

## OMACHEKE REGIONAL COUNCIL

### DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: FINANCE

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1 x Post</b>	:	Gobabis
<b>Scale of Salary</b>	:	N\$ 543, 055 – N\$ 570, 914 per annum
<b>Housing Allowance</b>	:	N\$ 121,560 per annum
<b>Motor Vehicle Allowance</b>	:	N\$ 110,917 per annum

**Minimum requirements:** A Bachelor's Degree at NQF Level 7 plus 9 years' appropriate experience.

**Additional requirements:** Preference will be given to candidates with an appropriate Bachelor's Degree at NQF Level 7 in Accounting/ Finance/ Commerce with proven knowledge of VIP Payroll and Pastel Accounting System. Applicant must be computer literate and have a valid driver's licence.

#### **Main duties:**

- Monitor and regulate Regional Council expenditure with a view to control the monthly cash flow.
- Responsible for budget preparation, implementation and control.
- Ensure development of management plans for the Division.
- Liaise with other Regional Councils Deputy Directors in coordinating the management of finances.
- Ensure proper financial management of the Council as per delegated functions.
- Monitor budget expenditure and adhere to Treasury Instructions.
- Prepare consolidated (recurrent and development) budget of the Regional Councils.
- Prepare consolidated financial statements of the Regional Councils.
- Recommend the Regional Council Annual budget to the management committee for approval.
- Ensure that the financial statements are prepared and presented for auditing.
- Develop guidelines on accounting systems for Regional Council.
- Ensure adherence to Financial Accounting Guidelines.
- Develop and review the Financial Management Policy of Regional Council.
- Prepare submissions on virementation for approval.
- Ensure proper utilization of staff, plan, manage and control of the activities of the Division.
- Submit quarterly reports on budget expenditure to the Director.
- Participate in the formulation of the Council Strategic Plan.
- Provide technical input in Divisional operational planning.
- Manage, coordinate and monitor financial, planning and capacity building support to settlements and constituency offices.
- Determine divisional staffing needs and evaluate staff performance.

- Ensure that the staffs in the Finance division are familiar with relevant rules and regulations such as Treasury Instructions, Public Service staff rule etc.
- Advise the Chief Regional Officer on all financial and other relevant matters.
- On request or on own initiative rendering advisory or liaison service to staff of the Council on Finance related matters.
- Liaise with the line Ministry / Stake holders/ institutions on matters relating to the financial activities of the Regional Council.
- Control the course of Expenditure in relation to appropriated funds and immediately advise the Chief Regional Officer accordingly if the trend of expenditure indicates the incurring possible excess on available funds; and if an excess on a vote or a main classification is unavoidable, take steps in time to obtain prior authorization therefore.
- Ensure the correctness of the annual financial statements.
- Give immediate attention to all audit inquiries directed to the Chief Regional Officer.
- Coordinate Council budget hearing.
- Verification of the submission of the VAT return to the Ministry of Finance.
- Represent the Regional Council on external committees and at workshops, conferences and symposiums.
- Prepare Budget Calendar for Regional Council.
- Carry out any other official duties assigned from time to time

**Application must be addressed to:**

**The Chief Regional Officer  
Omaheke Regional Council  
Private Bag 2277  
GOBABIS**

**Or Hand delivery at:  
Omaheke Regional Office Park  
Human Resources Division  
Portion 39  
Gobabis Townlands  
GOBABIS**

**Enquiries:** Ms. A. Nghifikwa Tel: 062-566 505 /Ms C. Adams Tel: 062-566 537

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## OMACHEKE REGIONAL COUNCIL

### OFFICE OF THE CHIEF REGIONAL OFFICER SECTION: INTERNAL AUDIT

<b>Post Designation</b>	:	Internal Auditor Grade 8
<b>1 x Post</b>	:	Gobabis
<b>Salary Scale</b>	:	N\$ 250, 767 – N\$ 299, 691
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** An appropriate Bachelor's Degree or equivalent qualification on NQF Level 7 plus three (3) years appropriate experience. Confirmation of probation is subject to the issuing of a certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance on advice of the Deputy Director: Internal Auditing of the Ministry of Finance.

**Additional requirements:** Preference will be given to candidates with a Bachelor's Degree in Auditing/ Accounting/ Finance or Commerce at NQF Level 7 (or equivalent qualification) plus three (3) years' appropriate experience in auditing. The applicant must have a valid driver's license.

