

MANAGEMENT CADRE
KUNENE REGIONAL COUNCIL
DIRECTORATE: GENERAL SERVICES

Post Designation	:	Director Grade 3
1xPost	:	Opuwo (Head Office)
Salary Notch	:	N\$ 582, 333 –N\$ 617, 976 per annum
Housing benefit	:	N\$ 123. 633 per annum
Capital Cost	:	N\$ 94, 178 per annum
Running Cost	:	N\$ 29, 455 per annum

Minimum requirements: An appropriate Bachelor Degree at NQF L7 (or equivalent qualification) plus 9 years' appropriate experience.

Additional Requirements: Candidate must have at least four (4) years of working experience at a level of Deputy Director Grade 4 or equivalent.

A Master's Degree at NQF level 9 in Human Resources **or** Finance **or** Business Management **or** Economics will be an added advantage. The candidate must be at Deputy Director Grade 4 **or** middle managerial level if from outside Public Service, and must have proven managerial abilities with emphasis on management functions and general administration. Must be computer literate and must have a driver's license.

Main duties:

- Provide advisory support services to the Chief Regional Officer on Human Resources, Finance and Administration.
- Supervise the functions of the Human Resources, Finance and Administration.
- Identify staff training needs.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plans
- Ensure the proper implementation of Council decisions.
- Responsible for the preparation of the Regional Council budget, implementation and control.
- Consultations with the Regional Council and Local Authorities on the implementation of the decentralization policies.
- Develop and producing guidelines on human resource matters in collaboration with Regional Council and line ministries including staff training and development.
- Provide administrative and financial support services to the Regional Council to ensure compliance with prescribed staff and finance rules and standards.
- Develop the Strategic Plan of the Directorate and oversee its implementation.
- Participate in the decentralization awareness raising campaign and ensuring the implementation of the Decentralization Action Plan (DAP).
- Ensure correct interpretation and application of all relevant Acts, Policies, Treasury Instructions and Personnel Administration Measures (PAM).
- Promoting good governance by 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.
- Oversee proper recording of Council minutes.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. George P. Kamseb /Mr. Gabes Kavetu @ 065 273950

Applications must be hand-delivered or addressed to:

**The Chief Regional Council
Kunene Regional Council
Private Bag 502
Opuwo
Attention: Human Resources Management**

Or hand deliver to:

**Human Resource Office
Kunene Regional Council
Mbumbijazo Muharukua Street
Opuwo**

KUNENE REGIONAL COUNCIL
DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Sesfontein Constituency Office
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Remoteness Allowance	:	N\$ 13, 800.00 per annum

Minimum Requirements: Appropriate National Diploma or equivalent qualification (NQF Level 6) plus six (6) years appropriate experience.

Additional Requirements: National Diploma in Local Government studies **or** Public Management **or** Public Administration **or** Business Administration **or** Project Management **or** Economics **or** Legal related qualifications.

The ideal candidate must have basic knowledge of project management, uniform stock control system, public fleet management, filing system and basic financial management. Candidate should have a drivers licence.

Preference will be given to applicants, who are proficient in speaking the locally dominant languages, proficiency in **Otjiherero or Khoekhoegowab** will be considered an added advantage.

Main Duties:

- Work closely with the Regional Councillor responsible for the Constituency.
- Implement, monitor and evaluate annual work plan and produce monthly progress reports.
- 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.
- 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.
- 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.

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- 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.

Enquiries: Mr. Gabes Kavetu /Sendra Nakale @ 065 273950

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES
DIVISION: PLANNING AND DEVELOPMENT

Post Designation	:	Development Planner Grade 8
1xPost	:	Opuwo (Head Office)
Salary Scale	:	N\$ 250, 767 –N\$ 299, 691
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An appropriate Bachelor Degree at NQF L7 (or equivalent qualification).

Additional Requirements: Preference will be given to candidates with any of the following qualification Town and Regional Planner **or** Urban and Rural Development **or** any other related field.

Main duties:

- The identification, formulation, preparation, implementation, appraisal and maintenance of national and/or regional and/or 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;
- Monitoring and evaluation of development projects and programmes and comparison thereof with national and/or regional and/or sectoral goals;
- The formulation or initiation of economic policies and plans covering general economic management, development strategies and major sectoral issues;
- The formulation of alternative policies and advising on possible adaptations of policies;
- The promotion and planning of national and/or regional and/or sectoral development;

- The undertaking, application and coordination of research as well as scientific and technological actions;
- The establishment and maintenance of database on development planning issues; and
- The coordination of development assistance programmes within the context of national development objectives and priorities

Enquiries: Mr. Ino Namwoonde/Mrs. Paulus Ndemupanda @ 065273950

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Attention: Human Resources Management**

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