

ERONGO REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION

DIVISION: ADMINISTRATION

SUBDIVISION: CONSTITUENCY SUPPORT

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Walvis Bay Constituency Office
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirements: An Appropriate National Diploma or equivalent qualification NQF Level 6 in the field of Public Administration, Public Management or Business Administration, plus 6 years appropriate experience of which three (3) years should be at the level of Chief Administrative Officer Grade 8 level in the Public Sector or equivalent in the Private Sector.

Main Duties:

- Provide advisory & administrative support to the Regional Council.
- Provide leadership and supervision to staff members at the Constituency Office
- Implement, monitor, and evaluate annual work plan and produce monthly progress reports.
- Provide support services in relation to emergency management activities.
- Coordinate development projects at Constituency level and communicate any concern to relevant Offices.
- Submit budget input to the Regional Head Office.
- Ensure minute-taking and submission of CDC & EDRMs to the Regional Council.
- Initiate the procurement of goods and services of the Constituency.
- Ensure safekeeping of all assets/stock in the Constituency Area.
- Any other duties as may be assigned by the supervisor.

To Candidates:

- **Applications must be accompanied by comprehensive curriculum vitae, testimonials and original certified copies of educational qualifications, academic records/transcripts.**
- **All Public Servant applicants should send their applications through their O/M/A Human Resource offices and confirmation of probation letters must be attached.**
- **All foreign qualifications must be accompanied by an evaluation of qualification by the Namibia Qualifications Authority (NQA).**
- **Applicants who only partially complete and /or do not sign application forms (latest revised) will be disqualified. Hence, applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable.**
- **Only shortlisted candidates will be considered and no personal documents will be returned.**
- **NB: In terms of the Affirmative Action Act, Act 29 of 1998, women and people with disabilities who meet the advertised requirements are encouraged to apply.**

Application must be submitted to:

**The Chief Regional Officer
Erongo Regional Council
Private Bag 5019
SWAKOPMUND**

PSM CIRCULAR NO. D OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 30 APRIL 2024, CLOSING DATE 30 MAY 2024

Or Hand delivery at:

**Erongo Regional Council
Human Resources Department
Acacia Building, Tobias Hainyeko Street
Swakopmund**

Enquiries: Ms MJ Nicolao / Ms NM Simasiku Tel: 064-410 5758 or Tel: 064 4105719