#### **Main Duties:**

- Apply audit standard procedures and techniques to ensure proven audit findings.
- Conduct audits for the Regional Council.
- Conduct sensitization sessions for the Regional Council staff members.
- Audit various financial and non-financial systems of the Regional Council.
- Verify the correctness of financial statements.
- Prepare audit reports and submit to the Chief Internal Auditor on time.
- Prepare draft management letters on the basis of audit evidence obtained and submit these to the Chief Regional Officer through the Chief Internal Auditor on or before agreed deadlines.
- Report work progress to the Chief Internal Auditor on a monthly basis.
- Prepare and submit annual work plans and audit programme to the Chief Internal Auditor for recommendations.
- Advise the Chief Internal Auditor regarding any aspect of irregularities.
- Carry out any other official duties assigned from time to time.

**Enquiries: Mr. B. Tjititi, Tel: 062-566 515/ Mr. M.I. Shikongo, Tel: 062 –566 558**

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### DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: ADMINISTRATION SUBDIVISION: AUXILLIARY SERVICES SECTION: PROCUREMENT AND STOCK CONTROL

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1 x Post</b>	:	Gobabis
<b>Salary Scale</b>	:	N\$ 250, 767 – N\$ 299, 691

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

**Housing Allowance** : N\$ 17,424 per annum  
**Transport Allowance** : N\$ 10,512 per annum

**Minimum Requirements:** A National Diploma or equivalent qualification on NQF Level 6 plus 3 years appropriate experience

**Additional Requirements:** An appropriate Bachelor's Degree in Public or Business Administration / Transport Management / Logistics Management / Procurement and Supply Chain Management or equivalent qualification at NQF Level 7 plus three (3) years appropriate experience in Administration or Procurement and Supply Chain Management and a valid driving licence (manual transmission).

**Main Duties:**

- Draw up and oversee maintenance of the procurement and stock control system for the Regional Council.
- Draw up and monitor adherence to frameworks for record keeping.
- Compile submissions of acceptance of donations and forward to the supervisor.
- Prepare and compile theft reports and forward to the supervisor.
- Ensure that the annual stock taking exercise is carried out.
- Carry out scheduled and unscheduled physical inspection of vehicles.
- Prepare Submissions of disposal items in accordance with Treasury Instructions.
- Ensure that vehicles are correctly allocated and utilized.
- Allocate and coordinate the work of his/her staff member under his/her supervision.
- Maintain discipline within the subsection.
- Monitor the attendance and performance of staff member under his/her supervision
- Prepare recommendations for training for staff members under his/her supervision.
- Carry out performance assessment.
- Keep asset register.
- Ensure that the archive and fleet management policies are adhered to.
- Compile all relevant reports and submit to the supervisor.
- Verify the correctness of inventory statistics.
- Ensure office equipment, council building and the surrounding areas are kept tidy and clean.
- Carry out any other official duties assigned from time to time.

**Enquiries: Mr S.W. Imasiku, Tel. 062-566 531 / Mr. M.I. Shikongo, Tel: 062-566 558**

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**DIRECTORATE: FINANCE AND ADMINISTRATION**  
**DIVISION: ADMINISTRATION**  
**SECTION: OFFICE SUPPORT**

**Post Designation** : Private Secretary Grade 9  
**1 x Post** : Gobabis  
**Salary scale** : N\$ 204, 977 – N\$ 245, 851  
**Housing allowances** : N\$ 13,944 per annum

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

**Transport Allowances** : N\$ 10,452 per annum

**Minimum requirements:** An appropriate National Diploma or equivalent qualification on NQF Level 6.

**Additional requirements:** An appropriate National Diploma in Office Administration or Management / Secretarial Studies or equivalent qualification on NQF Level 6 plus one (1) year proven experience in Secretarial or Office Management/Administration.

**Main duties:**

- Provide secretarial services to the Director.
- Drafting and typing of correspondence and manuscripts.
- Screening and channelling of telephone calls and receive visitors
- Managing the diary of the Director.
- Responsible for the logistical travel arrangement of the Director;
- Perform elementary clerical work.
- Ensure that all official documents are deposited with Registry.
- Managing all meetings of the Director (i.e. informing all participants, taking minutes if needed, arrange for refreshments) in consultation with the Director.
- Handling of incoming and outgoing mail.
- Responsible for the circulation of all correspondence and other documentations to the relevant Divisions / staff members.
- Ensure that all official documents and information are treated as confidential.
- Perform other tasks as may be assigned from time to time.

