

OFFICE OF THE PRESIDENT

DIRECTORATE: ADMINISTRATION DIVISION: REGIONAL GOVERNORS SUPPORT SERVICES

Post Designation	:	Control Administrative Officer Grade 6
3x Posts	:	1x Hardap Region
	:	1x Oshana Region
	:	1x Oshana Region
Salary Scale	:	N\$337,984 – N\$403,922
Transport Allowance	:	N\$7,680 per annum
Housing Allowance	:	N\$13,080 per annum

Minimum Requirements: National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience. Candidates with Bachelor Degree in Business Administration/Management or Public Administration/Management is advantageous. The candidate should have strong Organizational skills, communication skills, Teamwork and Interpersonal skills and problem solving skills.

Key Responsibilities:

- Work closely with the Regional Governor responsible for the Region
- Ensure that all purchases at Governor's Office are done according to the approved procurement procedure.
- Provide support services to the Governor's Office.
- Coordinate with central government.
- Oversees the administrative function in the Division Governor's Support Services.
- Draw up and oversee maintenance of the procurement and stock control system in the Governor's Office.
- Participate in the development of the Strategic Plan.
- Ensure that the archive, fleet management, Tender Board Regulation and Disaster Management Policies are adhered to.
- Develop and implement the Operational Plan
- Responsible for contract management on fleet, equipment, stores and security services.
- Prepare subdivision budget submissions monthly, quarterly and annual reports.
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NB: Applicants are informed that the positions are subject to vetting.

Note must be taken that Public Servants must have completed their probation. **Applicants who fail to attach the required documents will not be considered. Only shortlisted candidates will be contacted, and no personal documents will be returned.**

Faxed applications will not be considered.

Foreign qualifications must be evaluated by the Namibia qualification Authority (NQA) and proof of evaluation of qualification should be attached.

Applicants in designated groups especially women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply.

A completed application form (form 156043 obtainable at all Government Offices) with **confirmation letter of probation in the current position, a comprehensive curriculum vitae, original certified copies of educational qualifications and proof of citizenship must be addressed to:**

Application forms should be forwarded to:

**The Executive Director
Office of the President
Private Bag 13339
WINDHOEK**

For attention: Human Resources Office

Enquiries: Ms. Alma Nambundunga **OR** Wilhelmine Korad Tel 061- 2707111
