

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION SUBDIVISION: CHILD CARE AND PROTECTION

Post Designation	:	Chief Social Worker Grade 6
1x Post	:	Otjiwarongo
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Appointment Requirements: Registration as a Social Worker plus 6 years appropriate experience

Main Duties

- 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
 - 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
 - Liaise with media to ensure coverage of events
 - Coordinate regional days and write press releases
 - Train stakeholders
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DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION SUBDIVISION: CHILD CARE AND PROTECTION

Post Designation	:	Senior Social Worker Grade 7
1x Post	:	Otjiwarongo
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Appointment Requirements: Registration as a Social Worker plus 4 years appropriate experience

Main Duties

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

- Organize meetings within the constituencies
 - Serve as the secretariat
 - Train stakeholders
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DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION
SUBDIVISION: CHILD CARE AND PROTECTION

Post Designation	:	Social Worker Grade 8
1x Post	:	Tsumkwe
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 13,800 per annum

Appointment Requirements: Registration as a Social Worker

DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION
SUBDIVISION: CHILD CARE AND PROTECTION

Post Designation	:	Social Worker Grade 8
2x Posts	:	Otjiwarongo -GBV Unit Okahandja – GBV Unit
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Appointment Requirements: Registration as a Social Worker

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Inspector of Education Grade 5
1x Post	:	Otjiwarongo Circuit Office
Salary Scale	:	N\$ 432, 601 – N\$ 517, 195
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: A recognized 4-year tertiary teaching qualification on NQF Level 7 plus 9 years teaching experience.

Supplementary Requirements: Preference will be given to candidates with five (5) years or more appropriate experience at the functional level Grade 6 (or higher). Applicants must possess a valid driver's license. (Proof must be attached).

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: EXAMINATIONS

Post Designation	:	Senior Education Officer Grade 6 (REXO)
1x Post	:	Otjiwarongo (Regional Office)
Salary Scale	:	N\$ 354, 883 – N\$ 424, 119
Housing Allowance	:	N\$ 17, 424 per annum

Transport Allowance : N\$ 10, 512 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience OR an appropriate Degree or equivalent qualification on NQF Level 8 plus 3 year appropriate experience.

Supplementary requirements: Preference will be given to candidates with a Secondary teaching qualification on NQF level 7 and experience in handling National examinations. Applicants must possess a valid driver's license. (Proof must be attached).

CIRCUIT: OTJIWARONGO

Post Designation : Head of Department Grade 6
Junior Primary (Pre-Primary – Grade 3)
(MOI: English)

1x Post : Osire Primary School

Salary Scale : N\$ 354 883 – 424 199

Housing Allowance : N\$ 17 424 per annum

Transport Allowance : N\$ 10 512 per annum

Incentive Allowance : N\$ 9 000 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on 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 school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary requirements: French foreign language will be an added advantage.

Application Procedures:

Interested applicants must complete the revised Public Service application form 156043 ("APPLICATION FOR EMPLOYMENT") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable at all government offices of the Ministry. Failure to complete part B.11/12 of the employment form and all items on the application forms correctly and not attaching all the necessary documents will disqualify the application.

A comprehensive Curriculum Vitae, certified copies of Educational Qualifications, Identity Document, testimonials must be attached to the applications (do not submit original documents). All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA).

Applications must be addressed to the following address:

**Human Resource Office
Otjozondjupa Regional Council
Directorate of Education, Innovation, Youth, Arts & Culture
Private Bag 2618**

Otjiwarongo

Or

Hand Delivery

Directorate of Education, Innovation, Youth, Arts & Culture

Henk Willemse Street 22, Main Road, Otjiwarongo (Brown Building)

Human Resource Office

Otjiwarongo