**Enquiries: Mr. G. Ekandjo, Tel: 062 –566 501 / Mr. M.I. Shikongo, Tel. 062-566 558**

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**DIRECTORATE: FINANCE AND ADMINISTRATION  
DIVISION: ADMINISTRATION  
SUBDIVISION: CONSTITUENCY SUPPORT**

**Post Designation** : Control Administrative Officer Grade 6  
**1 x Post** : Kalahari  
**Salary scale** : N\$ 372, 627 – N\$ 445, 325  
**Housing allowances** : N\$ 17,424 per annum  
**Transport Allowances** : N\$ 10,452 per annum  
**Remoteness Allowance** : N\$ 9 000 per annum

**Minimum requirement:** An appropriate National Diploma or equivalent qualification on NQF Level 6, plus 6 years' appropriate experience in Administration.

**Additional requirements:** Candidates must have at least three (3) years' experience on the level of Chief Administrative Officer Grade 8 or supervisory level. Preference will be given to candidates with a Bachelor's Degree in Business Administration/ Management / Public Administration/ Management at NQF Level 7. Interested candidates must be in possession of a valid two (2) years

driver's license (Code B – manual transmission). Computer Literacy is essential as well as excellent communication skills.

**Main Duties:**

- Coordinate developmental projects at constituency level.
- Implement, monitor and evaluate annual work plan and produce monthly reports.
- Create platforms to solicit inputs from Constituencies Development Committee on capital projects.
- Organize community meetings on request of the Constituency Councillor.
- Provide budget inputs to the Deputy Director Administration.
- Ensure the supervision of staff at the Constituency office.
- Carry out any other official duties assigned from time to time.

**Enquiries: Mr S. W. Imasiku 062-566 531 / Ms L. Mbuende 062-566 531**

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**DIRECTORATE: FINANCE AND ADMINISTRATION  
DIVISION: ADMINISTRATION  
SUBDIVISION: CONSTITUENCY SUPPORT**

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1 x Post</b>	:	Epuhiro
<b>Salary scale</b>	:	N\$ 372, 627 – N\$ 445, 325
<b>Housing allowances</b>	:	N\$ 17,424 per annum
<b>Transport Allowances</b>	:	N\$ 10,452 per annum
<b>Remoteness Allowance</b>	:	N\$ 13,800 per annum

**Minimum requirement:** An appropriate National Diploma or equivalent qualification on NQF Level 6, plus 6 years' appropriate experience in Administration.

**Additional requirements:** Candidates must have at least three (3) years' experience at the level of Chief Administrative Officer Grade 8 or supervisory level. Preference will be given to candidates with a Bachelor of Business Administration/ Management, Public Administration/ Management at NQF Level 7. Interested candidates must be in possession of a valid two (2) years driver's license (Code B – manual transmission). Computer Literacy is essential as well as excellent communication skills.

**Main Duties:** Coordinate developmental projects at constituency level.

- Implement, monitor and evaluate annual work plan and produce monthly reports.
- Create platforms to solicit inputs from Constituencies Development Committee on capital projects.
- Organize community meetings on request of the Constituency Councillor.
- Provide budget inputs to the Deputy Director Administration.
- Ensure the supervision of staff at the Constituency office.
- Carry out any other official duties assigned from time to time.

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

Enquiries: Mr S. W. Imasiku 062-566 531 / Ms L. Mbuende 062-566 531

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**DIRECTORATE: FINANCE AND ADMINISTRATION**  
**DIVISION: ADMINISTRATION**  
**SUBDIVISION: INFORMATION TECHNOLOGY**

**Post Designation** : Computer Technician Grade 11  
**1 x Post** : Gobabis  
**Salary Scale** : N\$157, 632 – 177, 577 (P)  
**Housing Allowance** : N\$ N\$13,944 per annum  
**Transport Allowance** : N\$ 10,512 per annum

**Minimum Requirements:** A National Diploma or equivalent qualification in Information Technology on NQF Level 6.

**Additional requirements:** Preference will be given to candidates with a Bachelor's Degree at NQF Level 7 and in possession of a valid driver's license (manual transmission) with two (2) years or older.

