

MANAGEMENT CADRE
OSHIKOTO REGIONAL COUNCIL

Post Designation	:	Chief Regional Officer Grade 2 (5 Year Contract)
1xPost	:	Omuthiya
Salary Scale	:	N\$ 630,335 –N\$ 668 912
Motor Vehicle allowance	:	N\$ 149, 351 (Capital and Running costs)
Capital Costs	:	N\$116, 340 per annum
Running Costs	:	N\$ 33, 011 per annum
Housing Benefit	:	N\$ 142, 104 per annum

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

Additional requirements

- A Master Degree in Administration, Human Resources Management, Economics, Development Finance/Studies or any related field will be added as an advantage.
- Five (5) years must be at Senior Management level (at least a Director Grade 3 in the Public Service /Public Entity).
- Probation Confirmed
- Good knowledge of national and sectoral policy, legislative and regulatory frameworks and programmes; and
- Transformational managerial and leadership skills and experience in general and particularly in one of the following fields/ competencies: public sector budgeting and financial management, performance management system, capital project management, housing and human settlement policy development and implementation as well as community (urban and rural) development will serve as an added advantage.

The incumbent will be responsible for:

The overall strategic leadership, administration and management of the Regional Council which consists of Directorates Planning and Development Services, General Services, Community Health and Education. These directorates provide an administrative and support function to the whole Council. He/she will execute the following duties:

- Reports to and is accountable to the Chairperson on the efficient and effective Management and the Operation of the Council; and
- Is specifically responsible for ensuring overall strategic leadership, Leadership, guidance, management and coordination over the operation and Programme of the Council
- Accountable for development and implementation and economically sustainable performance-driven administration of the Regional Council.

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

- Adhere to and implement the duties of the Accounting Officer as prescribed by the relevant Acts.
- Presents the Regional Council Annual budget to the management committee for approval.
- Ensure efficient management of resources, rationalization and optimization of service delivery, skills change management.
- Ensure and implement the Regional Council's Strategic Plan that will have a positive output on the organizational performance to ultimately ensure maximum service delivery.
- Interacting closely with the Chairperson, Management Committee members and the Governor.
- Ensure that the Regional Council's Policies and by-laws are developed and implemented.
- Advices the Council on administrative policy matters.
- Cause Council minutes to be taken in the Council meetings.
- Ensure the formulation, implementation and Monitoring & Evaluation of the strategic plans
- Ensure the development and overseeing of the implementation of policies, systems, procedures and standards of the Regional Council.
- Implement, manage and account for all decentralized functions.
- Initiate developmental programmes for the region in collaboration with Central Government.
- Liaise with Central Government, other Regional Councils, Local Authorities and relevant stakeholders on developmental programmes.
- Promoting good governance by developing standards and operational procedures.
- Carry out any other official duties as may be lawfully assigned by the Regional Council from time to time.

Please note:

- The **top three** candidates emerging from the final interview process will be subjected to a **Vetting**, which will be a key determining factor in the final selection.

Enquiries: Ms. Elago NE Negongo, The Acting Deputy Director: Human Resources Management, Tel (065) 244 853

Applications must be addressed to:

**The Acting Deputy Director
Human Resources Management
Office No 108, First Floor
Oshikoto Regional Council
P. O. Box 19247
OMUTHIYA**

DIRECTORATE: GENERAL SERVICES

Post Designation	:	Director Grade 3
1xPost	:	Omutiya
Salary Scale	:	N\$582,333 –N\$ 617, 976
Housing Allowance	:	N\$131,280.00 per annum
Motor Vehicle Allowance	:	N\$123, 633.00 (Capital and Running costs) per annum

Minimum requirements: An appropriate Bachelor Degree at NQF L7 plus nine (9) years appropriate experience in Administration/Finance/ Human Resources/Procurement.

Supplementary Requirements: Preference will be given to applicants occupying Middle Management positions (Grade 4 or equivalent) in any of the following field; Finance, Administration or Human Resources Management for at least four (4) years. A Candidate must have a valid driver's license

Main Duties:

- Principal Adviser to the Accounting Officer on matters related to Finance Administration and Human Resources.
- Enforces the implementation of the Regional Council's resolutions.
- Responsible for the preparation of Regional Council budget implementation and control including Annual Financial Statements.
- Supervise the functions of Finance, Administration and Human Resources.
- Develops the Strategic Plan and Annual Plans of the Directorate and oversee implementation thereof.
- Provide support services to Regional Council, Constituencies and Settlements to ensure compliance with the prescribed staff and Finance rules and standards.
- Ensures correct interpretation and application of all relevant Acts, Policies, Standards, Rules and Regulations.
- Carries out any other duties assigned from time to time.

