

MANAGEMENT CADRE

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: HR, FINANCE AND ADMINISTRATION

Post Designation	:	Director Grade 3
1xPost	:	Rundu (Head Office)
Salary Scale	:	N\$ 554,603 – N\$ 588,548
Housing Benefit	:	N\$131,280 per annum
Motor Vehicle Allowances	:	N\$123,633 (Capital and Running) per annum

Minimum requirements: An appropriate Bachelor Degree at NQF L7 (or equivalent qualification) in Human Resource, Finance or Business Administration plus 9 years appropriate experience.

Additional Requirements: The candidate **must** be at a managerial level of a Deputy Director Grade 4 with proven managerial abilities with emphasis on management functions and general administration. Must be computer literate and must have a driver`s license.

Competitive field: Candidates from outside the Public Service must have experience in related fields on management level.

Main duties:

- Responsible for the implementation of National Policy on Human Resources and capacity building.
- Providing advisory and support services to the Chief Regional Officer on Human Resources, Financial and Administrative matters.
- Ensure the proper implementation of Council decisions.
- Responsible for the preparations of the Council budgets, implementations and control.
- Overall responsibilities for personnel functions including staff development in the Council.
- Provision of support services to the Regional Council, Constituencies and Settlement areas on Personnel/Administrative and Finances matters.
- Carry out inspections within the Regional Council, Constituencies and Settlements areas to ensure compliance with prescribed staff and finance rules and standards.
- Supervise the functions of the implementation.
- Coordination and liaise with stakeholders on personnel and financial matters.
- Developing the Strategic Plan of the Directorate and oversee its implementation.
- Participate in the decentralization awareness raising campaign and ensure the implementation of the Decentralization Action Plan.
- Advise the Chief Regional Officer on all issues pertaining to finance and personnel.
- Assist the Council in the interpretation and application of the Labour Act, Finance Act, Public Service Act 2 of 1980, Treasury Instructions, Personnel Administration Measures and Delegations.
- Develop and produce guidelines on personnel matters in collaboration with the Regional Council and the line Ministries.

- Articulate decentralization Policy and Legislation to all stakeholders.
- Promote good governance by developing standards and operational procedures.
- Liaise with the Ministry of Justice and the Office of the Attorney General on legal matters.
- Produce quarterly progress reports on decentralization legislation and make amendments where necessary.
- Consult with Regional Council and Local Authorities on the implementation of the decentralization policies.
- Consult with relevant stakeholders on the drafting of policies and regulations.
- Hold periodic review on decentralizations reform process.
- Carry out any other duties as may be lawfully assigned by the Supervisor.

To candidates:

- **Applications must** be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- All Public Servant applicants should send their applications through their O/M/A's Human Resource Offices and confirmation letter of probation **must** be attached.
- All foreign Qualifications **must** be evaluated and letters from the Namibia Qualification Authority (NQA) to be attached.
- **Must** Complete a latest revised Application Form for Employment in full, and on any parts of the application form that do not apply to you please indicate as such by writing N/A.

NB! Women and persons with Disabilities who meet the appointment requirements are encouraged to apply.

“Failure to complete all items on a latest revised application form for employment, attaching evaluation letter of foreign qualification and not attaching necessary documents will disqualify the application”.

Applications that do not meet the above criteria or requirements shall not be considered, and no application forms and attachments will be returned.

Application must be submitted on a latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualification and comprehensive CV.

Enquiries: Ms. L. Nangura 066 – 266 000

Application must be addressed to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu**

OR

Hand delivery to:

Human Resource Office No. 15

DIRECTORATE: REGIONAL DEVELOPMENT INTEGRATION

Post Designation	:	Director Grade 3
1xPost	:	Rundu (Head Office)
Salary Scale	:	N\$ 554,603 – N\$ 588,548
Housing Benefit	:	N\$131,280 per annum
Motor Vehicle Allowances	:	N\$123,633 (Capital and Running) per annum

Minimum requirements: An appropriate Bachelor Degree at NQF L7 (or equivalent qualification) plus 9 years appropriate experience.

