

OSHANA REGIONAL COUNCIL

DIRECTORATE : FINANCE AND ADMINISTRATION

DIVISION: ADMINISTRATION

SUBDIVISION: CONSTITUENCY SUPPORT OKAKU

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1-year appropriate experience

Or

Senior Secondary Certificate or equivalent qualification on NQF L3 plus 3 years' appropriate experience

Supplementary Requirements: Candidate with National Diploma or equivalent qualification should have three (3) years appropriate experiences while those with Grade 12 should have six (6) years' appropriate experience. Knowledge on procurement process and stock control will serve as an advantage.

Main Duties:

- Organize community meetings on the requests of the Control Administrative Officer.
- Provide inputs for the compilation of the Constituency Development Committee monthly reports.
- Assist with procurement at Constituency Office.
- Responsible for minute-taking at Constituency Development Committee meetings.
- 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.
- Attend to customer complaints on basic services.
- Responsible for the updating of Constituency office inventory registers.

Enquiries: Ms. Fiina Akawa or Ms. Liina Uusiku @ 065 2288200

Applications must be addressed to:

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 30 JUNE 2026, CLOSING DATE 30 JULY 2026

**The Chief Regional Officer
Oshana Regional Council
Private Bag 5543
Oshakati**

Or handelivery at:

**Human Resource Office
Oshana Region
Leo Shoopala Street
Oshakati**
