

ZAMBEZI REGIONAL COUNCIL

Post Designation	:	Chief Regional Officer Grade 2 (5 Years Contract)
1x Post	:	Katima Mulilo
Salary Scale	:	N\$ 630, 335 – N\$ 668, 916
Housing Allowance	:	N\$142,104 per annum
Transport Allowance		
Capital Cost	:	N\$116, 340 per annum
Running Cost	:	N\$33, 011 per annum

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

Supplementary 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).
- 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, Monitoring and Evaluation Services; Regional Development integration; Infrastructure Development; Finance and Administration; Community Health and Education. These directorates provide an administrative and support function to the whole Council.
- 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, 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.
- 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.

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- 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.

Enquiries: Ms. Trendy L. Muyoba, The Acting Deputy Director: Human Resources Management Tel (066) 261700

**DIRECTORATE INFRASTRUCTURE DEVELOPMENT
DIVISION: TECHNICAL SERVICES
SUBDIVISION: CAPITAL PROJECTS/INFRASTRUCTURE AND DEVELOPMENT**

Post Designation	:	Deputy Director: Technical Services Grade 4
1x Post	:	Katima Mulilo
Salary Scale	:	N\$543 055 – 570 914
Transport Allowance		
Capital Cost	:	N\$83 106 per annum
Running Cost	:	N\$27 811 per annum
Housing Allowance	:	N\$121 560 per annum

Minimum requirements: B. Degree or equivalent in Engineering (Civil, Electrical or Mechanical), Must be registererd as Professional Engineer with the Namibian Engineering Council plus 9 years' appropriate experience.

He/she will execute the following duties:

- Advise on policy matters, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.

- Provide technical input in Directorate and Divisional operational planning ensuring that outcomes support the strategic plan.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plan.
- Provide input for establishing, reviewing and amending national policy, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Co-ordinate regional field investigations to identify needs for infrastructure, existing facilities, population distribution, available resources and conditions of land to produce regional infrastructure plans.
- Identification of staff training needs.
- Facilitate implementation of plans within defined time and resource limits.
- On a monthly, quarterly and annual basis, review progress against individual and divisional plans and against budgets.
- Facilitate Technical Services' Divisional and Sub-divisional operational planning within the framework of the overall strategic and development plan of the Regional Council and the plans of line ministries/offices/departments.
- Participate in the establishment of policies for regional technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Oversee collection of regional infrastructure development needs and combination thereof into a regional infrastructure plan.
- Guide, evaluate and process data on infrastructure needs.
- Writing, planning and designing proposals for GRN or donor funded technical infrastructure projects and programmes
- Oversee establishment and maintenance of an infrastructure database for the region.
- Prepare, recommend, control and account for all technical projects of the Regional Council.
- Verify Payment Certificates in respect of actual performance, output of goods procured or services rendered against the claims and the budget.
- Monitor and guide improvement to -, construction of -, maintenance - and minor renovations to infrastructure within the tender guidelines.
- Monitor and guide inspection of infrastructure repaired, rehabilitated or constructed.
- Oversee the compilation of town planning- and amendment schemes in the region.
- Recommend applications for rezoning for submission to the Minister of Regional and Local Government Housing and Rural Development.
- Oversee that assistance and advice is provided to local authorities with township establishment and determination of title conditions.
- Monitor the conformance of town planning scheme regulations and title conditions.
- Oversee the investigation and present evidence in cases where scheme provisions and title conditions have been infringed upon.
- Decide on procedures for the compilation and safekeeping of development and planning records.
- Ensure adherence to relevant policies and procedures.
- Monitor and evaluate annual workplan and report progress to the Council

Enquiries: Mr. B.M Walubita, Director: Planning, Monitoring and Evaluation
Tel (066) 261700

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Applications must be addressed to:

**The Acting Deputy Director
Human Resources Management
Office No 1.16, First Floor
Zambezi Regional Council
Private Bag 5002
Katima Mulilo**

ZAMBEZI REGIONAL COUNCIL

DIRECTORATE INFRASTRUCTURE DEVELOPMENT DIVISION: TECHNICAL SERVICES SUBDIVISION: CAPITAL PROJECTS/INFRASTRUCTURE AND DEVELOPMENT

Post Designation	:	Town and Regional Planner Grade 6
1x Post	:	Katima Mulilo
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 pa
Transport Allowance	:	N\$ 10, 512 pa

Minimum requirements: Registration as Town and Regional Planner.

