

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT

DIRECTORATE: RURAL DEVELOPMENT

DIVISION: SECTOR DEVELOPMENT COORDINATION

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| Post Designation | : | Control Administrative Officer Grade 6 |
| 1xPost | : | Okashana Rural Development Centre (Oshikoto Region) |
| Salary scale | : | N\$ 337 984 x P – N\$ 403 922 |
| Housing Allowance | : | N\$ 14 520.00 per annum |
| Transport Allowance | : | N\$ 8 760.00 per annum |

Minimum requirements: An appropriate National Diploma or equivalent on NQF Level 6 plus six (6) years of appropriate working experience of which three (3) years should be at supervisory level.

Additional Requirements: One (1) year of appropriate working experience must be in enterprise development or overseeing aspects of development projects, including staff supervision, at the implementation level, e.g. Coordinator, Community Outreach Officer or equivalent role. Applicants must have a valid driver's license (Code B) for a minimum of one (1) year.

Preference will be given to applicants with a recognised Bachelor's Degree at NQF 7 in Business Management, Agricultural Management, Rural Development and Entrepreneurship.

Main duties of the job

- Operational manager of the Rural Development Centre, responsible for the daily planning, organisation, supervision and administration of activities of the Centre;
- Identifying local initiatives in the rural economy with economic potential for improving rural livelihood and formulating support initiatives for rural communities. These initiatives include viable and sustainable income-generating activities, technical support for smallholder farmers, SMEs and entrepreneurs such as artisans in rural areas;
- Coordinating engagements with local communities and stakeholders in rural development as well as support to local innovation through value additions and development of appropriate technology products, processes and services for the rural communities;
- Overall administration and supervision of the operations of the Centre technology workshops, products research, community outreach projects and managing the hospitality services;
- Preparation of quarterly activity and financial reports of budgets for various activities, and the implementation of the Centre's activities in compliance with the approved budget and work plans;
- Ensuring the Rural Development Centre's compliance with government administrative procedures and regulations, including health and safety standards;
- Managing sales and marketing of rural development initiatives, appropriate technology products and services.

Enquiries: Mr. Titus Endjala, Tel: 061- 2975067
