

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES

DIVISION: ADMINISTRATION

SUBDIVISION: AUXILIARY SERVICES

SECTION: TRANSPORT

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Omuthiya
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6), plus one (1) year appropriate experience in Administration related fields **OR** A Grade 12 Certificate (NQF Level 3) plus three (3) years appropriate experience in administration. Plus a valid driving license.

Supplementary Selection Requirements: Candidates with National Diploma (NQF Level 6) or equivalent qualification should have three (3) years appropriate experience while those with Grade 12 Certificate should have five (5) years appropriate experience. Knowledge on fleet management will serve as an advantage. The valid Driving License Code B should be older than one (1) year, as per ORC Fleet Management Policy.

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

Note: people with disabilities are encouraged to apply.

Application forms should be addressed to:

**The Chief Regional Officer
Oshikoto Regional Council
P. O. Box 19247
Omuthiya**

Enquiries: Mr. Vincent T. Shikukwete: Tel. (065) 244 800 or HR: Tel. 065 – 244 849/853
