

MANAGEMENT CADRE

//KHARAS REGIONAL COUNCIL

DIRECTORATE: REGIONAL DEVELOPMENT INTEGRATION

Post Designation	:	Director Grade 3
1xPost	:	Keetmanshoop Head Office
Salary Scale	:	N\$ 582, 333- N\$ 617, 976
Salary Notch	:	N\$ 582, 333 per annum
Housing Allowance	:	N\$ 131, 280 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$ 94, 178 per annum
Running Cost	:	N\$ 29, 455 per annum

Minimum Requirements: An appropriate Bachelor Degree at NQF Level 7 plus nine (9) years appropriate experience.

Additional Requirements: The candidate must be at a managerial level of a Deputy Director 4 or equivalent for at least four (4) years' experience, with proven managerial abilities with emphasis in strategic management, decentralization and personnel/technically related organizational components(s) of delegated functions. Must be computer literate and must have a valid 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.

Enquiries: Mr. Dawid N Konjore 063 – 221 929 or Mrs. Mariina Uushunga 063 – 221 900

Applications must be addressed to:

**The Acting Chief Regional Officer
//Kharas Regional Council
Private Bag 2184
Keetmanshoop**

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES

Post Designation	:	Deputy Director: Planning Grade 4
1xPost	:	Keetmanshoop Head Office
Salary Scale		N\$ 543, 055 – N\$ 570, 914
Salary Notch	:	N\$ 543, 055 per annum
Housing Allowance		N\$ 121, 560 per annum
Motor Vehicle Allowance:		
Capital Cost	:	N\$ 83, 106 per annum
Running Cost	:	N\$ 27, 811 per annum

Minimum Requirement: A Bachelor's Degree at NQF level 7 plus nine (9) years appropriate experience.

Supplementary Requirements: Candidate must have at least an appropriate four (4) years working experience on supervisory level.

Responsibilities: This job category includes personnel involved at operational level with the identification, formulation, preparation, implementation, appraisal and maintenance of national and/or regional sectoral development plans, projects and programmes; the identification and appraisal of problems and possibilities; the composition of guidelines for development; feasibility studies, project appraisals and setting of project priorities; studies to identify characteristics, trends, constraints and development potential within sectors; the monitoring and evaluation of development projects and programmes and comparison thereof with national and/or regional and/or sectoral goals.

Main Duties:

- Facilitate the process of proclamation and the development of the settlement areas.
- Assist in the formulation, implementation, Monitoring & Evaluation of strategic plans.
- Initiating feasibility studies of Regional Capital Projects.
- Implement, review and appraise progress of the implementation of Regional Capital Projects and Programmes.
- Liaise with relevant line ministries and the National Planning Commission Secretariat.
- Interpret and ensure implementation of policy frameworks at regional and local authorities in line with approved legislations.
- Provide technical input in Directorate and Divisional operational planning ensuring that outcomes support the strategic plan.
- Responsible for the development and implementation of management plans.
- Review progress against individual and divisional plans and against budgets on a monthly, quarterly and annual basis.
- Coordinate the planning process and consult the Constituency Development Committees and other development partners in respect of planning and capital projects.
- Provide strategic guidance and leadership to the division.

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- Responsible for coordination and implementation of public participation mechanisms and approaches for involving citizens in regional planning.
- Promote local economic development programmes.
- Review regional statistical data and relevant information and provide technical advice to the Regional Council.
- Compile monthly, quarterly and annual reports of the Division to the Director, Planning and Development Services within defined time frame.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms. Mariina Uushunga 063– 221930 or Mr. Dawid Konjore 063 – 221929

Applications must be addressed to:

**The Acting Chief Regional Officer
//Kharas Regional Council
Private Bag 2184
Keetmanshoop**

//KHARAS REGIONAL COUNCIL

DIRECTORATE: FINANCE, HUMAN RESOURCES AND ADMINISTRATION

DIVISION: ADMINISTRATION

SUBDIVISION: SETTLEMENT SUPPORT (NOORDOEWER)

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Noordoewer
Salary Scale	:	N\$ 167, 481 – N\$ 200, 878
Salary Notch	:	N\$ 167, 481 per annum
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF level 6 in Administration, Public Management plus 1 years' appropriate experience

or

Senior Secondary Certificate or equivalent qualification on NQF Level 3 plus 3-years' appropriate experience.

