- Ensure deliveries of procurement contracts.
- Compile Divisional budget.
- Ensures maintenance of Council's assets and records management.
- Compiles and submit monthly, quarterly and annual reports to the Directors.
- Coordinates and implements Disaster Risk Management activities.
- Participates in the formulation and implementation of the Council Strategic Plan.
- Ensures timely dissemination of minutes, agendas, notices and correspondences for Council and Management Committee Meetings.
- Oversees the implementation of policies and directives.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr M. Senalye/Ms. H.N. Shimuningeni @ 065 251019

NB!

- Applicants with foreign qualifications must attach an evaluation letter of their qualification issued by Namibia Qualifications Authority.
- Applications must be submitted on Form 156043 (obtainable from any Public Service Office) and should be accompanied by a comprehensive CV and certified copies of Educational Qualifications and Identity Document.
- Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.
- Failure to complete all items on the application form for employment and not attaching all necessary documents will disqualify the application.

Applications must be addressed to:

**The Chief Regional Officer
Omusati Regional Council**

**Private Bag 523
Outapi**

**Or Hand delivered @Erf 1080, Namaungu Street
Omusati Regional Council, Head Office
Human Resources Office, Room D-3
Outapi**

OMUSATI REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION SUBDIVISION: AUXILLIARY SERVICES

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Outapi
Scale of Salary	:	N\$354, 883 – N\$424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: A National Diploma or equivalent qualification at NQF Level 6.

Supplementary Requirements

Candidate must have served Six (6) years appropriate experience of which Two (2) years should be at supervisory level of Chief Administrative Officer Grade 8 or equivalent supervisory level. Preference will be given to candidates with a National Diploma in Public Management/Administration or Logistic and Supply Chain Management or Public Sector procurement Management or equivalent qualification. Knowledge and experience in Public Procurement will serve as an added advantage.

Main duties:

- Supervises the functions of the Subdivision Auxiliary Services.
- Draws up and oversee fleet management, stock control and procurement process for the Regional Council.
- Participates in the development of the Strategic Plan.
- Monitors, adherence to policies and directives.
- Participates in the development and implementation of the Annual Plan.
- Prepares budget for the Subdivision.
- Implement Performance Management System.
- Carry out any other official duties assigned from time to time.

NB!

- Applicants with foreign qualifications must attach an evaluation letter of their qualification issued by Namibia Qualifications Authority.
- Applications must be submitted on Form 156043 (obtainable from any Public Service Office) and should be accompanied by a comprehensive CV and certified copies of Educational Qualifications and Identity Document.
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