Additional Requirements: The candidate **must** be at a managerial level of a Deputy Director Grade 4 with proven managerial abilities with emphasis in strategic management, decentralization and personnel/technically related organizational component(s) of delegated functions. Must be computer literate and must have a driver`s license.

Competitive field: Candidates from outside the Public Service must have experience in related fields on management level.

Main duties:

- Provide advisory support services to the Chief Regional Officer on Regional Economic and Social activities.
- Ensure supervision, communication, coordination, formulation of regional policies and create awareness of policies, programmes and procedures impacting on regional economic planning, and decentralization amongst line Ministries.
- Develop Strategic Plan of the Directorate and oversee its implementation.
- Ensure the Preparation of annual work plans and budgets derived from Regional Economic and Social Empowerment Plan;
- Oversee the implementation, Monitoring & Evaluation of the strategic plans and budgets are aligned to national sector guidelines and performance indicators set by LMs;
- Compile, control and implement the Directorate budget (operational and capital)
- Provide advice to Regional Council on matters pertaining to Regional Economic Planning.
- Interpret and ensure compliance to national and sectoral policies
- Responsible for the implementation of policy frameworks.
- Ensure effective Management, safe keeping and proper utilization of the movable and immovable properties of the decentralized functions.

- Oversee the development and reviewing of procedures and guidelines in respect of Community Mobilization and IGA as well as the facilitation of the development of National Community Development Policy.
 - Oversee the coordination of all labor management and Social Welfare Services.
 - Ensure effective execution and coordination of the Print and Audio Visual production function, to enhance information dissemination on economic & social and development of general governance in the region.
 - Oversee the establishment of procedures for planning, public participation, controlling, monitoring and progress reporting on activities of work programmes in the Directorate.
 - Supervise, control and coordinate the implementation of Regional Councils decision, programmes and plans related to economic and social empowerment.
 - Ensure that the staff needs assessment and review of institutional capacity building is undertaken for the Directorate.
 - Access and determine staffing needs of the Directorate.
 - Coordinate advice and oversee implementation of national policies regarding economic and social empowerment function.
 - Responsible for periodic assessment, update and review of management plans.
 - Present monthly, quarterly and annual reports.
 - Promote good governance by developing standards and operational procedures.
 - Ensure the proper implementation of relevant /council decisions.
 - Participate in the decentralization awareness raising campaign and oversee the implementation of Decentralization Action Plan (DAP)
 - Ensure correct interpretation and application of all relevant acts and Policies.
 - Promoting good governance by playing a role in developing standards and operational procedures.
 - Ensure that inspections are carried out within the Regional Council, Constituencies and Settlement areas to ensure compliance with prescribed staff and finance rules and standards.
 - Carry out any other official duties as may be assigned from time to time.
- To candidates:

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Enquiries: Ms. L. Nangura 066 – 266 000

Application must be addressed to:

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Kavango East Regional Council
Private Bag 2124
Rundu**

OR

Hand delivery to:

**Human Resource Office No. 15
Kavango East Regional Council
Maria Mwengere Street
Rundu**

**DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION
DIVISION: TECHNICAL SERVICES**

Post Designation : Deputy Director Grade 4: Technical Services (Civil Engineer)
1xPost : Rundu
Scale Salary : N\$ 517, 195 - N\$ 543, 728
Housing Allowance : N\$ 121, 560 per annum
Motor Vehicle Allowances
Capital Cost : N\$ 83, 106 per annum
Running Cost : N\$ 27, 811 per annum

Minimum Requirements: An appropriate B. Degree at NQF Level 7 in Civil Engineering or related fields of study plus approximate six (6) years appropriate experience plus Registration as a Professional Engineer with the Engineering Council of Namibia. Preference will be given to Namibian Citizens.

Main Duties:

The Deputy Director will be responsible for overseeing technical and maintenance policy implementation in the region and for ensuring work is completed within the required standard of quality, cost and time.

