

MANAGEMENT CADRE

HARDAP REGIONAL COUNCIL

DIRECTORATE: REGIONAL DEVELOPMENT INTEGRATION

DIVISION: RURAL SERVICES

Post Designation	:	Director Grade 3
1xPost	:	Mariental
Scale of Salary	:	N\$ 582, 333- N\$ 617, 976
Housing Allowance	:	N\$ 131, 280 per annum
Capital Cost	:	N\$ 94, 178 per annum
Running Cost	:	N\$ 29, 455 per annum

Minimum requirements: An appropriate Bachelor Degree at NQF Level 7 plus nine (9) years appropriate experience.

Supplementary requirements: The candidate must be at a managerial level of a Deputy Director 4 or equivalent for at least four (4) years' experience, with proven managerial abilities emphasis in strategic management, decentralization and personnel/technically related organizational components(s) of delegated functions. Must be computer literate and must have a valid driver's license.

Competitive field: Candidates from outside the Public Service must have experience in related fields on management level.

Main Duties:

- Provide advisory support services to the Chief Regional Officer on Regional Economic and Social activities.
- Ensure supervision, communication, coordination, formulation of regional policies and create awareness of policies, programs and procedures impacting on regional economic planning, and decentralization amongst line Ministries.
- Develop Strategic Plan of the Directorate and oversee its implementation.
- Ensure the Preparation of annual work plans and budgets derived from Regional Economic and Social Empowerment Plan;
- Oversee the implementation, Monitoring & Evaluation of the strategic plans and budgets are aligned to national sector guidelines and performance indicators set by LMs; Compile, control and implement the Directorate budget (operational and capital)
- Provide advice to Regional Council on matters pertaining to Regional Economic Planning.
- Interpret and ensure compliance to national and sectoral policies Responsible for the implementation of policy frameworks.
- Ensure effective Management, safe keeping and proper utilization of the movable and immovable properties of the decentralized functions.

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

- Oversee the development and reviewing of procedures and guidelines in respect of Community Mobilization and IGA as well as the facilitation of the development of National Community Development Policy.
- Oversee the coordination of all labor management and Social Welfare Services.
- Ensure effective execution and coordination of the Print and Audio Visual production function, to enhance information dissemination on economic & social and development of general governance in the region.
- Oversee the establishment of procedures for planning, public participation, controlling, monitoring and progress reporting on activities of work programs in the Directorate.
- Supervise, control and coordinate the implementation of Regional Councils decision, programs and plans related to economic and social empowerment.
- Ensure that the staff needs assessment and review of institutional capacity building is undertaken for the Directorate.
- Access and determine staffing needs of the Directorate. Coordinate advice and oversee implementation of national policies regarding economic and social empowerment function. Responsible for periodic assessment, update and review of management plans.
- Present monthly, quarterly and annual reports.
- Promote good governance by developing standards and operational procedures.
- Ensure the proper implementation of relevant /council decisions.
- Participate in the decentralization awareness raising campaign and oversee the implementation of Decentralization Action Plan (DAP)
- Ensure correct interpretation and application of all relevant acts and Policies.
- Promoting good governance by playing a role in 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.
- Carry out any other official duties as may be assigned from time to time.

Enquiries: Mr. Werner W. Coetzee /Katrina Van Wyk Tel: 063 – 245800

Applications must be addressed to:

**The Acting Chief Regional Officer
Hardap Regional Council
Private Bag 2017
Mariental**

or Hand delivered at the: The Human Resources Offices, Mariental, First Floor, West Wing
