

HARDAP REGIONAL COUNCIL

DIRECTORATE: CHILDCARE AND PROTECTION DIVISION: HARDAP REGION

Post Designation	:	Chief Social Worker Grade 6
1xPost	:	Mariental
Salary Scale	:	N\$ 354, 883 – N\$ 424,119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: A Bachelors Degree of Arts in Social Work or equivalent qualification. Registration as Social worker with the Social worker and Psychology Board of Namibia plus approximately three years' experience. Proof to be attached of the current (2025/2026) Namibian Council Registration.

Candidates employed in the Public Service must attached letter of confirmation of probation. Candidates from outside must attached proof of current job level. Failure to attach the required documents will results in the application not being considered.

Main Duties:

Planning and Reporting

- Interpret National Policy and convert into service delivery plan
- Provide the Deputy Director with input to prepare the operational plan for the sub-division
- Provide input to compile the sub-division budget
- Monitor achievements against plan
- Prepare quarterly and annual reports for submission to the Deputy Director and, after approval to the Ministry of Gender Equality and Child Welfare

Implement policies and regulations in the best inters tot the children

- Provide input to the Ministry of Gender Equality and Child Welfare and Childhood Development for formulation of national policy and procedures pertaining to Child welfare
- Facilitate planning of appropriate strategies and activities for the section
- Inform subordinates of policies and regulations
- Monitor subordinates to ensure correct implementation

Advocate and mobilize the community on rights and responsibilities of children

- Oversee implementation
- Prepare requisitions for funding
- Liaise with media to ensure coverage of events
- Coordinate regional days and write press releases

Conduct investigations regarding the Children's Act

- Assess report against requirements
- Ensure documentation is correct and reports meet professional standards
- Refer documents back if incomplete
- Verify and recommend professional reports prepared by Social Workers

Planning and co-ordinate Child Welfare Services in the Region through the Child Care Protection Forums (RCCPF/CCCPF) forum in the region

- Organize meetings at Regional Level
- Serve as the secretariat
- Train stakeholders

Provide information for the Administrative Officer to register OVC for the Regional and National OVC database

Supervise and handle the personnel matters of subordinates

- Prepare request to fill vacancies in the subdivision
- Participate interviewing new staff and recruiting
- Recommend applications for leave, travel and DSA
- Attend to grievances of staff and maintain discipline
- Investigate and report on misconduct
- Identify and implement corrective actions related to workforce problems

Capacity building

- Identify training needs
- Provide on the-Job training in accordance with needs identified
- Recommend training to the RC training committee or MGE CW
- Carry out evaluation of training at the workplace on time.

Enquiries: Mrs. Auguste Mupupa / Ms. K.B. Van Wyk, Tel. 063 242542/245800

**DIRECTORATE: CHILDCARE AND PROTECTION
DIVISION: HARDAP REGION**

Post Designation	:	Senior Social Worker Grade 7
1xPost	:	Rehoboth
Salary Scale	:	N\$ 291, 128 – N\$ 347, 926
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: A Bachelors Degree of Arts in Social Work or equivalent qualification. Registration as Social worker with the Social worker and Psychology Board of Namibia plus approximately three years' experience. Proof to be attached of the current (2025/2026) Namibian Council Registration.

Candidates employed in the Public Service must attached letter of confirmation of probation. Candidates from outside must attached proof of current job level. Failure to attach the required documents will results in the application not being considered.

Main Duties:

Policy and Regulations

- Liaise with, inform and guide institutions, individuals and authorities regarding policy and application

Advocate and mobilize the community on rights and responsibilities of Children

- Organize and run community meetings on children's rights.
- Disseminate pamphlets, brochures and posters
- Organize national and regional days on the rights of children in collaboration with Chief Social Worker.

Conduct investigations regarding the Children's Act

- Carry out investigations
- Prepare professional report and recommendations
- Submit to children's court. Present evidence during court enquiry
- Present court order to the Administrative Officer for action

Planning and co-ordinate Child Welfare Services in the Region through the Orphans and Vulnerable Children Child Care and Protection Forums forum in the region

- Organize meetings within the constituencies
- Serve as the secretariat
- Train stakeholders

Provide information for the Administrative Officer to register OVC for the Regional and National OVC database. Act for the higher post or as instructed. Any other reasonable tasks delegated by the Supervisor

Enquiries: Mrs. Auguste Mupupa / Ms. K.B. Van Wyk, Tel. 063 242542/245800

DIRECTORATE: CHILDCARE AND PROTECTION DIVISION: HARDAP REGION

Post Designation	:	Social Worker Grade 8
1xPost	:	Rehoboth – GBV Unit
Salary Scale	:	N\$ 238, 825 – N\$ 285, 420
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: Registration as Social worker with the Social worker and Psychology Board of Namibia. Proof to be attached of the current (2025/2026) Namibian Council Registration.

