MANAGEMENT CADRE

OHANGWENA REGIONAL COUNCIL
DIRECTORATE: REGIONAL DEVELOPMENT INTEGRATION

Post Designation	**:**	Director Grade 3
1x Post	**:**	Eenhana
Scale of Salary	**:**	N$ 582,333-617, 976
Housing Benefit	**:**	N$131,280 per annum
Motor Vehicle Allowance		
Capital Costs	:	N$ 94,178 per annum
Running Costs	:	N$ 29,455 per annum
Total Allowance	**:**	N$123, 633 per annum

Minimum Requirements: A Bachelor Degree at NQF Level 7 (or equivalent qualification) plus 9 years appropriate experience.

Supplementary Requirements: The candidate must be at a managerial level of a Deputy Director Grade 4 or equivalent with proven managerial abilities with emphasis in strategic management, decentralization and personnel/technically related organizational component(s) of delegated functions. Must be computer literate and must have a valid driver`s license.

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 the 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 by ensuring that annual work plans and budgets are aligned to national sector guidelines and performance indicators set by LM's.
- Compile, control and implement the Directorate budget (operational and capital).
- Provide advice to the 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.
- 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 labour 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' decisions, programs and plans related to economic and social empowerments.
- Ensure that the staffing needs assessment and review of institutional capacity building is undertaken for the Directorate.
- Asses 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 the 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 rules and standards.
- Carry out any other official duties as may be assigned from time to time.

Enquiries: Mr. Fillipus H Shilongo, Chief Regional Officer @ 065 – 264306

Applications must be addressed to:

The Chief Regional Officer	**OR**	**Hand delivery to:**
Ohangwena Regional Council		**Human Resources Division**
Private Bag 88011		**Ohangwena Regional Council**
Eenhana		**108 Church Street, Eenhana**

OHANGWENA REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Eenhana
Salary Scale	:	N$372,627-N$445,325
Housing Allowance	:	N$17,424 per annum
Transport Allowance	:	N$10,512 per annum
Remoteness Allowance	:	N$ 9,000 per annum

Minimum requirement: National Diploma or equivalent qualification (NQF Level 6) plus six (6) years appropriate experience.

Supplementary requirements: Applicant must be on the level of Chief Administrative Officer Grade 8 or equivalent with extensive experience in Administration and Community Development and a valid code B driver's license.

DIVISION: HUMAN RESOURCES MANAGEMENT
SUBDIVISION: OCCUPATIONAL SAFETY, HEALTH AND EMPLOYEE WELLNESS

Post Designation	:	Senior Health Programme Officer Grade 7
1x Post	:	Eenhana
Salary Scale	:	N$305,684 – N$365,322
Housing Allowance	:	N$17,424 per annum
Transport Allowance	:	N$10,512 per annum

Minimum requirements: An appropriate Bachelor Degree or equivalent qualification on NQF Level 7 plus three (3) year experience in Occupational Health Services/Social Welfare Services/Nursing Services/Employee Wellness/Industrial Psychology. Registered with the Health Professions Council of Namibia in terms of the Health Professions Act, 2024 (Act No. 16 of 2024) and a valid code B driver's license.

DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT ADMINISTRATION

Post Designation	:	Accountant Grade 8
1x Post	:	Ongenga Settlement
Salary Scale	:	N$250,767-N$299,691
Housing Allowance	:	N$17,424 per annum
Transport Allowance	:	N$10,512 per annum
Remoteness Allowance	:	N$9,000 per annum

Minimum requirement: An Appropriate National Diploma or equivalent qualification on NQF Level 6.

Supplementary requirements: Applicant must have a Pastel Accounting Qualification or Training experience or have a Billing System knowledge or knowledge in Collection Revenue and proof should be attached. Preference will be given to candidates in the field of Accounting.

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES
DIVISION: DEVELOPMENT AND PLANNING
SUBDIVISION: DEVELOPMENT PLANNING

Post Designation	:	Development Planner Grade 8
1x Post	:	Eenhana
Salary Scale	:	N$250,767-N$299,691
Housing Allowance	:	N$17,424 per annum
Transport Allowance	:	N$10,512 per annum

Minimum Requirement: An Appropriate Bachelor Degree or equivalent qualification on NQF Level 7.

Supplementary requirements: A valid driving license.

DIRECTORATE COMMUNITY HEALTH
SECTION: HIV AND AIDS

Post Designation	:	Community Liaison Officer Grade 9
1x Post	:	Eenhana
Salary Scale	:	N$204, 977 – N$245, 851
Transport Allowance	:	N$13 944 per annum
Housing Allowance	:	N$10,512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6 in HIV/AIDS Management or Community Development or Adult Education or Sociology or Psychology or Counseling or Public Health.

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT

Post Designation	:	Senior Administrative Officer Grade 10
4x Posts	:	1x Epembe
	:	1x Oshikunde
	:	1x Ongenga
	:	1x Ohangwena (Onhuno)
Salary Scale	:	N$167,481-N$200,878
Housing Allowance	:	N$13,944 per annum
Transport Allowance	:	N$10,512 per annum
Remoteness Allowance	:	Epembe & Ongenga: N$9,000 per annum
	:	Oshikunde: N$21,000 per annum

Minimum requirement : An appropriate National Diploma or equivalent qualification on NQF Level 6 plus 1-year appropriate experience in Administration.

OR

Senior Secondary Certificate or equivalent qualification on NQF Level 3 plus three (3) years appropriate experience in Administration.

Enquiries: Ms. Anna Katri Mwandingi or Ms. Olivia N. Kamhulu, Tel. No.: 065 264300

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The Chief Regional Officer
Ohangwena Regional Council
Private Bag 88011
EENHANA

Or
Hand delivery to:
Human Resources Division
Ohangwena Regional Council
108 Church Street
EENHANA