

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: HR, FINANCE AND ADMINISTRATION DIVISION: ADMINISTRATION

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

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6, plus six (6) years **working experience** in **Procurement, Registry, Transport services and Disaster Risk services**. The applicant **MUST** be on the level of Chief Administrative Officer Grade 8. The experience mentioned must have been attained whilst employed in the **same job category performing the same functions and duties** as per PSM Circular No. 5 of 2015.

Additional Requirement: a valid Driving License.

Main Duties:

- Oversees the administrative function in the Subdivision Auxilliary Services.
- Draw up and oversee maintenance of the procurement and stock control system for the Regional Council.
- Participate in the development of the Strategic Plan.
- Ensure that the archive, fleet management, Tender Board Regulation and Disaster Management Policies are adhered to.
- Develop and implement the Operational Plan.
- Draw up and monitor adherence to approved record keeping systems.
- Prepare subdivision submissions and correspondences to the supervisor.
- Supervise and direct subordinates within the subdivision.
- Responsible for secretarial functions of the Tender Board.
- Responsible for contract management on fleet, equipment, stores and security services.
- Prepare subdivision budget submissions monthly, quarterly and annual reports.
- Ensure that Council assets are properly kept and maintained.
- Oversee the cleanliness of the Regional Council and surrounding areas.
- Provide on-the-job training to staff members.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. J. M. Kangumbe 066 – 266 000 Ms. A. N. Muyeu 066 – 266 000

DIRECTORATE: HR, FINANCE AND ADMINISTRATION DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Post Designation	:	Learning and Development Officer Grade 8
1x Post	:	Rundu (Head Office)
Salary Scale	:	N\$238,825 – N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6.

Additional Requirement: a valid Driving License will be an added advantage.

Main Duties:

- Carry out training needs assessment for institutional review and capacity building are undertaken for the Regional Council.
- Plan and design training interventions for the Regional Council in consultation with line managers/training committee.
- Analyze training materials related to training and human capital development.
- Serve as a member of the Training Committee.
- Facilitate in-house training as decided by the Training Committee.
- Conduct induction of new employees / seconded staff.
- Develop and maintain a training database for all staff members and service providers.
- On a monthly, quarterly and annual basis, review progress against personal development plans.
- Advise the Training Committee on training matters.
- Evaluate outcomes of training and prepare reports and recommendations to the Training Committee.
- Coordinate, assist and disseminate information on all training activities.
- Submit applications for training for discussion in the Training Committee.
- Draft Terms of Reference to -, evaluate applications and monitor out-sourced training.
- Coordinate training interventions with the parent ministry and line ministries as needed.
- Serve as the Secretariat of the Training Committee.
- Monitor and evaluate annual workplan and report progress to the supervisor.
- Carry out any other official duties assigned from time to time

Enquiries: Ms. A. N. Muyeu tel: 066 – 266 000

**DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES
DIVISION: DEVELOPMENT PLANNING**

Post Designation	:	Development Planner Grade 8
1x Post	:	Rundu (Head Office)
Salary Scale	:	N\$238,825 – N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6.

Additional Requirement: a valid Driving License will be an added advantage.

Main Duties:

- Compile Project Identification Form (PIFs) and project proposals for the Region.
- Monitor and advice the Consultants and the Council on projects implementation.

- Liaise with National Planning Commission Secretariat and Line Ministries on national policies, objectives, strategies or action plans which impacts on Regional economic development.
- Facilitate the process of identifying economic opportunities and challenges in the region and share with other stakeholders.
- Prepare and submit project progress reports.
- Provide technical input to the formulation of Regional Economic Development Plans.
- Assist in the formulation of the National Development Plans (NDPs).
- Liaise with Geographical Information System Analyst, Town Planner, Statistician and other stakeholders for effective implementation of projects and programmes.
- Assist in the project formulation and implementation of regional economic and social activities.
- Attend Constituency Development Committee, Settlement Development Committee meetings.
- Render secretarial services to the Regional Development Coordinating Committee and Regional Aids Coordinating Committee.
- Assess the impact of development programmes and projects in the region.
- Carry out any other duties assigned from time to time.

To Candidates:

- Applications must be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- All Public Servant applicants should send their applications through their O/M/A's Human Resource Offices and confirmation letters must be attached.
- All foreign Qualifications must be evaluated and letters from the Namibia Qualification Authority (NQA) to be attached.
- Complete a latest revised Application Form for Employment in full. On any parts of the application form that do not apply to you please indicate as such by writing N/A.

NB! Women and persons with Disabilities who meet the appointment requirements are encouraged to apply. "Failure to complete all items on a latest revised application form for employment and not attaching necessary documents will disqualify the application". Applications that do not meet the above criteria or requirements shall not be considered, and no application forms and attachments will be returned. Application must be submitted on a latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualification and comprehensive CV.

Application must be addressed to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu**

Or hand delivery to:

**Human Resource Office No. 15
Kavango East Regional Council
Maria Mwengere Street**

Enquiries: Mr. M. M. Mangundu 066 – 266 000 Ms. A. N. Muye 066 – 266 000
