

## ERONGO REGIONAL COUNCIL

**DIRECTORATE: FINANCE AND ADMINISTRATION**  
**DIVISION: FINANCE AND ADMINISTRATION**  
**SUBDIVISION: OKOMBAHE SETTLEMENT OFFICE**

<b>Post Designation</b>	:	Senior Administration Officer Grade 10
<b>1x Post</b>	:	Okombahe
<b>Salary Scale</b>	:	N\$151,910 – N\$182,202
<b>Salary Notch</b>	:	N\$151,910 per annum
<b>Transport Allowance</b>	:	N\$7,860 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum

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

**Main duties:**

- Assist in the development of Strategic and Management plans.
- Provide budgetary inputs to the Control Administrative Officer
- Identify training needs of subordinates and submit proposals.
- Responsible for minute-taking at Settlement Advisory Committee meetings.
- Assist the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots.
- Organize community meetings on instruction of the Chief Control Officer or Settlement Development Committees.
- Serve as the Secretary during the Settlement Development Committee meetings.
- Responsible for the compilation of monthly settlement activity report.
- Responsible for the cleanliness and image of settlement buildings and premises.
- Responsible for the updating of settlement inventory registers and sheets.
- Responsible for the daily supervision of municipal services within settlement areas.
- Authorize the issuing/receipt vouchers and Counter Books.
- Receive and issue stock.
- Update various registers e.g. Loan Register, Main Register etc., distribution and Counter books.
- Prepare log sheets.
- Certify invoices of contractors entered with the Council.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms E Haindongo 064- 4105738 and Ms M J Nicolaõ 064-4105758

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**DIRECTORATE: FINANCE AND ADMINISTRATION**  
**DIVISION: FINANCE AND ADMINISTRATION**  
**SUBDIVISION: OMARURU CONSTITUENCY OFFICE**

<b>Post Designation</b>	:	Senior Administration Officer Grade 10
<b>1x Post</b>	:	Omaruru
<b>Salary Scale</b>	:	N\$151,910 – N\$182,202
<b>Salary Notch</b>	:	N\$151,910 per annum
<b>Transport Allowance</b>	:	N\$7,860 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum

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

**Main duties:**

- Implement relevant Regional Council policies, Rules and Regulations.
- Organize community meetings on the requests of the Control Administrative Officer Grade 6.
- Supervise subordinates.
- Provide inputs for the compilation of the Constituency Development Committee monthly reports.
- Provide budgetary inputs to the Control Administrative Officer Grade 6.
- Responsible for minute-taking at Constituency Development Committee meetings on request
- Assist with purchases at Constituency Office.
- Receive and channel all correspondences timely.
- Responsible for proper filing of official documentation.
- Identify training needs of subordinates and submit proposals to the Control Administrative Officer Grade 6.
- Attend to customer complaints on basic services.
- Responsible for the updating of Constituency office inventory registers.

Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by **original** certified copies of qualifications, Transcript of Academic record, ID document together with comprehensive Curriculum Vitae. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) to determine their level. Failure to answer or omission of any question on the application form may lead to automatic disqualifying the application.

**Applicants must attach proof of confirmation of probation to their application forms.**

**Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply.**

***Please note: Only shortlisted candidates will be contacted and no documents will be returned. No faxed documents or duplicate copies will be accepted.***

Applications should be addressed to:

**The Acting Chief Regional Officer  
Erongo Regional Council  
Private Bag 5019  
Swakopmund**

**Enquiries:** Ms E Haindongo 064- 4105738 and Ms M J Nicolaõ 064-4105758

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