



REPUBLIC OF NAMIBIA

ZAMBEZI REGIONAL COUNCIL

Tel: +264 66- 261700
Fax: +264 66- 252650

Ngoma Road
Govt. Building

Private Bag 5002
Katima Mulilo

VACANCY

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT

Post Designation: : **Senior Administrative Officer Grade 10**
2X POSTS

Post A : **Katima Urban Constituency**
Salary Scale : N\$151 910 – N\$182,202 P.A
Housing Allowance : N\$11,616 P.A
Transport Allowance : N\$ 8,760 P.A

Post B : **Judea Lyabboloma Constituency**
Salary Scale : N\$151 910 – N\$182,202 P.A
Housing Allowance : N\$11,616 P.A
Transport Allowance : N\$ 8,760 P.A
Remoteness & Hardship Allowance: N\$ 21,000 P.A (Post B)

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

Additional Requirements: A driver's licence Code B

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13th cheque in the birth month, optional membership to a generous medical aid scheme is available and various leave benefits under certain conditions.

Summary of duties:

- Implement relevant Regional Council policies, Rules and Regulations.
- Organize community meetings on the request 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.

Enquiries: Mr Abraham Shikoyeni: (066) 261771/ Mr Robert K. Chaka : 066-261700/77

NB: Note must be taken that:

All applications should be made on (form156043) obtained at all Government Offices together with a comprehensive curriculum vitae and certified copies of educational qualifications.

Prospective applicants who do not meet the prescribed minimum qualification requirements as outlined above are advised not to apply. Only candidates who meet the prescribed qualification requirements will be considered for possible shortlisting.

Foreign qualifications should be accompanied by NQA evaluation report and be attached to the application form for employment. Failure to complete all items on the application form for employment and not attaching the necessary documents will lead to the disqualification of the application. Women and people with disabilities who are able to perform the required duties are strongly encouraged to apply.

Only shortlisted candidates will be contacted. No application forms for employment, CV and other supporting documents shall be returned to the applicants.

Applications must be submitted to the following address:

**The Chief Regional Officer
Zambezi Regional Council
Private Bag 5002
Katima Mulilo**

Or hand delivery to:

**The Human Resource Office
1st Floor
Zambezi Regional Council**