

ERONGO REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION

DIVISION: HUMAN RESOURCES MANAGEMENT

SUBDIVISION : TRAINING

Post Designation	:	Learning and Development Officer Grade 8
1xPost	:	Head Office Swakopmund
Scale of Salary	:	N\$ 250 767 –N\$ 299, 691
Salary Notch	:	N\$250,767.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An appropriate National Diploma on NQF L6.

Main Duties:

- Draw up Regional Council's Training Plan and oversee its implementation.
- Carrying out training needs assessment for institutional review and ensure capacity building in the Regional Council in consultation with line managers/Training Committee.
- Analyze training materials related to training and human capital development, serve as a member of the Training Committee.
- Facilitate in-house training as decided by the Training Committee, conduct induction of new employees /seconded staff.
- Conduct induction of new employees/delegated staff
- Develop and maintain a training database for all staff members and service providers, on a monthly, quarterly, and annual basis, review progress against personal development plans.
- Advise the Training Committee on training matters, evaluate outcomes of training and prepare reports and recommendations for the Training Committee.
- Coordinate and disseminate information on all training activities.
- Submit training applications for discussion in the Training Committee, draft terms, and reference to evaluate applications and monitor outsourced training.
- Coordinate training interventions with the parent Ministry and the Line Ministries as needed.
- Serve as a Secretary of the Training Committee, monitor, and evaluate annual work plan and report progress to the Supervisor.
- Carry out any other official duties as may be assigned from time to time.

Enquiries: Ms. Mary Jane Nicolao, Tel: 064 410758 or Mr Abner P. Abner, Tel: 064 4105726

DIVISION: ADMINISTRATION

SUBDIVISION: AUXILIARY SERVICES

SECTION: PROCUREMENT AND STOCK CONTROL

Post Designation : Senior Administrative Officer Grade 10

PSM CIRCULAR NO. G OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 03 SEPTEMBER 2026, CLOSING DATE 02 OCTOBER 2026

1xPost	:	Head Office Swakopmund
Scale of Salary	:	N\$ 167 481–N\$ 200 878
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1-year appropriate experience

OR

Senior Secondary Certificate or equivalent qualification on NQF L3 **plus** 3 years appropriate experience

Main Duties:

- Responsible for the procurement and safekeeping of Council supplies and stock.
- Facilitate timely payments to suppliers.
- Ensure the maintenance of Council buildings and office equipment.
- Interpret and ensure adherence to frameworks for procurement and stock-control systems.
- Supervise and direct subordinates within the section.
- Prepare requisitions for expenditure to the Economizing Committee.
- Prepare submissions of acceptance of donations.
- Provide input for the compilation of section reports e.g. loss, inspections.
- Compile list of assets for disposal in terms of the Treasury Instructions.
- Record the transfer and the movement of assets (Regional Council/Line Ministries).
- Registering the opening and closing of stock control points.
- Carry out the Secretarial function of the Economizing Committee.
- Carry out inspections of stock at Constituency and Settlement offices.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr Abner P. Abner/ Ms Maria Mikkael Tel: 064-410 5756 or Tel: 064 4105741

DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION
DIVISION: REGIONAL PLANNING
SUBDIVISION: POPULATION AND STATISTICS

Post Designation	:	Chief Development Planner Grade 6 (Chief Statistician) Grade 6
1xPost	:	Head Office Swakopmund
Scale of Salary	:	N\$ 372,627 –N\$ 445,325
Salary Notch	:	N\$372,627 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An appropriate B. degree on NQF L7 or equivalent qualification, majoring in one or more of the following subjects: Statistics, Applied Statistics, Mathematics, Population and Development Studies, Demography, Economics, Econometrics, Research, Sociology, Geography and one or more of the above-mentioned additional subjects.

Main Duties:

- Interpret policies and implementation of policy frameworks at the Regional Council.
- Provide technical input in the Directorate operational plan in line with the strategic plan.
- Assess the compiled data and report to the Deputy Director Development Planning, Regional Council and other stakeholders.
- Advise the Council and other stakeholders on population and statistics related issues.
- Conduct regional research on population and statistics for decision making and socio-economic development.
- Ensure that regional database is updated on time e.g. statistical and GIS databases.
- Implement plans within defined time and resource limits.
- Liaise with Namibia Statistics Agency and other data collectors to harmonize regional data.
- Identify staff training and development needs and make recommendations.
- Appraise staff and make recommendations.
- Ensure adherence to relevant policies and procedures.
- Ensure that the work schedule of subordinates is supervised and program targets are met.
- Carry out any other official duties assigned from time to time

Post Designation	:	Statistician Grade 8
1xPost	:	Head Office Swakopmund
Scale of Salary	:	N\$ 250, 767 –N\$ 299, 691
Salary notch	:	N\$250,767 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An Appropriate B. Degree on NQF Level 7 or equivalent qualification majoring in one or more of the following subjects: Statistics, Applied Statistics, Mathematics, Population and Development Studies, Demography, Economics, Econometrics, Research, Sociology, Geography and one or more of the above-mentioned additional subjects.

Main Duties:

- Collect, compile, analyze and store regional data.
- Assess and interpret regional data for decision making.
- Conduct regional research.
- Produce monthly, quarterly and annual reports.

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- Monitor, Evaluate and verify regional data on population, unemployment, diseases, poverty and socio-economic issues.
- Liaise with Namibia Statistics Agency and other data collectors to harmonize regional data.
- Establish and maintain a regional socio-economic database for planning and development.
- Monitor and evaluate changes and trends of socio-economic data.
- Disseminate information on the socio-economic development indicators of the region to relevant stakeholders at all levels.
- Attend to queries from data users at all levels.
- Promote awareness on statistics in the region.
- Make user-friendly reports and presentations on statistical data.
- Carry out any duties assigned from time to time.

Enquiries: Mr Sylvester Mubila, Tel: 064 410722 or Mr Abner P. Abner, Tel: 064 4105726

**DIRECTORATE: INFRASTRUCTURE DEVELOPMENT
DIVISION: TECHNICAL SERVICES**

Post Designation	:	Engineer Grade 6
1xPost	:	Head Office Swakopmund
Scale of Salary	:	N\$ 372, 627– N\$445, 325
Salary notch	:	N\$372,627.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: Registration as a Professional Engineer **or** Incorporated Engineer with the Engineering Council of Namibia.

Note: Proof of registration must be submitted

Main Duties:

- Interpret and ensure implementation of policy frameworks at the Regional Council in line with approved legislation.
- Provide technical input in Directorate and Divisional operational planning ensuring that outcomes support the strategic plan and decentralization.
- Oversee the establishment of procedures for controlling, monitoring and progress reporting of activities of work programmes in the division.
- On a monthly, quarterly and annual basis, review progress against individual and divisional plans and against budgets.
- Ensure that work plans are drawn up.
- Provide advice to the Regional Council on matters pertaining to planning.
- Compile monthly, quarterly and annual reports of the Regional Council.
- Monitor and evaluate annual work plan and report progress to the Council.
- Monitor and prepare progress reports on capital projects for Regional Council.

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- Prepare development budget for the division and engineering services for settlement areas.
- Deal with consultants and contractors for services in Regional Councils and settlement areas.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms. Dimari Van Rensburg, Tel: 064 4105758 or Mr Abner Abner, Tel: 064 4105726

Application must be submitted to:

**The Chief Regional Officer
Erongo Regional Council
Private Bag 5019
SWAKOPMUND**

Or Hand delivery at:

**Erongo Regional Council
Human Resources Department
Acacia Building, 461 Tobias Hainyeko Street
SWAKOPMUND**
