

KAVANGO EAST REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Chief Human Resource Practitioner Grade 6
1xPost	:	Rundu
Salary Scale	:	N\$ 372, 627–N\$ 445, 325
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 majoring in Human Resource plus six (6) years appropriate experience.

Supplementary Requirements: Preferences will be given to candidates at Supervisory level of Senior Human Resource Practitioner Grade 7 with extensive knowledge of Human Resource Administration, Affirmative Action (AA), Performance Management System (PMS), Industrial Relations and Employees Wellness.

Main duties of the job:

- Compliance and interpretation with the Public Service Act, Education Act, Public Service Staff Rules, Regulations and other relevant Acts and Regulations.
- To ensure uniformity, efficiency and effective administration of personnel matters in the region.
- Interviewing and / or selecting people for appointment / promotion.
- Making proposals on the adjusting of Cabinet, Public Service Commission and Ministerial Delegations.
- Advising on (or assisting with) the compiling of requests / proposals regarding adjustment of organizations and post establishments, casual employments, overtime remuneration, employment in addition to the fixed establishment.
- Assessing the staffing needs of the Ministry and have the necessary establishment proposals drafted for consideration by the Office of the Prime Minister.
- Determining of all training needs in respect of personnel administration.
- Participating in collective meetings with Trade Unions.
- Conducting inspections within the Office to ensure compliance with prescribed staff rules and standards.
- Handling grievances, representations, misconduct and labour related issues.
- Providing counseling and guidance concerning the maintenance and development of human resources.
- Liaising and consulting directly with the Office of the Prime Minister on all personnel administration matters.
- Monitoring the disposition of personnel.
- Supervising subordinates which includes organizing, controlling, verifying, distributing / allocating, co-coordinating, delegating and supplementing of their work.
- Undertaking inspections in respect of subordinates on their performance in order to enhance professionalism.
- Budgeting for and controlling of expenditure applicable on personnel offices.

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- Monitoring the utilization of office stocks and supplies.
- Any other work related duties assigned by the supervisor.

“Failure to complete all items on a latest revised application form for employment, not attaching evaluation letter (s) of foreign qualification, VIP Payroll system certificates and necessary documents will disqualify the application”.

Enquiries: Ms. Anna – Rosa N. Muye, [Tel:066-266000](tel:066-266000)

Applications must be addressed to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu**

Or Hand delivery to:

**Human Resource Office No. 15
Kavango East Regional Council
Maria Mwengere Street
Rundu**
