

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

KHOMAS REGION

SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Pre-Primary)
1x Post	:	Windhoek
Salary Scale	:	N\$ 354, 883 x P – N\$424, 119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate Degree (or equivalent qualification) on NQF L8 **plus** 3 years appropriate experience;

OR

An appropriate Degree (or equivalent qualification) on NQF L7 **plus** 5 years appropriate experience.

Supplementary Requirement:

- Candidate must possess appropriate teaching experience in Pre-Primary Phase. (Proof must be attached).
- Candidates must possess an appropriate teaching qualification majoring in Pre-Primary in terms of the minimum appointment requirements. (Proof must be attached).
- Candidates with previous experience as a Subject Head or Head of Department for Pre-Primary Phase will have an added advantage (proof must be attached).
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
- Candidate must be computer literate.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

KHOMAS REGION

SECTION: ARCHIVES AND REGIONAL RECORD CENTRE

Post Designation	:	Senior Archivist Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$ 291, 128 x P–N\$ 347, 926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An Appropriate B. Degree on NQF level 7 or equivalent qualification.

Supplementary Requirement:

- Candidate must possess at least 3 years appropriate experience at the level of an Archivist Grade 9 or at the equivalent level in a related work environment. **(Proof must be attached)**
- Candidate in possession of an appropriate B. Degree on NQF Level 7 (or higher) majoring in archives / records management / cataloguing (or equivalent qualification) will have an added advantage.
- Competition is limited. Staff members must have completed their probation successfully as an Archivist Grade 9 and may only compete for a vacancy, which is on the next higher grade.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

**KHOMAS REGION
SECTION: CULTURE**

Post Designation	:	Senior Culture Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$ 238, 825 x P – N\$ 285, 420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma on NQF Level 6 (or equivalent qualification)

Supplementary Requirement:

- Candidate must be at the level of Culture Officer (Grade 9) (or higher) or at the same level (or higher) in a related work environment (Proof must be attached).
- Candidates in possession of an appropriate Degree on NQF Level 7 (or higher) plus 5 years appropriate experience OR an appropriate Degree on NQF Level 8 (or higher) plus 3 years appropriate experience majoring in: Culture studies / Heritage studies / History / Sociology/ Anthropology/ Tourism / Humanity Studies/ Linguistics/ Arts will have an added advantage.
- Competition is limited. Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade;

Enquiries: The Human Resource Office Tell no: 061- 293 9411

**KHOMAS REGION
SUBDIVISION: FINANCIAL MANAGEMENT
SECTION: BUDGET CONTROL, REVENUE AND CREDITORS**

Post Designation	:	Accountant Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$ 238, 825 x P – N\$ 285, 420
Housing Allowance	:	N\$17,424 per annum

Transport Allowance : N\$10,512 per annum

Minimum Requirements: An appropriate Diploma on NQF Level 6 (or equivalent qualification) majoring in Accounting.

Supplementary Requirement:

- Candidate must possess at least 3 years appropriate experience at the level of Accounts Assistant Grade 11 or at least 3 years appropriate experience as an accounts Assistant / financial administrative officer/ financial administrator/ financial clerk / creditors clerk / in the field of Accountancy (or higher) in a related work environment will have an added advantage (Proof must be attached).
- Candidates in possession of an appropriate Degree on NQF Level 7 (or higher) majoring in Accounting and/or Finance / Financial Management will have an added advantage.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

KHOMAS REGION
SUBDIVISION: FINANCIAL MANAGEMENT
SECTION: SALARIES AND ALLOWANCES

Post Designation : Accountant Grade 8
2xPosts : Windhoek
Salary Scale : N\$ 238, 825 x P – N\$ 285, 420
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements:

An appropriate Diploma on NQF Level 6 (or equivalent qualification) majoring in Accounting.

