

OTJOZONDJUPA REGIONAL COUNCIL

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

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Grootfontein Constituency
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 one (1) year appropriate experience OR a Senior Secondary Certificate on (NQF Level 3) plus 3 years appropriate experience.

Supplementary Requirements: A Bachelor's degree NQF L7 or Equivalent qualification in Business Administration or Public Management or Local Government or related field plus 1-year experience in Constituency or Local Authorities' Administration OR A Senior Secondary Certificate (NQF LEVEL 3) plus three (3) years' experience in Constituency or Local Authorities' Administration. Applicant should be in possession of a valid driving license (Code B).

A detailed job description can be obtained from the Human Resources Office upon request.

DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT SUPPORT
KOMBAT SETTLEMENT

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Kombat Settlement
Salary Scale	:	N\$372,627– N\$445,325
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 6 years appropriate experience.

Supplementary Requirements: A Bachelor's Degree (NQA L7) or Equivalent in Business Administration/Public Management/Local Government/Urban Management/Land Management or related field plus 3 years' experience at the level of Chief Administrative Officer Grade 8 **OR** equivalent in Settlement or Local authorities' administration. Applicant should be in possession of a valid driving license (Code B).

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 04 AUGUST 2026, CLOSING DATE 02 SEPTEMBER 2026

A detailed job description can be obtained from the Human Resources Office upon request.

Applications must be addressed to:

The Chief Regional Officer	or	Hand Delivery
Otjozondjupa Regional Council		Otjozondjupa Regional Council
P. O. Box 1682		1st floor, Human Resource Office
Otjiwarongo		22 Henk Wellem Street
NAMIBIA		

Enquiries: Mrs. Aune N Kashikuka/ Mrs. S.M.K Tuahuku
Tel: 067 303702

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

CIRCUIT: OTJIWARONGO

Post Designation	:	Head of Department Grade 6
Department	:	Languages
Area of Specialization	:	Junior Primary (Pre-Primary – Grade 3) (English and Khoekhoegowab)
1x Post	:	Tsaraxa-Aibes Primary School (Otjiwarongo)
Salary Scale	:	N\$ 354 883 – 424 199
Housing Allowance	:	N\$ 17 424 per annum
Transport Allowance	:	N\$ 10 512 per annum

Minimum requirements: A recognized 3-year tertiary teaching qualification on 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 school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

CIRCUIT: OKAKANDJA

Post Designation	:	Head of Department Grade 6
Department	:	Languages
Area of Specialization	:	(English and Afrikaans/ Otjiherero/ Oshindonga/ Oshikwanyama Grade 8-12)
1x Post	:	Okahandja Secondary School (Okahandja)
Salary Scale	:	N\$ 354 883 – 424 199
Housing Allowance	:	N\$ 17 424 per annum
Transport Allowance	:	N\$ 10 512 per annum