

ERONGO REGIONAL COUNCIL
DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT ADMINISTRATION

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

Minimum requirements: A national Diploma or equivalent qualification on NQF Level 6 plus six (6) years appropriate experience.

Main duties of the job:

- Report on Information Technology related problems to the Regional Council Head Office.
- Coordination of settlement development activities in collaboration with the Settlement Development Committee and the regional Directorate of Planning.
- Oversee the revenue collection and account for all collected fees at settlements.
- Responsible for the provision and management of settlement services such as water supply and refuse removal/ waste management.
- Identify staffing needs/resources.
- Identify training needs of subordinates and submit proposals.
- Responsible and supervising minute-taking at Settlement Advisory/Development Committee meetings.
- Report administrative/technical related problems and customer complaints to the Deputy Directors: Administration and Technical Services respectively.
- Coordinate with the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots etc.
- Organize community meetings in consultation with the Deputy Director Administration or other relevant stakeholders.
- Provide budgetary input to the Deputy Director.
- Implement relevant Regional Council Rules and Regulations
- Compile monthly Settlement report.
- Supervise the cleanliness and image of settlement buildings and premises.
- Supervise the updating of settlement inventory registers.
- Responsible for the daily supervision of municipal services within settlement areas.
- Ensure proper financial management of the Settlement.
- Oversee the updating of the Loan Register.
- Authorize the issuing of Receipt Vouchers
- Monitor and control the Counter Book.
- Ensure safe keeping of all assets / stock of the Council in the Settlement Area.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr Geoffrey Salyani, Tel: 064-410 5717 or Ms Mary-Jane Nicolao, Tel: 064-4105758

**DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: FINANCE**

Post Designation	:	Chief Accountant Grade 6
1x Post	:	Swakopmund
Scale of Salary	:	N\$ 354 883 – N\$ 424 119
House Allowance	:	N\$ 17 424 p.a
Transport	:	N\$ 10 512 p.a

Minimum requirements: An appropriate Diploma on NQF L6 majoring in accounting plus six (6) years' appropriate experience.

Additional Requirements:

Candidates must have experience in Sage Pastel Evolution and Sage VIP; proof must be attached.

Main duties of the job:

- Ensure adherence to financial procedures and processes.
- Compile financial statements of the Regional Council.
- Participate in the formulation of the Annual Plans of the Division.
- Produce monthly, quarterly and annual financial reports.
- Supervise and direct subordinates within the subdivision.
- Verify all payments of the Regional Council.
- Respond to audit queries.
- Attend to salary enquiries.
- Compile and verify reconciliation statements.
- Responsible for Third Party payments before the 7th of every month.
- Check Master Fault List.
- Ensure that proper internal financial supervision and internal control systems are employed in the Regional Council.
- Report any wasteful or fruitless expenditure to the Deputy Director Finance.
- Carry out financial inspections at the Sub-Receivers of Revenue at the settlements /constituencies.
- Prepare and submit VAT returns.
- Ensure proper reconciliation of accounts receivable and account payable.
- Ensure the preparation of the Main Cash Book for the Trial Balance.
- Carry out any other official duties assigned from time to time.

NOTES TO CANDIDATES:

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
- Failure to complete all items or sections of the application form for employment and not attaching originally certified documents will disqualify the application.
- Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in public service must attach proof of confirmation of probation to their application forms. Applicants who are not employed in the public service must attach confirmation of employment stating the level of their position in the hierarchy of the organisation.

PSM CIRCULAR NO.H OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 SEPTEMBER 2025, CLOSING DATE 17 OCTOBER 2025

- Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted, and no documents will be returned.
- The prescribed Application form latest revised (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae and originally certified copies of educational qualifications and identity document(s) must be submitted to:

Enquiries: Ms Daphne Cloete, Tel: 064-4105750 or Ms Mary-Jane Nicolao, Tel: 064-410 5758

Application Procedures:

- People from designated groups and people with disabilities are encouraged to apply.
- Fully completed probation period and proof of such should be attached as evidence
- Interested applicants must complete the revised Public Service application form 156043 ("APPLICATION FOR EMPLOYMENT") and Form 156094 ("HEALTH QUESTIONNAIRE"), which are obtainable at all government offices.
- Failure to complete all items on the application forms correctly and not attaching all the necessary documents will disqualify the application.
- A comprehensive Curriculum Vitae, originally certified copies of Educational Qualifications, Identity Document, testimonials for candidates from outside the public service must be attached to the applications.
- All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA).

Faxed applications will not be considered.

Application should be addressed to:

**The Chief Regional Officer
Erongo Regional Council
Private Bag 5019
Swakopmund**

Or hand deliver to:

**Human Resources Office
Erongo Regional Council
461 Tobias Hainyeko Street
Swakopmund**
