

MANAGEMENT CADRE

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION

Post Designation	:	Deputy Director Grade 4
1xPost	:	Omutiya
Salary Scale	:	N\$517,195 –N\$543, 728
Housing Allowance	:	N\$121,560.00 per annum
Motor Vehicle Allowance	:	N\$110,917.00 (Capital and Running costs) per annum

Minimum requirements: An appropriate Bachelor Degree at NQF L7 in Business Administration **OR** Management **OR** Procurement **OR** Logistics **OR** Supply Chain Management **OR** Marketing **OR** Sales Management **OR** Transport Management plus nine (9) years appropriate experience in Administration and Procurement. Five (5) years should have been served at the level of Control Administrative Officer Grade 6 or equivalent.

KEY PERFORMANCE AREAS:

- Oversee Regional Procurement activities.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plans.
- Responsible for council records management systems
- Identify the training needs of staff members and make recommendations to the Director General Services.
- Responsible for the timely compilation of Regional Council minutes.
- Ensure timely dissemination of agendas, notices and correspondences for council and management committee meetings.
- Ensure contract management on fleet, stores and security services.
- Responsible for the compilation of the divisional budget.
- Responsible for procurement and maintenance of Councils assets, records management and information technology system.
- Responsible for the development of the management plan for the Division.
- Ensure adherence to procurement procedures.
- Ensure the interpretation and application of relevant legislations policies and regulations on administrative matters.
- Compile and submit monthly, quarterly and annual reports to the Director.
- Responsible for the coordination and implementation of Disaster Risk Management Unit activities.
- Direct, coordinate and supervise activities in the division.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. Michael Asino, Tel 065 -244 800 or HRM, Tel: 065 – 244 800

Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by certified copies of qualifications, Transcript of Academic record, ID document together with comprehensive Curriculum Vitae. All foreign qualifications must be evaluated by Namibia

PSM CIRCULAR NO. E OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 16 JUNE 2025, CLOSING DATE 11 JULY 2025

Qualification Authority (NQA) to determine their level. Failure to answer or omission of any question on the application form may lead to automatic disqualification from the interview process.

NB: PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

NOTE: NO FAXED DOCUMENTS WILL BE ACCEPTED.

Applications must be addressed or Hand deliver to:

**The Chief Regional Officer
Oshikoto Regional Council
P. O. Box 19247
OMUTHIYA**

**OR Oshikoto Regional Council Buildings
Penda YaNdakolo Street
Registry Office (1st Floor, Office No 110) or HR
OMUTHIYA**
