

OHANGWENA REGIONAL COUNCIL

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

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Okongo
Scale of Salary	:	N\$354,883 –N\$ 424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: An Appropriate National Diploma or equivalent qualification on NQF Level 6 in the field of Public Administration, Public Management or Business Administration, plus 6 years appropriate experience of which three (3) years should be at the level of Chief Administrative Officer Grade 8 level in the Public Sector or equivalent in the Private Sector. A valid driver's license will be an added advantage.

**DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES
SECTION: OFFICE SUPPORT**

Post Designation	:	Private Secretary Grade 9
1xPost	:	Eenhana
Scale of Salary	:	N\$195,216 –N\$ 234,144
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6.

Additional requirements: Candidates with qualifications in Office Administration/Management or Related Secretarial field of study and appropriate experience will enjoy preference. Proof of such experience must be attached to the application.

**DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES
SECTION: TRANSPORT**

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Eenhana
Scale of Salary	:	N\$159,505 –N\$ 191,312
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus 1-year appropriate experience or Grade 12 Certificate (NQF Level 3) plus 3-years appropriate experience.

Additional Requirements: Preference will be given to candidates with experience in Transport/Fleet Management and Valid Driver's License Code CE. Proof of such experience must be attached to the application.

Enquiries: Ms. Olivia N. Kamhulu or Ms. Anna-Katri Mwandangi @ Tel. No.: 065 264300

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

Post Designation	:	Engineer Grade 6
1xPost	:	Eenhana
Scale of Salary	:	N\$354,883– N\$ 424, 119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: Registration as Professional Engineer/Incorporated Engineer with the Engineering Council of Namibia

Additional Requirements: A B Degree on NQF Level 7 in Engineering (**Civil**) plus appropriate experience and a valid driver's license.

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

Post Designation	:	Economist Grade 8
1xPost	:	Eenhana
Scale of Salary	:	N\$238,825 –N\$ 285,420
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 with one or more of the following major subjects: Economics, Business Economics and Accountancy or Cost Accounting and certified copy of academic record/transcripts.

Additional Requirements: A valid driver's license

Enquiries: Mr. Etuhole I Haimbili or Ms. Anna-Katri Mwandangi @ Tel. No.: 065 264300

Foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached. Applicants who fail to attach such proof will not be considered for short listing. Application forms for employment must be completed in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

NB! Applicants must use one application form for each position applied for.

Applicants who are/were employed somewhere else must attach their testimonials or certificate of service as proof of previous experience gained.

Only shortlisted candidates will be contacted and no personal documents will be returned.

In terms of the Affirmative Action Act, 1998 (Act 29 of 1998), women and people with disabilities who meet the advertised requirements are encouraged to apply. Application forms for employment (form 156043) and Health questionnaire (form 156094) with a confirmation letter of probation in the current position, comprehensive curriculum vitae with comprehensive details of work-related experience and exposure, original certified copies of Certificate/s of Service from previous employer/s if any, original certified copies educational qualifications, as well as academic records and all necessary documents should be addressed to:

**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**