

MANAGEMENT CADRE

OHANGWENA REGIONAL COUNCIL

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES DIVISION: TECHNICAL SERVICES

Post Designation	:	Deputy Director Grade 4
1xPost	:	Eenhana
Salary Scale	:	N\$517,195 – N\$543,728
Motor Vehicle Allowance	:	
Capital Costs	:	N\$88,106 per annum
Running Cost	:	N\$27,811.00 per annum
Total Allowances	:	N\$110,917.00 per annum

Minimum Requirements: An appropriate B. Degree at NQF Level 7 in **Civil Engineering** or equivalent qualification on NQF Level 7 plus nine (9) years appropriate experience plus **Registration as a professional Engineer with the Engineering Council of Namibia.**

Key Performance Areas: The Deputy Director will be responsible for overseeing technical and maintenance policy implementation in the region and for ensuring work is completed within the required standards of quality, cost and time.

Main duties:

- Advise on policy matters, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Provide technical input in Directorate and Divisional operational planning ensuring that outcomes support the strategic plan.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plan.
- Provide input for establishing, reviewing and amending national policy, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Co-ordinate regional field investigations to identify needs for infrastructure, existing facilities, population distribution, available resources and conditions of land to produce regional infrastructure plans.
- Identification of staff training needs.
- Facilitate implementation of plans within defined time and resource limits.
- On a monthly, quarterly and annual basis, review progress against individual and divisional plans and against budgets.
- Facilitate Technical Services' Divisional and Sub-divisional operational planning within the framework of the overall strategic and development plan of the Regional Council and the plans of line ministries/offices/departments.
- Participate in the establishment of policies for regional technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Oversee collection of regional infrastructure development needs and combination thereof into a regional infrastructure plan.
- Guide, evaluate and process data on infrastructure needs.

- Writing, planning and designing proposals for GRN or donor funded technical infrastructure projects and programmes
- Oversee establishment and maintenance of an infrastructure database for the region.
- Prepare, recommend, control and account for all technical projects of the Regional Council.
- Verify Payment Certificates in respect of actual performance, output of goods procured or services rendered against the claims and the budget.
- Monitor and guide improvement to -, construction of -, maintenance - and minor renovations to infrastructure within the tender guidelines.
- Monitor and guide inspection of infrastructure repaired, rehabilitated or constructed.
- Oversee the compilation of town planning- and amendment schemes in the region.
- Recommend applications for rezoning for submission to the Minister of Regional and Local Government Housing and Rural Development.
- Oversee that assistance and advice is provided to local authorities with township establishment and determination of title conditions.
- Monitor the conformance of town planning scheme regulations and title conditions.
- Oversee the investigation and present evidence in cases where scheme provisions and title conditions have been infringed upon.
- Decide on procedures for the compilation and safekeeping of development and planning records.
- Ensure adherence to relevant policies and procedures.
- Monitor and evaluate annual work plan and report progress to the Council.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms. Julia NN Kakwambi @ 065 – 264307 or Hafeni E Nghifimule @ 065-264301

All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Applicants who fail to attach such proof will not be considered for short listing.

Application forms for employment must be completed in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

NB! Applicants must use one application form for each position applied for. Applicants who are/were employed somewhere else must attach their testimonials or certificate of service as proof of previous experience gained.

Only shortlisted candidates will be contacted and no personal documents will be returned. **Women and people with disabilities meeting the advertisement requirements are encouraged to apply.**

Application forms for employment (form 156043 & 156094) with a confirmation letter of probation in the current position, comprehensive curriculum vitae, original certified copies of qualifications as well as academic records and all necessary documents should be addressed to:

PSM CIRCULAR NO. C OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 MARCH 2025, CLOSING DATE 11 APRIL 2025