

KAVANGO WEST REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE
SCHOOL MANAGEMENT POSTS

HEAD OF DEPARTMENTS

Post Designation	:	Head of Department Grade 6
4 x Posts	:	1x Homba Daniel Sientu Mipasi Secondary School (Mathematics and Physical Science/ Physics/ Biology/ Chemistry Grade 8 - 12).
	:	1x Tuguva Combined School (Physical Science and Life Science Grade 8-9).
	:	1x Leevi Hakusembe Senior Secondary School (Mathematics and Sciences (Biology or Chemistry or Physics) Grade 8 – 12.
	:	1x Ntara Combined School (History and Geography Grade 8 – 12)
Salary Scale	:	N\$ 372, 627 x P- 445, 325
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 17, 424 per annum

Minimum requirement: A recognized three (3) year tertiary teaching qualification on NQF Level plus six (6) years teaching experience Or An appropriate recognized 3-year non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a one (1)- year teaching qualification plus six (6) years teaching experience.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SUBDIVISION: PLANNING AND DEVELOPMENT (PAD)

Post Designation	:	Senior Education Officer Grade 6
1 x Post	:	Nkurenkuru Regional Office
Salary Scale	:	N\$ 372, 627 x P – 445, 325
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum requirement: An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience or An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

Supplementary Selection Requirements: Preference will be given to candidates in possession of a degree or equivalent on NQF Level 7 or 8 in the following field: Statistics/ Population Studies/ Economics/ Building/Development Studies or related fields. Candidates should be in possession of a valid driver's licence.

**DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: PROFESSIONAL DEVELOPMENT (PD)**

Post Designation : Senior Education Officer (Technical) Grade 6
1 x Post : Nkurenkuru Regional Office
Salary Scale : N\$ 372, 627 x P – 445, 325
Housing allowance : N\$ 17, 424 per annum
Transport allowance : N\$ 10, 512 per annum

Minimum requirement: An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience or An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

Supplementary requirements: Preference will be given to candidates with Certificate/ Diploma/ Degree in any two (2) of the following subjects: Computer Science, Electricity and Eletronics (Electrical General Course), Health and Social Care (Occupational Health), and Metalwork and Welding, Home Economics, or (and) Design & Technology. Be in possession of a valid driver's license.

DIVISION: LIBRARY SERVICE

Post Designation : Librarian Grade 9
1 x Post : Nkurenkuru Regional Office
Salary Scale : N\$ 204, 977 x P – 245, 851
Housing allowance : N\$ 13, 944 per annum
Transport allowance : N\$ 10, 512 per annum

Appointment requirement: A Bachelor's degree (or equivalent on NQF Level 7).

Supplementary requirements: Candidate must possess an appropriate Bachelor's degree (or equivalent) on NQF Level 7 majoring in Library Science/ or Library and information Science/ Studies. (Proof must be attached); Candidate who possesses at least one (1) year (or more) appropriate experience will have an added advantage; Computer Literacy will be an added advantage.

DIVISION: FINANCIAL MANAGEMENT

Post Designation : Senior Accountant Grade 7
1 x Post : Nkurenkuru Regional Office
Scale of salary : N\$ 305, 684 x P – 365, 322
Housing allowance : N\$17, 424 per annum
Transport allowance : N\$10, 512 per annum

Appointment requirement: A National Diploma majoring in Accounting on NQF Level 6.

Supplementary requirements: Candidates must have three (3) years appropriate experience in accounting field. Computer literacy and Driver's License older than (1) years will be an added advantage.

Post Designation : Accountant Grade 8
1 x Post : Nkurenkuru Regional Office
Scale of salary : N\$ 250, 767 x P – 299, 691
Housing allowance : N\$ 17, 424.00 per annum
Transport allowance : N\$ 10, 512.00 per annum

Appointment requirement: An appropriate Diploma on NQF Level 6 majoring in Accounting.

Supplementary requirements: Preference will be given to candidates with a Bachelor of Accounting on NQF Level 7 (or equivalent).

DIVISION: ARCHIVES AND INFORMATION

Post Designation : Archivist Grade 7
1 x Post : Nkurenkuru Regional Office
Scale of salary : N\$ 305, 684 x P – 365, 322
Housing allowance : N\$ 17, 424.00 per annum
Transport allowance : N\$ 10, 512.00 per annum

Appointment requirement: An appropriate Degree on NQF Level 7 (or equivalent qualification).

Supplementary requirements: Candidates must have three (3) years' experience as an Archivist and should be at least Archivist Grade 10.

Applications must be addressed to:

**THE REGIONAL DIRECTOR
DIRECTORATE OF EDUCATION, ARTS AND CULTURE
SUBDIVISION HUMAN RESOURCE
PRIVATE BAG 6193
NKURENKURU
OR**

**Hand Delivery: Kavango West Regional Education Office
Nkurenkuru (The light Complex behind Woermannbrock)
HR Office**

**Enquiries: Human Resource Office
Mr. Nicolaus N. Mipasi: Tel 066-274 2000**
