

MANAGEMENT CADRE
OMUSATI REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Director Grade 3
1xPost	:	Outapi, Omusati Region
Salary Scale	:	N\$528,193- N\$560,522
Housing Benefit	:	N\$81,558-00 per annum
Motor Vehicle Allowance	:	N\$114,475-00 per annum

Appointment requirement: A B. Degree on NQF L7 plus 9 years appropriate experience

Additional requirements:

- Preference will be given to candidates with Master's Degree in Education/Finance & Administration/Public Management on NQF Level 9
- Candidate must have four (4) years appropriate experience at the functional level of Grade 4/similar or higher in the above field and contactable references must be furnish
- Must have planning and analytical skills and have passion for education and be able to adopt to challenges in the region
- The post requires a high level of management in strategic planning, education planning and management, budget planning analysis (Public Finance Management), Procurement Management and Public Service Performance Management Systems implementation
- Must be computer literate and should possess a valid driver's license

The ideal candidate would be one with the following virtues, embracing regional and national education vision and mission; cultivate community and communication; being open minded and adaptive to change; using data for greater development; demonstrating honesty and integrity: leading by example; being persuasive; self-motivated and self-starter: high level of ethics and professionalism: problem solving: dedication and commitment. Should be able to instill the culture that ensures that all teaching and non-teaching personnel, including the learner are collaborating toward a common goal while improving standards and opportunities for the region

DUTY SHEET:

- Compliance and Interpretation of the Public Service Act, Education Act, Public Service Staff Rules and other relevant Acts and Regulations
- Responsible for managing and directing Educational activities including HIV / AIDS in the Region
- Planning strategies and identify needs in Education
- Supervising and monitoring the curriculum implementation and managing of schools and hostels; promoting and extending the educational services to learners with special needs and abilities; the promotion and enhancing the major goals of MoEAC: access, equity, quality, efficiency, democracy and life-long learning.
- Liaise with donor agencies and stakeholders
- Implement the life-long learning educational programme; managing and extending library services to the communities
- Administering of the budget which is allocated to the Region, Personnel administering, procurement and managing of stock and rendering of technical and Support services

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

- Evaluate performance of subordinates
- Any other work related duties assigned

Enquiries: Ms. Anna Andumba/Ms. Ndiyana Dominikus, Tel: 065-251700

NB:

- All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable from any Government Offices.
- **Failure to complete all items of the application for employment form and not attaching all the necessary documents will disqualify the application.**
- **Originally certified copies** of Highest Educational Qualifications, Identity Document (ID), Curriculum Vitae (CV), certificate of service from the previous employers/ testimonials must be attached to the applications. Proof of successful completion/confirmation of probation must be attached
- All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA).
- In terms of Affirmative Action Plan, suitably qualified persons from designated groups are encouraged to apply.
- Only shortlisted candidates will be contacted. No documents will be returned.

**Omusati Regional Council
Directorate of Education, Arts and Culture
Private Bag 529
OUTAPI**

or

**Hand Delivery
Omusati Regional Office Reception**