MANAGEMENT CADRE

ERONGO REGIONAL COUNCIL

DIRECTORATE: DEVELOPMENT PLANNING, MONITORING & EVALUATION

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

Minimum Requirements: An appropriate Bachelor Degree on NQF Level 7 or equivalent qualifications in one of the following fields: Development Planning or Economics or Project Management or Regional and/or Rural Development plus nine (9) years appropriate experience.

Supplementary Requirements: Preferences will be given to candidates with four (4) years served at the level of Deputy Director Grade 4 or equivalent level. Applicants must have a valid driver's licence.

Key Performance Areas:

- Coordinate the planning process and consult the Regional Development Coordinating Committee and other development partners in respect of development planning.
- Ensure supervision, communication, coordination, formulation of regional policies and create awareness of policies, programmes and procedures impacting regional development planning, and decentralization amongst line ministries.
- Approval of expenditure within approved financial management procedures and guidelines.
- Compile, control and implement the Directorate budget (operational and capital). Coordinate the statistical activities in the Region.
- Develop an Operational Plan of the Directorate and oversee its implementation add to all Directors.
- Participate in the decentralisation awareness raising campaign and ensuring the implementation of the Decentralisation Action Plan (DAP).
- Provide advice to the Regional Council on matters pertaining to planning and development.
- Interpret and ensure compliance to national and sectorial policies.
- Responsible for the implementation of policy frameworks.
- Identification of staff training needs.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plans.
- Provide leadership and guidance to the Directorate.
- Oversee the establishment of procedures for planning, public participation, controlling, monitoring and progress reporting of activities of work programmes in the Directorate.
- Oversee the work of the Regional Development Coordinating Committee and Regional Aids Coordinating Committee Secretariats.

- Oversee the integration of infrastructure development needs into a Regional Infrastructure Plan.
- Supervise, control and coordinate the implementation of Regional Councils decisions, programmes and plans related to planning and development.
- Ensure that the staff needs assessment and review of institutional capacity building is undertaken for the Directorate.
- Liaise with Central Bureau of Statistics.
- Assess and determine staffing needs of the Directorate.
- Coordinate advice and oversee implementation of national policies regarding rural services, planning and development, housing, land, conservation and community development.
- 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 mainstreaming of HIV and AIDS within the development planning programmes.

Enquiries: Mr. M Kamwi, Tel: 064-410 5715 and Ms. E Haindongo, Tel: 064-4105738

Applications must be addressed to:

The Chief Regional Officer
Erongo Regional Council
Private Bag 5019
Swakopmund

Or hand delivery to:

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

ERONGO REGIONAL COUNCIL

DIRECTORATE : FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SECTION: OFFICE SUPPORT

Post Designation	:	Senior Private Secretary Grade 8
1x Post	:	Swakopmund
Salary Scale	:	N$ 250,767 - N$ 299,691
Transport Allowance	:	N$ 10,512 per annum
Housing Allowance	:	N$ 17,424 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus three (3) years appropriate experience.

Experience and skills
- Excellent -time management, planning and organizing skills;
- Ensure confidentiality at all times.
- Ability to work independently and initiative.
- Proven proficiency in Microsoft office programmes/Excel/ other relevant software.

Purpose of the post:
The incumbent of this office will be assisting the Chief Regional Officer and Management to make best use of their time by providing effective and efficient administrative support to Council.

Key accountabilities:
- Coordinate, supervise and control the functions of the Office.
- Assist the Chief Regional Officer with diverse official obligations.
- Liaise with Directorates at the Regional Council and with other stakeholders.
- Facilitate meetings and take minutes when required.
- Compile, forward and distribute correspondences.
- Draft or and type correspondence, letters, minutes and memos/memoranda.
- Perform general office administration duties.
- Follow up on correspondence and scheduled reports.
- Receive, screen, forward and make telephone calls.
- File and retrieve correspondence and documentation.
- Maintain and update diaries and other sources of reference.
- Make appointments, reservations and traveling arrangements.
- Manage schedules, arrange appointments and coordinate travel arrangements
- Take and relay messages.
- Order office supplies.
- Make photocopies and collect documents.
- Carry out/perform any other official duties assigned from time to time.

Enquiries: Ms Maria Mikkael, Tel: 064-410 5741 and Ms NM Simasiku, Tel: 064 -410 5719

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Erongo Regional Council
Private Bag 5019
Swakopmund

Or hand delivery to:

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Human Resources Department
Acacia Building, 461 Tobias Hainyeko Street
Swakopmund

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5
1x Post	:	Brandberg Primary School (Omaruru Circuit)
Salary Scale	:	N$ 454,232 - N$ 543,055
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) qualification plus seven (7) years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus seven (7) years teaching experience.

Supplementary Requirements:

- Candidate must possess at least five (5) years (or more) experience at the functional level Grade 6 (or higher).
- Candidate must have a professional teaching qualification that would enable him/her to teach at the appropriate phase.

Post Designation	:	Head of Department Grade 6
Area of specialization	:	**Junior Primary: English and Afrikaans**
1x Post	:	Namib Primary School (Swakopmund Circuit)
Salary Scale	:	N$ 372,627 - N$ 445,325
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	**Sciences: Mathematics and Natural Science and Health Education, Grade 4-7**
1x Post	:	Kuisebmund Primary School (Walvis Bay Circuit)
Salary Scale	:	N$ 372,627 - N$ 445 325
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	**Social Sciences Grade 4-7**
1x Post	:	Waldfrieden Primary School (Omaruru Circuit)
Salary Scale	:	N$ 372,627 - N$ 445,325
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements:

- The shortlisting of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
- Preference will be given to candidates who have proven teaching experience at the appropriate phases.

DIVISION: GENERAL SERVICES

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus six (6) years appropriate experience in Administration or related fields.

Supplementary Requirements: Preference will be given to applicants with a Bachelor of Business Administration or Public Management or Public Administration or related field on NQF Level 7. The applicants must have served three (3) years at the level of Chief Administrative Officer Grade 8 or supervisory level. Interested applicants must be in possession of a valid two (2) years driver's license (Code B). Computer Literacy is essential as well as excellent communication skills.

SUBDIVISION: HUMAN RESOURCES

Post Designation	:	Human Resource Administrator Grade 11

1x Post	:	Swakopmund Regional Office
Salary Scale	:	N$ 139,636 - N$ 167,481
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: A Senior Secondary Certificate or equivalent qualification on NQF Level 3.

Supplementary Requirements: An appropriate National Diploma on NQF Level 6 majoring in Human Resource Management.

SUBDIVISION: FINANCIAL MANAGEMENT
SECTION: BUDGET CONTROL, REVENUE AND CREDITORS

Post Designation	:	Accounts Assistant Grade 11
1x Post	:	Swakopmund Regional Office
Salary Scale	:	N$ 139,636 – N$ 167,481
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: A Senior Secondary Certificate or equivalent qualification on NQF Level 3.

Supplementary Requirements: An appropriate National Diploma on NQF Level 6 majoring in Accounting.

Enquiries: Ms Elizabeth Shikongo/ Mr Rehabeam Halwoodi, Tel: 064-4105149/064 -4105148

Applications must be addressed to:

The Acting Director
Directorate of Education, Arts and Culture
Human Resources Administration
Private Bag 5024
Swakopmund

Or hand delivery to:

Erongo Regional council
Tobias Hainyeko Street
Swakopmund

Attention: Human Resource Administration