**Main Duties:**

- Install, assemble and configure computers, monitors, network infrastructure and peripherals such as printers, scanners and related structures.
- Installation, maintenance and updating of antivirus software.
- Pull cables and rewire or direct the rewiring of cables as required for new installations and office configurations.
- Set up of email accounts, internet and network access.
- Computer hardware, software, network and peripheral maintenance and support.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr B. Mokgatle, Tel. 062-566 508/ Mr. M. I. Shikongo, Tel. 062-566 558

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**DIRECTORATE: FINANCE AND ADMINISTRATION**  
**DIVISION: HUMAN RESOURCES MANAGEMENT**

**Post Designation** : Human Resource Practitioner Grade 8  
**1 x Post** : Gobabis  
**Salary Scale** : N\$ 250, 767 – N\$ 299, 691  
**Housing Allowance** : N\$ 17,424 per annum  
**Transport Allowance** : N\$ 10,512 per annum

**Minimum Requirements:** A National Diploma majoring in Human Resource Management on NQF Level 6.

**Additional requirements:** Preference will be given to candidates with a Bachelor's Degree in Human Resources Management or an equivalent qualification majoring in Human Resource Management on NQF level 7. Computer Literacy is essential as well as excellent communication skills.

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

**Main Duties:**

- Handle queries and process applications for: Pension admissions, amendments / withdrawals.
- Handle queries and prepare letters confirming appointment and or extension of probation.
- Handle queries and calculate and prepare individual notices regarding salary increments, service bonuses, salary adjustments, occupational differentiation, overtime and leave gratuity.
- Handle queries, calculate and process Housing loan scheme inclusive of housing subsidies and allowances.
- Ensure that documentation pertaining to injury on duty are correctly completed and submitted through the supervisor to the Deputy Director Human Resources Management.
- Maintain the leave and staff records of personnel.
- Liaise, write and / or prepare submissions / letters / correspondences to various stakeholders via the supervisor.
- Provide input to HR reports.
- Render secretariat services in respect of human resource meetings.
- Update establishment on a regular basis.
- Obtaining of approval for appointments, pension admissions/withdrawals, leave/leave gratuity, housing loan scheme, housing subsidy, allowances, medical and scheme, confirmation/extension of probation, transfer, translations, secondments, resignations, departmental debts, abscondments and demises, removal of furniture and retirements.
- Conduct routing correspondences and handle queries.
- Responsible to ensure proper record-keeping on HR related documents.
- Carry out any other official duties assigned from time to time.

**Enquiries: Ms C. Adams, Tel 062-566 537 / Ms L. Mbuende, Tel 062-566 532**

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**DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION  
DIVISION: PLANNING AND DEVELOPMENT  
SUBDIVISION: PLANNING AND DEVELOPMENT**

<b>Post Designation</b>	:	Development Planner Grade 8
<b>1 x Post</b>	:	Gobabis
<b>Salary Scale</b>	:	N\$ 250, 767 – N\$ 299, 691
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum Requirements:** An appropriate Bachelor's Degree at NQF L7.

**Additional Requirements:** A Bachelor's Degree on NQF Level 7 in Rural and Regional Development / Community Development /Development Studies / Economics / Monitoring & Evaluation or equivalent qualification plus a valid Code B driving license (manual transmission). The candidate must have the following skills: Computer literate, Interpersonal, Project Management, Communication skills, Report writing, Analytical and Project proposal writing.

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

**Main duties:** Interpret and ensure implementation of development policy frameworks at regional level and line with approved legislation.

- Provide technical input in the Directorate operational plan in line with the strategic plan.
- Consolidate the inputs from CDCs in the development budget.
- Formulation, monitoring, implementation and analysis of the regional development and capital budget and its trends.
- Assess PAIFs and Appraise Project proposals
- Liaise with consultants on project implementation.
- Liaise with NPCCS and line Ministries on sectoral issues or plans which impacts on regional economic development.
- Coordinate developmental issues with other relevant offices
- Coordinate development of settlement areas.
- Compile monthly, quarterly and annual reports of the subdivision.
- Ensure adherence to relevant policies and procedures.
- Monitor and evaluate projects and report progress to the supervisor.
- Ensure ongoing consultation with consultants under contract to the Regional Council.
- Carry out any other official duties assigned from time to time.

**Enquiries: Mr. S. Simon, Tel. 062-566 514 Mr. M. I. Shikongo, Tel: 062-566 533**

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**DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION  
DIVISION: PLANNING AND DEVELOPMENT  
SECTION: HIV/ AIDS COORDINATION**

<b>Post Designation</b>	:	Senior Community Liaison Officer Grade 8
<b>1 x Post</b>	:	Gobabis
<b>Salary Scale</b>	:	N\$ 250, 767 – N\$ 299, 691
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum Requirements:** An appropriate National Diploma at NQF Level 6.