- Establishing regional technical policies, standards and guidelines for the provision of new infrastructure and maintenance of existing structure. These should be in line with national policies, standards and guidelines.
- Executing, facilitating and guiding development planning, design, contract administration and inspection services for new infrastructure in the region.
- Executing, facilitating and guiding development planning, design, contract administration and inspection services for maintaining and executing minor renovations to existing infrastructure in the region.
- Providing, coordinating and advising on engineering inputs needed for the planning and design of the technical infrastructure.
- Facilitating the receipt of the functions/activities identified for decentralisation to the subdivision from sector ministries/offices/departments in accordance with the agreed upon time frame.
- Recommend applications for rezoning for submission to the Ministry of Urban and Rural Development.
- Oversee the compilation of town planning and amendment schemes in the region.
- Monitor and guide inspections of infrastructures repaired, rehabilitated or constructed.
- Monitor and conformance of town planning scheme regulations and title conditions.
- Monitor and guide improvements to construction, maintenance and minor renovations to infrastructure within tender guidelines.
- Oversee provision of maintenance services to all Government movable and immovable assets.
- Oversee that that assistance and advice is provided to local authorities with township establishment and determination of title conditions.
- Prepare, recommend, control and account for all technical projects of the Kavango East Regional Council.
- Verify payment certificates in respect of actual performance, output of goods procured or services rendered against the claims and budget.
- Prepare, recommend, control and account for all technical projects of the Regional Council.

To candidates:

- Applications **must** be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- All Public Servant applicants should send their applications through their O/M/A's Human Resource Offices and confirmation letter of probation **must** be attached.
- All foreign Qualifications **must** be evaluated and letters from the Namibia Qualification Authority (NQA) to be attached.
- **Must** Complete a latest revised Application Form for Employment in full, and on any parts of the application form that do not apply to you please indicate as such by writing N/A.

NB! Women and persons with Disabilities who meet the appointment requirements are encouraged to apply.

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Applications that do not meet the above criteria or requirements shall not be considered, and no application forms and attachments will be returned.

Application must be submitted on a latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualification and comprehensive CV.

Enquiries: Mr. Herculano K. Mwenyo 066-266000, Ms. Anna – Rosa N. Muyeu 066-266000

Application must be addressed to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu**

OR

Hand delivery to:

**Human Resource Office No. 15
Kavango East Regional Council
Maria Mwengere Street
Rundu**

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION

DIVISION: TECHNICAL SERVICES

Post Designation	:	Engineer Grade 6
1xPost	:	Rundu
Scale Salary	:	N\$ 354, 883 – N\$ 424, 119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum requirements: Bachelor's Degree in Engineering at NQF L7. Registration as Professional Engineer / Incorporated Engineer with the Engineering Council of Namibia.

KEY PERFORMANCE AREAS:

- Advise on policy matters, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plan.
- Facilitate Technical Services' Divisional and Sub-divisional operational planning within the framework of the overall strategic and development plan of the Regional Council and the plans of line ministries/offices/departments.
- Participate in the establishment of policies for regional technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Oversee collection of regional infrastructure development needs and combination thereof into a regional infrastructure plan.
- Guide, evaluate and process data on infrastructure needs.
- Prepare, recommend, control and account for all technical projects of the Regional Council.
- Interpret and ensure implementation of policy frameworks at the Regional Council in line with approved legislation.
- Provide technical input in the Directorate and Divisional operational planning, ensuring that the outcome support the strategic plan and decentralization.
- Monitor and prepare progress reports on capital projects for Regional Council.
- Prepare development budget for the division and engineering services for settlement areas.

- Deal with consultants and contractors for services in Regional Councils and settlement areas.
- Carry out any other official duties assigned from time to time.

To candidates:

- Applications **must** be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- All Public Servant applicants should send their applications through their O/M/A's Human Resource Offices and confirmation letter of probation **must** be attached.
- All foreign Qualifications **must** be evaluated and letters from the Namibia Qualification Authority (NQA) to be attached.
- **Must** Complete a latest revised Application Form for Employment in full, and on any parts of the application form that do not apply to you please indicate as such by writing N/A.

