

Enquiries: Hafeni E Nghifimule @ 065- 264301 or Julia Joseph @ 065 264342

**DIRECTORATE FINANCE AND ADMINISTRATION
DIVISION ADMINISTRATION
SUBDIVISION SETTLEMENT ADMINISTRATION ONGHA**

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Ongha Settlement (Ongha)
Salary Scale	:	N\$159,505 –N\$ 191,312
Transport Allowance	:	N\$10,520 per annum
Housing Allowance	:	N\$13,944 per annum

Minimum requirements: A Grade 12 Certificate or equivalent qualification (NQF Level 3), plus three (3) years appropriate experience in administration. OR A National Diploma or equivalent qualification (NQF Level 6), plus one (1) year appropriate experience in administration.

Supplementary selection requirements: Preferences will be given to candidates with National Diploma at NQF Level 6 with five (5) years' experience in Administration or Bachelor's Degree at NQF Level 7 with three (3) years' experience in Administration.

Main duties

- Assist in the development of Strategic and Management plans.
- Provide budgetary inputs to the Control Administrative Officer Grade 6.
- Identify staffing needs /resources.
- Identify training needs of subordinates and submit proposals.
- Responsible for minute-taking at Settlement Advisory Committee meetings.
- Attend to customer complaints on basic services.
- Assist the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots.
- Organize community meetings on instruction of the Control Administrative Officer or Settlement Development Committees.
- Serve as the Secretary during the Settlement Development Committee meetings.
- Responsible for the compilation of monthly settlement activity report.
- Responsible for the cleanliness and image of settlement buildings and premises.
- Responsible for the updating of settlement inventory registers and sheets.
- Responsible for the daily supervision of municipal services within settlement areas.
- Authorize the issuing/receipt vouchers and Counter Books.
- Receive and issue stock.
- Update various registers e.g. Loan Register, Main Register etc, distribution and Counter books.
- Prepare log sheets.
- Certify invoices of contractors entered with the Council.
- Carry out any other official duties assigned from time to time.

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