Main Duties:

Policy and Regulations

- Liaise with, inform and guide institutions, individuals and authorities regarding policy and application

Advocate and mobilize the community on rights and responsibilities of Children

- Organize and run community meetings on children's rights.
- Disseminate pamphlets, brochures and posters
- Organize national and regional days on the rights of children in collaboration with Chief Social Worker.

Conduct investigations regarding the Children's Act

- Carry out investigations
- Prepare professional report and recommendations

- Submit to children's court. Present evidence during court enquiry
- Present court order to the Administrative Officer for action

Planning and co-ordinate Child Welfare Services in the Region through the Orphans and Vulnerable Children (OVC) forum in the region

- Organize meetings within the constituencies
- Serve as the secretariat
- Train stakeholders

Provide information for the Administrative Officer to register OVC for the Regional and National OVC database. Act for the higher post or as instructed. Any other reasonable tasks delegated by the Supervisor

Enquiries: Mrs. Auguste Mupupa / Ms. K.B. Van Wyk, Tel. 063 242542/245800

**DIRECTORATE: CHILDCARE AND PROTECTION
DIVISION: HARDAP REGION**

Post Designation	:	Social Worker Grade 8
1xPost	:	Mariental– GBV Unit + Shelters
Salary Scale	:	N\$ 238, 825 – N\$ 285, 420
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: Registration as Social worker with the Social worker and Psychology Board of Namibia. Proof to be attached of the current (2025/2026) Namibian Council Registration.

Main Duties:

Policy and Regulations

- Liaise with, inform and guide institutions, individuals and authorities regarding policy and application

Advocate and mobilize the community on rights and responsibilities of Children

- Organize and run community meetings on children's rights.
- Disseminate pamphlets, brochures and posters
- Organize national and regional days on the rights of children in collaboration with Chief Social Worker.

Conduct investigations regarding the Children's Act

- Carry out investigations
- Prepare professional report and recommendations
- Submit to children's court. Present evidence during court enquiry
- Present court order to the Administrative Officer for action

Planning and co-ordinate Child Welfare Services in the Region through the Orphans and Vulnerable Children (OVC) forum in the region

- Organize meetings within the constituencies
- Serve as the secretariat
- Train stakeholders

Provide information for the Administrative Officer to register OVC for the Regional and National OVC database. Act for the higher post or as instructed. Any other reasonable tasks delegated by the Supervisor.

Enquiries: Mrs. Auguste Mupupa / Ms. K.B. Van Wyk, Tel. 063 242542/245800

**DIRECTORATE: CHILDCARE AND PROTECTION
DIVISION: HARDAP REGION**

Post Designation	:	Social Worker Grade 8
1xPost	:	Gibeon
Salary Scale	:	N\$ 238, 825 – N\$ 285, 420
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: Registration as Social worker with the Social worker and Psychology Board of Namibia. Proof to be attached of the current (2025/2026) Namibian Council Registration.

Main Duties:

Policy and Regulations

- Liaise with, inform and guide institutions, individuals and authorities regarding policy and application

Advocate and mobilize the community on rights and responsibilities of Children

- Organize and run community meetings on children's rights.
- Disseminate pamphlets, brochures and posters
- Organize national and regional days on the rights of children in collaboration with Chief Social Worker.

Conduct investigations regarding the Children's Act

- Carry out investigations
- Prepare professional report and recommendations
- Submit to children's court. Present evidence during court enquiry
- Present court order to the Administrative Officer for action

Planning and co-ordinate Child Welfare Services in the Region through the Orphans and Vulnerable Children (OVC) forum in the region

- Organize meetings within the constituencies
- Serve as the secretariat
- Train stakeholders

Provide information for the Administrative Officer to register OVC for the Regional and National OVC database. Act for the higher post or as instructed. Any other reasonable tasks delegated by the Supervisor.

Enquiries: Mrs. Auguste Mupupa / Ms. K.B. Van Wyk, Tel. 063 242542/245800

NB: All **foreign qualifications** must be submitted with an **evaluation report of qualifications from Namibia Qualifications Authority**. All applications must be done on the **new employment application** form 156043 and 156094 obtainable at all Government Offices together with a **comprehensive CV and certified copies of educational qualifications, proof of identification, testimonials** and any other relevant documents. **Note must be taken that competitions for vacancies in the Public Service have been limited. Public Servants must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. Previously racially disadvantaged persons, women and people living with disabilities are encouraged to apply.** Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

Applications must be addressed to:
The Acting Chief Regional Officer
Hardap Regional Council
Private Bag 2017
Mariental

or Hand delivered at the: The Human Resources Offices, Mariental , First Floor, West Wing