NB! Women and persons with Disabilities who meet the appointment requirements are encouraged to apply.

“Failure to complete all items on a latest revised application form for employment, attaching evaluation letter of foreign qualification and not attaching necessary documents will disqualify the application”.

Applications that do not meet the above criteria or requirements shall not be considered, and no application forms and attachments will be returned.

Application must be submitted on a latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualification and comprehensive CV.

Enquiries: Mr. Herculano K. Mwenyo 066-266000, Ms. Anna – Rosa N. Muyeu 066-266000

Application must be addressed to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu**

OR

Hand delivery to:

**Human Resource Office No. 15
Kavango East Regional Council
Maria Mwendere Street
Rundu**

DIRECTORATE: HUMAN RESOURCES, FINANCE AND ADMINISTRATION

DIVISION: ADMINISTRATION

SUBSECTION: CONSTITUENCY SUPPORT

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Ndonga Linena Constituency Office
Salary Scale	:	N\$ 354, 883– N\$ 424, 119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum
Remoteness Allowance	:	N\$13,800 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6, plus six (6) years appropriate experience. The applicant **MUST** be on the level of Chief Administrative Officer Grade 8. The experience mentioned must have been attained whilst employed in the same job category performing the same functions and duties as per PSM Circular No. 5 of 2015.

Main Duties:

- Work closely with the Regional Councillor responsible for the Constituency.
- Ensure the supervision of staff at the Constituency office.
- Implement, monitor and evaluate annual work plan and produce monthly progress reports.
- Provide monthly reports both to the Constituency Councillor and Deputy Director Administration.
- Assist the Directorate Planning and Development on issues relating to Decentralized Build-Together Programme.
- Coordinate development projects at constituency level and communicate any relevant concerns to the Directorate Planning and Development Services.
- Create platforms to solicit inputs from Constituency Development Committee on project proposals.
- Submit budget proposals to the Deputy Director Administration in consultation with the Councillor and monitor and evaluate Constituency Office budget and ensure compliance.
- Participate in the development of the Strategic Plan.
- Ensure the development of an Operational Plan and the implementation thereof.
- Provide monthly reports both to the Regional Councillor responsible for the Constituency and Deputy Director Administration.
- Ensure that stock-taking takes place annually and inventory registers are in existence and updated regularly.
- Ensure the reconciliation of transport transactions and produce monthly reports.
- Organize proper handling of correspondences (incoming/outgoing mail).
- Identify constituency training and staffing needs/ resources.
- Ensure the existence of proper filing systems.
- Organize community meetings on request of the Regional Councillor responsible for the Constituency.
- Ensure minute-taking and submission of CDC minutes to the Regional Council.

- Ensure that all purchases at Constituency Office are done according to the approved procurement procedure.
- Report Information Technology related problems to Information Technology Section.
- Provide support services to the Regional Emergency Management Unit.
- Attend to customer complaints/inputs / suggestions on basic services to relevant service providers.
- Oversee the cleanliness and image of Constituency Office.
- Carry out any other official duties assigned from time to time.

To Candidates:

- Applications must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications.
- All Public Servant applicants should send their applications through their O/M/A's Human Resource offices and confirmation letters must be attached.
- All foreign qualifications must be evaluated and letter (s) from the Namibia Qualifications Authority (NQA) to be attached.
- Failure to complete all items on the application form for employment (latest revised) and not attaching the necessary documents will disqualify the application. Only shortlisted candidates will be considered and no personal documents will be returned.
- Faxed applications will not be considered.

NB! Women and Persons with Disability who meet the appointment requirements are encouraged to apply.

Applications must be submitted on form **156043 and 156094 (latest revised)**, obtainable from government offices, with certified copies of identification documents, educational qualifications with a comprehensive **CV** must be addressed to:

Application must be addressed to:
The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu

Or hand delivery to:

Human Resource Office No. 15
Kavango East Regional Council
Maria Mwengere Street
Rundu

Enquiries: Mr. Jona M. Kangumbe Tel: 066 – 266 000/Ms. Anna – Rosa Muyeu Tel: 066 – 266 000