

## MINISTRY OF EDUCATION, ARTS AND CULTURE

### DEPARTMENT FINANCE AND ADMINISTRATION

#### DIRECTORATE: GENERAL SERVICE

#### DIVISION: ADMINISTRATION AND SUPPORT SERVICES

#### SUB-DIVISION: PROCUREMENT, STOCK CONTROL AND

#### SUPPORT SERVICES

#### SECTION: STOCK CONTROL

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 227, 453 - N\$ 271, 828
<b>Housing Allowance</b>	:	N\$ 14, 520 per annum
<b>Transport Allowance</b>	:	N\$ 8, 760 per annum

**Minimum Requirements:** National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience.

#### **Supplementary Selection Requirements:**

- Preference will be given to candidates with National Diploma in either of the following disciplines namely Logistics and Supply Chain Management, Public Management, Business Administration, Commerce plus four (4) years appropriate work experience of which three (3) years should be at supervisory level at Senior Administrative Officer Grade 10 in Government or equivalent level of experience in public Enterprise/Private sector.
- Candidates with Computer Literacy, strong supervisory skills, good report and minutes writing and communication skills.

#### **MAIN DUTIES**

- This job category class is advanced operational level who independently perform activities and occupational management (supervisory) level that includes organizational dictated personnel with administration of an occupationally related organizational component(s), and is responsible for:
- The proper staffing and operations of the subdivision, while ensuring that all works are carried out in accordance to established standards, procedures and guidelines;
- Establishing and enforcing standard and good practices within the Public service and implement the provisions of the State Finance Act, 1992, Treasury Instructions and Uniform Stock Control Manual amongst others;
- Drafting of submissions, memoranda, reports, minutes of meetings etc. in terms of various legislation and prescription;
- Serve as Head of Secretariat to Ministerial Housing Committee;
- Responsible for compiling Annual Stock Taking Plan, Subdivision Activities Annual Plans and Reports;
- Monitor, evaluate and improve supplier performances according to an appropriate service level agreement on a continues basis;
- Control and monitor delivery of goods procured and scrutinize procurement invoices/delivery against purchaser orders;
- Optimization and management of Stock Control Processes and procedures as prescribed in the Act and its regulations;
- Implement Performance Management System in the section and evaluate performance of subordinates as prescribed;
- Identify and assign task and responsibilities to the sub coordinates;
- Liaise with various stakeholders concerning Stock Control and Housing Committee and other Section related matters;
- Initiate, implement and monitor programs applicable to the Section;
- Inform and interpret all circulars to various stake holders concerning related;

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- Ensure that Audit Recommendations are corrected and implemented;
- Ensure that the Ministry adhere to State Finance Act, Treasury Instructions and Stock Control Manual/prescriptions;
- Monitor the attendance register of the section;
- Any other work related duties assigned by the supervisor.

**Enquiries:** Ms. Regina K Puteho Tel: (026461) 293 3056

**DIVISION: BUILDING AND MAINTENANCE**  
**SECTION: TENDERS, CONTRACTS, INSPECTION AND CAPITAL**  
**SUBSECTION: CLERICAL SUPPORT**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 151, 910 - N\$ 182, 202
<b>Housing Allowance</b>	:	N\$ 11, 616.00 per annum
<b>Transport Allowance</b>	:	N\$ 8, 760 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1-year appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus 3 years' appropriate experience

**Supplementary Selection Requirements:**

- Grade 12 with C symbol in English and valid Driver's license.
- Diploma in Public Management, Public Procurement Management, Business Administration at NQA level six (6)
- Experience Administrative environment with minute-taking and report writing/Secretariat Work/Services.
- Computer Literacy.
- A must of a valid Driver's License with 3 years or older.

**MAIN DUTIES**

- This job category includes personnel involved at operational level with directive intensive routine tasks with regard to provisioning and law administration to ensure the efficient administrative functioning of the Division Building and Maintenance, and is responsible for:
- Compliance with the Public Service Act, Public Service Staff Rules, Regulations, Public Procurement Act and its regulations, and other relevant Acts;
- Performing Administrative Activities per set standards and guidelines;
- Administering and organizing request to procure goods and services of the Division and execution thereof;
- Convene Capital Project meetings, take minutes, and distribute agenda items as per standards and guidelines;
- Compile Divisional Annual/Individual Procurement Plans and Annual, Quarterly and Monthly Reports, and submission thereof;
- Capturing requests, prepare and submit requests/specifications to procure goods and services, and record in the appropriate register;
- Capturing data for the Ministerial Capital Projects for effectiveness;
- Liaise with Procurement Management Unit, Directorate of Financial Management on procurement and Financial matters of the Division;
- Verify signature/specimen before processing;
- Scrutinizing procurement requests;
- Recording of incoming, outgoing Requests, General Expenses and Purchase Orders;

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- Responsible for own and subordinates' performance agreements, reviews and appraisals;
- Filing records, and safe keeping and updating of capital projects files and state property;
- Ensure that all state properties are properly maintained;
- Attend to all related queries;
- Safe delivery of confidential documents;
- Liaise with various stakeholders concerning Procurement related matters;
- Compilation of all relevant reports to the supervisor;
- Monitor the attendance register of the section;
- Any other work related duties assigned by supervisor.

**Enquiries:** Mr. Erastus Kaishungu Tel: (0926461) 293 3042

**Address:**

**The Executive Director  
Ministry of Education, Arts & Culture  
Private Bag 13186  
Windhoek**

**OR Hand delivered to:**

**Human Resource Office, 2<sup>nd</sup> floor  
The Ministry of Education, Arts and Culture  
Government Office Park, Luther Street  
East Wing, Room No. 275**

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