Responsibilities: This job category includes personnel involved at advanced operational level with the administering and drafting of legislation and prescriptions; the processing and consideration of applications and representations; the execution of inspections; the arrangement for and control of the procurement, storing, provisioning, maintenance, utilization and disposal of all means (e.g. equipment, accommodation and services) other than personnel which are necessary for the efficient functioning of an office/ministry/agency

Main Duties: Assist in the development of Strategic and Management plans.

- Provide budgetary inputs to the Control Administrative Officer
- Identify staffing needs /resources.
- Identify training needs of subordinates and submit proposals.
- Responsible for minute-taking at Settlement Advisory Committee meetings.
- Attend to customer complaints on basic services.
- Assist the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots.
- Organize community meetings on instruction of the Chief Control Officer or Settlement Development Committees.
- Serve as the Secretary during the Settlement Development Committee meetings.
- Responsible for the compilation of monthly settlement activity report.
- Responsible for the cleanliness and image of settlement buildings and premises.
- Responsible for the updating of settlement inventory registers and sheets.
- Responsible for the daily supervision of municipal services within settlement areas.
- Authorize the issuing/receipt vouchers and Counter Books.
- Receive and issue stock.

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- Update various registers e.g. Loan Register, Main Register etc., distribution and Counter books.
- Prepare log sheets.
- Certify invoices of contractors entered with the Council.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms. Magret April 063 – 221932 or Mr. Alfred Muhongo 063 – 297163

DIRECTORATE: FINANCE, HUMAN RESOURCES AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Karasburg East
Salary Scale	:	N\$ 167, 481 – 200, 878
Salary Notch	:	N\$ 167, 481 per annum
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF level 6 in Administration, Public Management plus 1 years' appropriate experience

or

Senior Secondary Certificate or equivalent qualification on NQF Level 3 plus 3-years' appropriate experience.

Responsibilities: This job category includes personnel involved at advanced operational level with the administering and drafting of legislation and prescriptions; the processing and consideration of applications and representations; the execution of inspections; the arrangement for and control of the procurement, storing, provisioning, maintenance, utilization and disposal of all means (e.g. equipment, accommodation and services) other than personnel which are necessary for the efficient functioning of an office.

Main Duties:

- Implement relevant Regional Council policies, Rules and Regulations.
- Organize community meetings on the requests of the Control Administrative Officer Grade 6.
- Supervise subordinates.
- Provide inputs for the compilation of the Constituency Development Committee monthly reports.
- Provide budgetary inputs to the Control Administrative Officer Grade 6.
- Responsible for minute-taking at Constituency Development Committee meetings on request

- Assist with purchases at Constituency Office.
- Receive and channel all correspondences timely.
- Responsible for proper filing of official documentation.
- Identify training needs of subordinates and submit proposals to the Control Administrative Officer Grade 6.
- Attend to customer complaints on basic services.
- Responsible for the updating of Constituency office inventory registers.
- Carry out any other official duties assigned from time to time

Enquiries: Mr. Donnie Slinger 063 – 221928 or Mr. Barnatus Waterboer 063 – 270 759

DIRECTORATE: FINANCE, HUMAN RESOURCES AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT SUPPORT

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Grunau Constituency Office
Salary Scale	:	N\$ 167, 481 –N\$ 200, 878
Salary Notch	:	N\$ 167, 481 per annum
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF level 6 in Administration, Public Management plus 1 years' appropriate experience

or

Senior Secondary Certificate or equivalent qualification on NQF Level 3 plus 3-years' appropriate experience.

Responsibilities: This job category includes personnel involved at advanced operational level with the administering and drafting of legislation and prescriptions; the processing and consideration of applications and representations; the execution of inspections; the arrangement for and control of the procurement, storing, provisioning, maintenance, utilization and disposal of all means (e.g. equipment, accommodation and services) other than personnel which are necessary for the efficient functioning of an office/ministry/agency.

