

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

KHOMAS REGION

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: CIRCUIT OFFICE

Post Designation	:	Inspector of Education Grade 5
1xPost	:	Windhoek
Salary Scale	:	N\$ 454, 232 –N\$ 543, 055
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10 ,512 per annum

Minimum Appointment Requirements: A recognized 4-year tertiary teaching qualification on NQF L7 plus 9 years teaching experience

Supplementary Selection Requirements:

- Candidate must possess at least 5 years (or more) experience at the functional level Grade 6 (or higher) at school level or in a related work environment. **(Proof must be attached).**
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

SUBDIVISION: PROFESSIONAL DEVELOPMENT SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (English Grade 8-NSSCAS)
1xPost	:	Windhoek
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Appointment Requirements: An appropriate Degree (or equivalent qualification) on NQF L8 **plus** 3 years' appropriate experience;

OR

An appropriate Degree (or equivalent qualification) on NQF L7 **plus** 5 years' appropriate experience.

Supplementary Selection Requirements:

- Candidates must possess 3 years appropriate teaching experience in English up to NSSCAS Level; **(Proof must be attached).**

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- Candidate must possess an appropriate teaching qualification majoring in English in terms of the minimum appointment requirements **(Proof must be attached)**;
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
- Computer Literacy will be an added advantage

Enquiries: The Human Resource Office Tell no: 061- 293 9411

SUBDIVISION: HUMAN RESOURCES

Post Designation	:	Senior Human Resource Practitioner Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$ 305, 684 –N\$ 365, 322
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Appointment Requirements: An appropriate Diploma on NQF Level 6 (or equivalent qualification) plus three (3) years appropriate experience.

Supplementary Selection Requirements:

- Candidate must possess at least 5 years (or more) appropriate experience at the level of a Human Resource Practitioner Grade 8 or equivalent **(Proof must be attached)**.
- Candidates in possession of an appropriate Degree on NQF Level 7 or higher majoring in Human Resource Development/ Management will have an added advantage.
- Candidates must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
- Computer Literacy will be an added advantage.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

DIVISION: LIFELONG LEARNING SUBDIVISION: ADULT AND CONTINUING EDUCATION

Post Designation	:	Education Officer Grade 8 (Adult Education)
1xPost	:	Windhoek
Salary Scale	:	N\$ 250, 767 –N\$ 299, 691
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10 512 per annum

Minimum Appointment Requirements: An appropriate Degree (or equivalent qualification) on NQF L7

Supplementary Selection Requirements: Candidates with appropriate qualifications on NQF L7 or higher majoring in Adult Education will be considered; and

- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
- Computer Literacy will be an added advantage.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

**SUBDIVISION: FINANCIAL MANAGEMENT
SECTION: SALARIES AND ALLOWANCES**

Post Designation	:	Accounts Assistant Grade 11
1xPost	:	Windhoek
Salary Scale	:	N\$ 139, 636 –N\$ 167, 481
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Appointment Requirements: A Grade 12 Certificate (or equivalent qualification) on NQF Level 3.

Supplementary Selection Requirements:

- Candidates must meet the criteria for appointment in a post requiring a Grade 12 Certificate [a minimum of 20 points over 5 subjects including an E symbol in English];
- Candidates in possession of a Senior Certificate (Standard 10) must meet the symbol requirement for English;
- Candidates in possession of an appropriate Diploma at NQF L6 (or higher) majoring in Accounting and/or Finance / Financial Management will have an added advantage; and
- Candidates in possession of at least two (2) years appropriate experience as an accounts clerk and Financial assistant/ Financial Administration/ Management/ Financial administrative Officer and or related environment work will have an added advantage **(Proof must be attached)**.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

Post Designation	:	Chief Hostel Matron Grade 12
1xPost	:	Concordia College
Salary Scale	:	N\$ 113, 141 –N\$ 135, 702
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Appointment Requirements: A Junior Secondary Certificate (or equivalent qualification) on NQF Level 2 plus appropriate experience

Supplementary Selection Requirement: Candidate must possess at least 5 years' appropriate experience as a Hostel Matron Grade 13 or equivalent.

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**KHOMAS REGIONAL COUNCIL
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KHOMAS REGION**

Post Designation	:	Principal Grade 5
7x Posts	:	Windhoek
		Khomas 1: Dagbreek Special School
		Khomas 2: Golden Hills Primary School
		Khomas 3: Madume Primary School
		Khomas 4: Monte Christo Project School
		Khomas 5: Orban Primary School
		Khomas 6: Hermann Gmeiner Primary School
		Khomas 7: Suiderhof Primary School
Salary Scale	:	N\$ 454, 232 – N\$543, 055
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum 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 subject (s) to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Supplementary Requirement:

- Candidates in possession of 5 years (or more) experience at the functional level Grade 6 (or higher) at school or in a related work environment. **(Proof must be attached)**
- Candidates must be suitably /appropriately qualified or trained for the phase he or she applies for in terms of the provision of the National Curriculum for Basic Education (2016)

Enquiries: The Human Resource Office Tell no: 061- 293 9411

CIRCUIT 1

Post Designation	:	Head of Department Grade 6
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1xPost	:	David Bezuidenhoudt High School
	:	English and Afrikaans or German or Oshindonga or French Grade 8-11
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

CIRCUIT 2

Post Designation	:	Head of Department Grade 6
1xPost	:	Pionierspark Primary School
	:	Junior Primary: Mol: English and Afrikaans
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

CIRCUIT 3

Post Designation	:	Head of Department Grade 6
1xPost	:	Windhoek Technical High School
	:	Design and Technology (Motor Mechanics, Mental Work and Welding, Building Studies Grade 8-AS)
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

CIRCUIT 4

Post Designation	:	Head of Department Grade 6
1xPost	:	Fidel Castro Ruz Primary School
	:	Junior Primary (English and Oshindonga)
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Post Designation	:	Head of Department Grade 6
1xPost	:	Hochland High School
	:	English and Afrikaans Grade 8-AS
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Post Designation	:	Head of Department Grade 6
1xPost	:	Windhoek High School
	:	Science Department: Physical Science and Biology or Physics or Chemistry Grade 8-AS
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

CIRCUIT 5

Post Designation	:	Head of Department Grade 6
1xPost	:	Mount View High School
	:	Social Science Department: Geography and History or Development Studies Grade 8-AS
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum 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 subject(s) to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Additional Selection Requirements:

- Competition is limited. **Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.**
- Candidates must be suitably /appropriately qualified or trained in terms of the provision of the National Curriculum for Basic Education (2016)
- The shortlisting of Heads of Department posts will be done in terms of the major fields of study and appropriate years of teaching experience.

Applications must be submitted to the following address:

**Khomas Regional Council
Directorate of Education, Arts and Culture
Private Bag 13236
WINDHOEK**

OR

Deliver by hand at:

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