

KAVANGO EAST REGIONAL COUNCIL
DIRECTORATE: HUMAN RESOURCES, FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBSECTION: CONSTITUENCY SUPPORT

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	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.

Additional Requirements: 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.

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

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

Post Designation	:	Engineer Grade 6
1 x Post	:	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.

Applications 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**

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

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

CIRCUIT: SHINYUNGWE CIRCUIT

Post Designation	:	Principal Grade 5
1 x Post	:	Linus Shashipapo Secondary School
Subjects	:	Should be able to teach the highest Grade 8-12
Salary Scale	:	N\$ 454, 232 - N\$ 543, 055
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 9 000 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience

Post Designation	:	Head of Department Grade 6
1 x Post	:	Mbambi Primary School

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

Subjects	:	Languages (English and Rumanyo, Grade 8-9)
Salary Scale	:	N\$ 372, 625 - N\$ 445, 325
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 13, 800 per annum

Post Designation	:	Head of Department Grade 6
1 x Post	:	Shinyungwe Combined School

Subjects	:	Science (Mathematics and Natural Science Grade 8-11)
Salary Scale	:	N\$ 372, 625 - N\$ 445, 325
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 9 000 per annum

CIRCUIT: NDIYONA CIRCUIT

Post Designation	:	Head of Department Grade 6
1 x Post	:	Rundjarara Primary School
Subjects:	:	Languages (English and Rumanyo, Pre-Primary to Grade 3)
Salary Scale	:	N\$ 372, 625 - N\$ 445, 325
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
RHA	:	N\$ 9 000.00 per annum

CIRCUIT: RUNDU CIRCUIT

Post Designation	:	Head of Department Grade 6
1 x Post	:	Romanus Kamunoko Secondary School
Subjects	:	Science (Mathematics and Physical Science/Physics/Chemistry)
Salary Scale	:	N\$ 372, 625 - N\$ 445, 325
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 13, 800 per annum

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

SUBDIVISION: SPECIAL EDUCATION, DIAGNOSTICS, ADVISORY AND COUNSELLING SERVICES

Post Designation	:	Senior Education Officer Grade 6
Duty station	:	Rundu
Salary Scale	:	N\$ 372, 625 - N\$ 445, 325
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 years appropriate experience

Supplementary Selection Requirements:

- An appropriate Degree or equivalent qualification in Inclusive Education/Education Psychology/ Special Education or related fields on NQF L 8 plus 3 years appropriate experience

OR

- An appropriate Degree or equivalent qualification in Inclusive Education/Education Psychology/ Special Education or related fields on NQF L 7 plus 5 years appropriate experience.
 - Candidates must be in possession of a Valid Driver's licence and computer literacy.
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**SUB-SECTION: RUKONGA VISION SCHOOL
DIVISION: ADVISORY SERVICES**

Post Designation	:	Senior Education Officer Grade 6 (School Councillor)
1 x Post	:	Rukonga Vision School
Salary Scale	:	N\$ 372, 625 - N\$ 445, 325
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 9 000 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 years appropriate experience

Supplementary Selection Requirements:

- An appropriate Degree or equivalent qualification in Phycology/Education Psychology or Counselling on NQF L 8 plus 3 years appropriate experience
- OR**
- An appropriate Degree or equivalent qualification in Phycology/Education Psychology or Counselling on NQF L 7 plus 5 years appropriate experience.
 - The above experience should be in School Counselling, Learner Support Services and Education Sector.

- Candidates must be in possession of a Valid Driver's licence and computer literacy.
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**SUBDIVISION: GENERAL SERVICES
SECTION: BUILDING AND MAINTAINANCE**

Post Designation	:	Work Inspector Grade 9
1 x Post	:	Rundu
Salary Scale	:	N\$ 204, 977- N\$ 245, 851
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate National Diploma or equivalent qualification on NQF L6

OR

An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience

OR

(iii) An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience.

Supplementary Selection Requirements

- Proven knowledge of Mechanical, air conditioner and refrigeration
 - Valid Code B Driver's licence.
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**DIVISION: LIBRARIES, ARHIVES AND INFORMATION SERVICES
SECTION: RUNDU COMMUNITY LIBRARY**

Post Designation	:	Senior Librarian Grade 7
1 x Post	:	Rundu
Salary Scale	:	N\$ 305, 684 - N\$ 365, 322
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: A B. degree (or equivalent qualification) on NQF L7.

Supplementary Selection Requirements

- At least three (3) years of working experience as an Library Grade 9
 - Strong Computer literacy skills (Proficiency in MS Office, and Library Management)
 - Valid Code B Driver's licence
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**DIVISION: LIBRARIES, ARCHIVES AND INFORMATION SERVICES
SECTION: MUKWE COMMUNITY LIBRARY**

Post Designation	:	Senior Librarian Grade 7
1 x Post	:	Mukwe Community Library
Salary Scale	:	N\$ 305, 684 - N\$ 365, 322
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: A B. degree (or equivalent qualification) on NQF L7.

Supplementary Selection Requirements:

- At least three (3) years of working experience as a Librarian Grade 9
 - Computer literacy skills
 - Proven knowledge of Cataloguing and research tools.
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**DIVISION: LIBRARIES, ARCHIVES AND INFORMATION SERVICES
SECTION: SHINYUNGWE COMMUNITY LIBRARY**

Post Designation	:	Librarian Grade 9
1 x Post	:	Shinyungwe Community Library
Salary Scale	:	N\$ 204, 977 - N\$ 245, 851
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 9 000 per annum

Appointment requirements: An appropriate National Diploma on NQF L6

Supplementary Selection Requirements

- At least three (3) years of working experience as an Assistant Librarian Grade 10
 - Computer literacy skills
 - Proven knowledge of Cataloguing and research tools.
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**DIVISION: LIBRARIES, ARCHIVES AND INFORMATION SERVICES
SECTION: SHINYUNGWE COMBINED SCHOOL**

Post Designation	:	Librarian Grade 9
1 x Post	:	Shinyungwe Combined School
Salary Scale	:	N\$ 204, 977 - N\$ 245, 851
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 9 000 per annum

Appointment requirements: An appropriate National Diploma on NQF L6

Supplementary Selection Requirements

- At least three (3) years of working experience as an Assistant Librarian Grade 10
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- Computer literacy skills
 - Proven knowledge of Cataloguing and research tools.
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DIVISION: LIBRARIES, ARCHIVES AND INFORMATION SERVICES
SECTION: RUKONGA VISION SCHOOL

Post Designation	:	Librarian Grade 9
1 x Post	:	School
Salary Scale	:	N\$ 204, 977 - N\$ 245, 851
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 9 000 per annum

Appointment requirements: An appropriate National Diploma on NQF L6

Supplementary Selection Requirements:

- At least three (3) years of working experience as an Assistant Librarian Grade 10
- Computer literacy skills
- Proven knowledge of Cataloguing and research tools.

Applications must be addressed to:

The Regional Director
Directorate of Education, Arts & Culture
Kavango East Regional Council
Private Bag 2134
Rundu

Or Hand Delivery @ Kavango East Regional Office, DoEAC - Rundu

Enquiries: Mr. E K. Kandingo/ Mr. G. Kudumo / Ms. Z.S. Mbambo / Ms. S.M. Nangolo Tel: 066-2589009