**Additional Requirements:** A Bachelor's Degree on NQF Level 7 in HIV/AIDS Management / Community Development and Project Management /Education for Development /Development Studies / Public Health / Health Economics / Social Studies plus three (3) years approximate appropriate experience in the field of HIV/AIDS, Community Development, Social Welfare and Wellness. Candidates must be in possession of a valid Code B driving license (manual transmission).

**Main duties:**

- Actively popularize the National Strategic Framework (NSF) on HIV/AIDS, TB and Malaria, promote, strengthen and implement a multi-sectoral approach to HIV/AIDS and other health related matters.
- Coordinate regional HIV / AIDS activities and provide secretarial functions to RACOC Secretariat.

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

- Collaborate with other institutions on workplace programmes.
- Supervising the implementation of HIV programmes in the region.
- Prepare and present HIV/AIDS Annual Plan and Budget to RACOC and to the Regional Council for approval.
- Responsible for writing proposals for funding of HIV/AIDS activities, prepare quarterly and financial reports for submission to the Supervisor.
- Monitor and evaluate the HIV/AIDS activities in the region through System for Program Monitoring.
- Coordinate relevant events within the region in collaboration with Directorate of Special Programmes in MoHSS.
- Establish distribution points of condoms and literature.
- Facilitate the provision of logistical and technical support to national events in collaboration with the stakeholders.
- Recommend requisitions for procurement and submit to the Supervisor.
- Carry out any other official duties assigned from time to time.

**Enquiries: Ms. E. Tjipetekera, Tel. 062-566 516 / Mr. M.I. Shikongo, Tel. 062-566 533**

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

<b>Post Designation</b>	:	Assistant Town and Regional Planner Grade 7 (Trainee)
<b>1 x Post</b>	:	Gobabis
<b>Salary Scale</b>	:	N\$ 305, 684 – N\$ 365, 322
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum Requirements:** An appropriate National Diploma at NQF Level 6 or equivalent Qualification.

**Additional Requirements:** A Bachelor's Degree on NQF Level 7 in one of the following fields from a recognised institution, Urban and Regional Planning / Town and Regional Planning / Civil Engineering or equivalent qualification plus a valid Code B driving license (manual transmission). The candidate must have the following skills: Computer literate (GIS software), Communication skills, Interpersonal, report writing and analytical.

**NB:** The candidate will undergo formal and informal occupational specific training and perform tasks under the supervision of a supervisor.

**Main duties:**

- Liaise with relevant statutory bodies on policy issues pertaining to Town and Regional Planning
- Assist in the interpretation and implementation of policy frameworks at regional level in line with approved legislation.
- Provide technical input on operational planning of the subdivision.
- Implementation of plans within defined time and resource limits.
- Prepare monthly, quarterly and annual work plan of the subdivision.

- Participate in the planning process and consultations with Constituency Development Committees and Settlement Development Committees in respect of the budget.
- Ensures that consultants and contractors adhere to set standards.
- Provide strategic advice to the Deputy Director on matters pertaining to town and regional planning.
- Prepare layout plans for settlement areas; prepare submissions to NAMPAB and the Townships Board for declaration and proclamation of settlement areas.
- Coordinate the process of identification of growth points and negotiation with relevant stakeholders for settlement development.
- Prepare criteria for the declaration of settlement areas (needs and desirability studies).
- Prepare PAIF's for town planning projects (layout plans, town planning schemes and structure plans).
- Prepare reports on the status of planning in settlement areas for Council regarding how many erven are available and recommend action.
- Verify and certify payment requests.
- Ensure the existence of proper storage and filling facilities for plans and maps.
- Monitor progress of projects and provide feedback.
- Ensure adherence to relevant policies and procedures.
- Carry out any other official duties assigned from time to time.

**Enquiries: Mr H. Katjivena, Tel. 062-566 506 / Mr. R. Du Plessis, Tel. 062-566 517**

**Application must be addressed to:**

**The Chief Regional Officer  
Omaheke Regional Council  
Private Bag 2277  
GOBABIS**

Or Hand delivery at:

**Omaheke Regional Office Park  
Human Resources Division  
Portion 39  
Gobabis Townlands  
GOBABIS**

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