Main Duties: Assist in the development of Strategic and Management plans.

- Provide budgetary inputs to the Control Administrative Officer
- Identify staffing needs /resources.
- Identify training needs of subordinates and submit proposals.
- Responsible for minute-taking at Settlement Advisory Committee meetings.
- Attend to customer complaints on basic services.

- Assist the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots.
- Organize community meetings on instruction of the Chief Control Officer or Settlement Development Committees.
- Serve as the Secretary during the Settlement Development Committee meetings.
- Responsible for the compilation of monthly settlement activity report.
- Responsible for the cleanliness and image of settlement buildings and premises.
- Responsible for the updating of settlement inventory registers and sheets.
- Responsible for the daily supervision of municipal services within settlement areas.
- Authorize the issuing/receipt vouchers and Counter Books.
- Receive and issue stock.
- Update various registers e.g. Loan Register, Main Register etc., distribution and Counter books.
- Prepare log sheets.
- Certify invoices of contractors entered with the Council.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms. Giovanna Isaacks 063 – 221928 or Mr. Dawid Tiboth 063 – 262 030

DIRECTORATE: FINANCE, HUMAN RESOURCES AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT SUPPORT

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Warmbad Settlement Office
Salary Scale	:	N\$ 167, 481 –N\$ 200, 878
Salary Notch	:	N\$ 167, 481 per annum
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF level 6 in Administration, Public Management plus 1 years' appropriate experience

or

Senior Secondary Certificate or equivalent qualification on NQF Level 3 plus 3-years' appropriate experience.

Responsibilities: This job category includes personnel involved at advanced operational level with the administering and drafting of legislation and prescriptions; the processing and consideration of applications and representations; the execution of inspections; the arrangement for and control of the procurement, storing, provisioning, maintenance, utilization and disposal of all means (e.g. equipment, accommodation and services) other than personnel which are necessary for the efficient functioning of an office/ministry/agency.

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Main Duties: Assist in the development of Strategic and Management plans.

- Provide budgetary inputs to the Control Administrative Officer
- Identify staffing needs /resources.
- Identify training needs of subordinates and submit proposals.
- Responsible for minute-taking at Settlement Advisory Committee meetings.
- Attend to customer complaints on basic services.
- Assist the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots.
- Organize community meetings on instruction of the Chief Control Officer or Settlement Development Committees.
- Serve as the Secretary during the Settlement Development Committee meetings.
- Responsible for the compilation of monthly settlement activity report.
- Responsible for the cleanliness and image of settlement buildings and premises.
- Responsible for the updating of settlement inventory registers and sheets.
- Responsible for the daily supervision of municipal services within settlement areas.
- Authorize the issuing/receipt vouchers and Counter Books.
- Receive and issue stock.
- Update various registers e.g. Loan Register, Main Register etc., distribution and Counter books.
- Prepare log sheets.
- Certify invoices of contractors entered with the Council.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. Donnie Slinger 063 – 221929 or Mrs. Frieda Ikwa 063 – 269 107

DIRECTORATE: FINANCE, HUMAN RESOURCES AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT (KARASBURG WEST)

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Noordoewer
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Salary Notch	:	N\$ 372, 627 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10 ,512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF level 6 in Administration or Public Management or related field plus 6 years' appropriate experience.

Supplementary Requirements: Should have three (3) years proven working experience on the level of Chief Administrative Officer. A certificate in Government Uniform Stock Control System will be an added advantage.

Responsibilities: This job category includes personnel involved at advanced operational level with the administering and drafting of legislation and prescriptions; interpretation of and advice on legislation and prescriptions; the processing and consideration of applications and representations; the analyzing of statistics and information; the execution of inspections.

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: Ms. Magret April 063 – 221932 or Mrs. Engelhardine Swartz 063 – 221917

Applications must be addressed to:

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**The acting Chief Regional Officer
//Kharas Regional Council
Private Bag 2184
Keetmanshoop**
