

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION

DIVISION: ADMINISTRATION

SECTION: PROCUREMENT AND STOCK CONTROL

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

Appointment 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: A Bachelor's Degree NQA Level 7 or Equivalent in Procurement Management/Logistic and Supply Chain or related field plus one (1) year appropriate experience in Procurement/ Stock Control. Interested candidates must be in possession of a valid Code B driver's license or bigger.

Main duties of the job

- Interpret and ensure maintenance of the procurement and stock control system for the Regional Council.
- Interpret and ensure adherence to frameworks for record-keeping.
- Prepare submissions of acceptance of donations to the supervisor.
- Compile burglar reports and submit to the supervisor.
- Dispose Regional Council properties or written-off items.
- Supervise transfer of assets (when they are moving from Regional Council offices to settlement or Constituency).
- Opening and closing stock control points.
- Represent the Subdivision in different Committees.
- Allocate and coordinate the work of all staff members in the Subdivision.
- Monitor the attendance and performance of staff member under his/her supervision.
- Maintain discipline within the subsection.
- Provide on-the-job training to staff members and prepare recommendations for training.
- Carry out performance assessment.
- Prepare requisitions of expenditure to the Economizing Committee
- Ensure the maintenance of Council buildings and office equipment
- Carry out scheduled and un-scheduled inspection of procurement and stock control at Constituency and Settlement offices.

- Act in the next higher post or as instructed.
- Carry out any other reasonable task as delegated by the immediate supervisor.

DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT ADMINISTRATION
OKANDJIRA SETTLEMENT

Post Designation : Senior Administrative Officer Grade 10
1x Post : Okandjira
Salary Scale : N\$167,481– N\$200,878
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum
Remoteness Allowance : N\$9,000 per annum

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

OR

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

Supplementary Requirements: A Bachelor's Degree NQA L7 or Equivalent in Local Government/Urban Management/Land Management or related field plus one (1) year experience in Settlement/ Local Authorities administration. Applicant should be in possession of a valid Code B driver's license or bigger.

Main Duties

- Provide budgetary inputs to the Control Admin Officer.
- Receive correspondences and channel all correspondences timely to all recipients.
- Responsible for proper filing of official documentation.
- Identify staffing needs/resources.
- Identify training needs of subordinates and submit proposals to the Control Administrative Officer.
- Responsible for minute-taking at CDC meetings.
- Carry out any other reasonable task as delegated by the immediate supervisor.

Applications must be addressed to:

The Chief Regional Officer
Otjozondjupa Regional Council
P. O. Box 1682
Otjiwarongo
NAMIBIA

or **Hand Delivery at:**
Otjozondjupa Regional Council
3rd floor, Human Resource Office
22 Henk Wellem Street