Supplementary Requirement:

- Candidate must possess at least 3 years appropriate experience at the level of Accounts Assistant Grade 11 or at least 3 years appropriate experience as an accounts Assistant / financial administrative officer/ financial administrator/ financial clerk / creditors clerk / in the field of Accountancy (or higher) in a related work environment will have an added advantage (Proof must be attached).
- Candidates in possession of an appropriate Degree on NQF Level 7 (or higher) majoring in Accounting and/or Finance / Financial Management will have an added advantage.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

KHOMAS REGION

Post Designation : Chief Hostel Matron Grade 12
2xPosts : Pionier Boys' School

		Jan Mohr Secondary School
Salary Scale	:	N\$107, 753 XP – N\$ 129, 240
Housing Allowance	:	N\$13, 944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A Grade 10 Certificate (or equivalent qualification) on NQF Level 2 plus appropriate experience

Supplementary Requirement:

- Candidate must possess at least 5 years appropriate experience as a Hostel Matron Grade 13 or higher (PROOF MUST BE ATTACHED).
- Candidates must meet the criteria for appointment in post requiring a Grade 10 Certificate (minimum of 24 points over 7 subjects including a D-symbol in English),
- Candidates in possession of a Standard 8 Certificate must meet the symbol requirements for English;
- Candidates must have completed their probation successfully (PROOF MUST BE ATTACHED).

Enquiries: The Human Resource Office Tell no: 061- 293 9411

**KHOMAS REGION
SECTION: CULTURE**

Post Designation	:	Driver Grade 12
1x Post	:	Windhoek
Salary Scale	:	N\$107, 753 XP – N\$129, 240
Housing Allowance	:	N\$13, 944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A Grade 10 Certificate (or equivalent qualification) on NQF Level 2 and a valid Code 8 driver's license.

Supplementary Requirement:

- Candidates must meet the criteria for appointment in post requiring a Grade 10 Certificate (minimum of 24 points over 7 subjects including a D-symbol in English),
- Candidates in possession of a Standard 8 Certificate must meet the symbol requirements for English;
- Candidates must possess at least 3 years appropriate experience as a Driver (proof must be attached);
- Candidates must be in possession of a valid Public Driver's Permit (PDP) (proof must be attached; and
- Candidates in possession of a valid Code CE Driver's License will have an added advantage.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

**KHOMAS REGION
CIRCUIT 1**

Post Designation	:	Head of Department Grade 6
1x Post	:	People's Primary School
		Science Department: Mathematics and Natural Science or Health Education Grade 4-7
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Bet-el Primary School
		Language Department: English and Afrikaans Grade 4 - 7
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

KHOMAS REGION CIRCUIT 3

Post Designation	:	Head of Department Grade 6
1xPost	:	Pionier Boys School
		Basic Pre-Vocational Department: Mathematics and Science Grade 5 – 7
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Post Designation	:	Head of Department Grade 6
1xPost	:	Cosmos High School
		Pre-Vocational Department: Fashion and Fabrics
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Appointment Requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the subject(s) to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Additional Selection Requirements:

- Competition is limited. Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.
- Candidates must be suitably /appropriately qualified or trained in terms of the provision of the National Curriculum for Basic Education (2016)

- The shortlisting of Heads of Department posts will be done in terms of the major fields of study and appropriate years of teaching experience.

Notes to Candidates:

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applications must be accompanied by comprehensive curriculum vitae, testimonials and certified copies of educational qualifications, academic records and identity documents.
- All foreign qualifications must be evaluated and certify letter(s) from Namibia Qualification Authority (NQA) must be attached.
- Confirmation of probation letter in current post must be attached.

NB Complete prescribed application forms in full "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application". Only shortlisted candidates will be considered.

Applications must be submitted to the following address:

**Khomas Regional Council
Directorate of Education, Arts and Culture
Private Bag 13236
WINDHOEK**

Or deliver by hand at:

**The Registry Office
6th Floor, Dr. Frans Indongo Gardens:
Windhoek**

Enquiries: The Human Resource Office Tell no: 061- 293 9411