Enquiries: HRM Tel: 065 – 244 853/852/849

DIRECTORATE: GENERAL SERVICES

DIVISION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Deputy Director Grade 4
1xPost	:	Omutiya
Salary Scale	:	N\$543,055 –N\$ 570, 914
Housing Allowance	:	N\$121,560.00 per annum
Motor Vehicle Allowance	:	N\$110,917.00 (Capital and Running costs) per annum

Minimum requirements: An appropriate Bachelor Degree majoring in Human Resources Management at NQF L7 plus nine (9) years appropriate experience in Human Resources.

Supplementary Requirements: Preference will be given to applicants occupying a position and probation confirmed as a Chief Human Resources Practitioner Grade 6 or equivalent level in the field of Human Resources Management for at least four (4) years, plus extensive knowledge of **SAGE VIP or SAGE 300 People payroll system (Proof should be attached)**. A Candidate must have a valid driver's license.

Key performance areas:

- Advise the Accounting Officer and other line managers on all human resource related matters.
- Facilitate the implementation of the Performance Management System.
- Coordinate the training and development of human resources.
- Ensure that human resource decisions of the Council are implemented.
- Responsible for drafting the Affirmative Action Plans and Reports for the Regional Council.
- Identification of staff training needs.
- Ensure the implementation and review of divisional management plans.
- Ensure the establishment of the Workplace Wellness Programme and the implementation thereof.
- Overseeing and supervise all human resource activities and report to the Director General Services on monthly and quarterly basis.
- Supervise and direct subordinates within the division.
- Participate in the formulation, implementation, Monitoring & Evaluation of the Strategic Plans.
- Submit HR policy proposals to the Office of the Prime Minister for consideration and recommendation.
- Carry out any other official duties assigned from time to time

Enquiries: HRM Tel: 065 – 244 850/852/849

Applications must be Addressed to:

**The Chief Regional Officer
Oshikoto Regional Council
P. O. Box 19247
OMUTHIYA**

Or hand deliver at:

**Oshikoto Regional Council Buildings
Penda YaNdakolo Street
Registry Office (1st Floor, Office No 110) or HR Office
OMUTHIYA**

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES

DIVISION: FINANCE

Post Designation	:	Chief Accountant Grade 6
1xPost	:	Omuthiya
Salary Scale	:	N\$372,627- N\$ 445, 325
Housing Allowance	:	N\$14,520.00 per annum
Transport Allowance	:	N\$10, 512.00 per annum

Minimum requirements: An appropriate National Diploma in Accounting NQF Level 6 majoring in accounting or finance, plus six (6) years appropriate experience.

Additional requirements: Preference will be given to candidates with Extensive knowledge in **SAGE VIP or SAGE 300 People payroll system and Pastel Evolution System (Proof should be attached)**. A Candidate must have a Valid Driver's license older than one year as per ORC Fleet Management_Policy.

Enquiries: HRM: Tel: 065 – 244 850/852/849

DIRECTORATE: PLANNING AND DEVELOPMENT

DIVISION: RURAL SERVICES

Post Designation	:	Senior Community Liaison Officer Grade 8
1xPost	:	Omuthiya
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: A National Diploma at NQF level 6 in Economics, Regional and Rural Development, Business Administration, Natural Resources Management or Equivalent.

Supplementary Selection Requirements: Preference will be given to candidates with Bachelor Degree or equivalent qualification at NQF Level 7 in the following fields: Economics, Regional and Rural Development, Business Administration, Natural Resources Management and Development studies. Must have at least five (5) years appropriate working experience. Candidates must be in possession of a valid Driving License older than one year as per ORC Fleet Management Policy.

Enquiries: HRM at Tel: 065 – 244 800

**DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT**

Post Designation	:	Senior Administrative Officer Grade 10
2xPosts	:	Onayena Constituency Office Onayena Settlement Office
Scale of salary	:	N\$ 167,481 –N\$ 200, 878
Housing Allowance	:	N\$ 13, 944.00 per annum
Remoteness Allowance	:	N\$ 9,000.00 per annum
Transport Allowance	:	N\$ 8.760.00 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 Selection requirements: Preferences will be given to candidates with National Diploma at NQF Level 6 with five (5) years' experience in Administration or Bachelor's Degree at NQF Level 7 with three (3) years' experience in Administration. The fields to be considered are Business/Public Administration; Business Management; Logistics and Supply Chain Management; Transport Management plus a valid driver's license older than one (1) year.

Enquiries: HRM at Tel: 065 – 244 850/852/849

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OMUTHIYA
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