

HARDAP REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

SECTION: ADVISORY SERVICES

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| Post Designation | : | Senior Education Officer Grade 6 (Pre-Primary) |
| 1 x Post | : | Mariental |
| Salary Scale | : | N\$ 337 984 – N\$403 922 |
| Housing Allowance | : | N\$ 14 520 per annum |
| Transport Allowance | : | N\$ 8760 per annum |

Minimum Requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years of appropriate experience or an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years of appropriate experience

Supplementary Requirement: Specialization and proven experience in Pre Primary Teaching with Afrikaans and or Khoekhoegowab as MOI will be an added advantage.

Enquiries: Ms. Juanita Motinga
Chief Education Officer
Tel (063) 245705

Ms. Anel Beukes
Human Resources Practitioner
Tel (063) 245749

SECTION BUILDING AND MAINTENANCE

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| Post Designation | : | Chief Works Inspector Grade 7 |
| 1xpost | : | Windhoek |
| Salary scale | : | N\$277,264 – N\$331,358 |
| Housing allowance | : | N\$14, 520 per annum |
| Transport Allowance | : | N\$8,760 per annum |

Minimum requirement: An appropriate National Diploma or equivalent qualification on NQF L6 OR An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience OR An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience in Capitol Project Management, technical problem solving, reading of technical designs.

DIVISION PROGRAMS AND QUALITY ASSURANCE SUBDIVISION PROFESSIONAL DEVELOPMENT SECTION TEACHERS RESOURCE CENTRES

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| Post Designation | : | Education Officer Grade 8 |
| 1xPost | : | Rehoboth |
| Salary Scale | : | N\$ 227, 453 – N\$271, 828 |
| Housing Allowance | : | N\$ 14, 520 per annum |
| Transport Allowance | : | N\$ 8, 760 per annum |

Minimum Requirements: An appropriate Degree in Education (or equivalent) at NQF Level 7.

Supplementary Requirement: A valid Driver's license will be an added advantaged.

Enquiries: Mr. Heinrich Rittmann
Chief Education Officer
Tel (063) 245705

Ms. Rentia Links
Human Resources Practitioner
Tel (063) 245711

**SUBDIVISION: GENERAL SERVICES
SECTION PROCUREMENT, STOCK CONTROL, TRANSPORT, DOMESTIC SERVICES & IT.
SUBSECTION PROCUREMENT AND STOCK CONTROL**

Post Designation : Senior Administrative Officer Grade 10
1xPost : Mariental
Salary Scale : N\$ 151,910 – N\$182,202
Housing Allowance : N\$ 14, 520 per annum
Transport Allowance : N\$ 8, 760 per annum

Minimum Requirements: An appropriate National Diploma (Public Administration or Business Administration) or equivalent qualification (NQF Level 6) plus one (1) year of appropriate experience **OR** a Grade 12 Certificate with 20 points over 5 subjects plus E-symbol in English (NQF Level 3) PLUS 3 years appropriate experience in Government of Stock Taking, Procurement, and Budgeting.

Candidates must be computer literate with a code B valid driver's license added advantaged Candidates in the Public Service should attach their copy of the confirmation of probation letter.

Enquiries: Ms. Asumptha Kaoseb
Chief : Education Officer
Tel (063) 245700

Ms. Rentia Links
Human Resources Practitioner
Tel (063) 245711

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE
SUBDIVISION: PROFESSIONAL DEVELOPMENT**

Post Designation : Chief Hostel Matron Grade 12
1xPost : Kalkrand Hostel
1xPost : Empelheim Hostel
1xPost : Stampriet Hostel
Salary Scale : N\$ 102, 622 – N\$123 086
Housing Allowance : N\$ 11, 616 per annum
Transport Allowance : N\$ 8, 760 per annum

Minimum Requirements: A Grade 10 Certificate (or equivalent qualification) at NQF Level 2.
Supplementary Requirement: Five (5) years of appropriate working experience will be an added advantage.

Enquiries: Ms. Anel Beukes/Ms. Rentia Links
Human Resource Practitioner
Tel (063) 245700

Note:

PSM CIRCULAR NO. G OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 01 AUGUST 2023, CLOSING DATE 01 SEPTEMBER 2023

All foreign qualifications must be evaluated (attach NQA evaluation report)

Complete a prescribed application form in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. **Candidates should forward their application forms with a cover letter from their respective Human Resource Offices. Testimonials with experience specifications is a must.**

The possibility is not excluded that errors might have been made in compilation of the request for advertising of these vacancies, or that a post has been advertised, which should not have been advertised. If such errors occurred and later discovered, the Ministry reserves the right not to fill such posts. Applicants within the Public service applying for promotional posts must attach letters of confirmation of probation in current positions.

Perspective applicants who do not meet the appointment requirements as outlined above are advised not to apply. Only candidates who meet the prescribed appointment requirements will be considered for possible shortlisting and will be notified accordingly.

Please note that applications posted should reach this office before the closing dates to avoid delaying recruitment processes.

Applications must be forwarded to:

**The Regional Director
Directorate of Education, Arts and Culture
Hardap Regional Council
Subdivision Human Resources
Private Bag 2122
MARIENTAL**

OR

Hand Delivered to:

**Hardap Regional Council
Directorate of Education, Arts and Culture
Subdivision Human Resources
MARIENTAL**