Main duties:

- To assess and determine the urban development needs in the different land use categories in the region.
- To provide professional town planning services to the Council.
- To guide development in terms of structure, growth direction and policies for land use and control.
- To coordinate and perform project management of town planning projects.
- To promote and ensure compliance with Council and National legislation, policies, regulations and procedures on town planning and related urban and rural management concerns.
- To perform miscellaneous town planning work.
- To promote innovation and undertake or commission Research in Town Planning.
- Determine on annual basis the demand for new land development in different land use categories.
- Obtain, collate and interpret existing available information (reports and statistical data such as population growth and projected demand) on land demand and availability.
- Make proposals on suitable land for development based on investigations and observations.
- Compile and submit necessary applications to Council and Government for town planning functions (need and desirability, township establishment, amendment schemes, subdivisions and rezoning)
- Ensure compliance with legal procedures regarding Approvals of cadastral changes; Land registration conditions and conditions of township establishment; Amendment of property rights; need and Desirability applications for new townships; Township establishment and amendment of general plans.
- Liaise with relevant statutory bodies on policy issues pertaining to Town and Regional Planning
- Assist in the interpretation and implementation of policy frameworks at regional level in line with approved legislation.
- Provide technical input on operational planning of the subdivision.
- Implementation of plans within defined time and resource limits.

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- Prepare monthly, quarterly and annual work plan of the subdivision.
 - Participate in the planning process and consultations with CDCs and Settlement Development Committees in respect of the budget.
 - Ensures that consultants and contractors adhere to set standards.
 - Prepare layout plans for settlement areas; prepare submissions to NAMPAB and the Townships Board for declaration and proclamation of settlement areas.
 - Coordinate the process of identification of growth points and negotiation with relevant stakeholders for settlement development.
 - Determine the feasibility of the declaration of settlement areas (needs and desirability studies).
 - Prepare PIF's for town planning projects (layout plans, town planning schemes and structure plans).
 - Prepare reports on the status of planning in settlement areas for Council.
 - Ensure the existence of proper filing system and storage facilities for plans and maps.
 - Monitor progress of projects and provide feedback to Deputy Director: Engineering Services
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DIRECTORATE DEVELOPMENT PLANNING, MONITORING AND EVALUATION
DIVISION: REGIONAL PLANNING
SUBDIVISION: POPULATION AND STATISTICS

Post Designation	:	Statistician Grade 8
1x Post	:	Katima Mulilo
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Housing Allowance	:	N\$17, 424 pa
Transport Allowance	:	N\$10, 512 pa

Minimum requirement: An appropriate B. Degree on NQF L7 or equivalent qualification, majoring in one or more of the following subjects: Mathematics, Mathematics Statistics, Econometrics, Biometrics, Operational Research, Statistics, Economy, Accountancy, Demography, Computer Science, Sociology, Geography and one or more of the above mentioned as additional subjects.

Main Duties:

- Collect, compile, analyse and store regional data.
- Assess and interpret regional data for decision making.
- Conduct regional research.
- Produce monthly, quarterly and annual reports.
- Monitor, Evaluate and verify regional data on population, unemployment, diseases, poverty and socio-economic issues.
- Liaise with Central Bureau of Statistics and other data collectors to harmonize regional data.
- Establish and maintain a regional socio-economic database for planning and development.
- Monitor and evaluate changes and trends of socio-economic data.

- Disseminate information on the socio-economic development indicators of the region to relevant stakeholders at all levels.
- Attend to queries from data users at all levels.
- Promote awareness on statistics in the region.
- Make user-friendly reports and presentations on statistical data.
- Carry out any duties assigned from time to time.

Enquiries: Mr. C.S Mubita

Deputy Director: Regional Planning

Tel: +264 66 261700

**DIRECTORATE: HUMAN RESOURCES, FINANCE AND ADMINISTRATION
DIVISION: HUMAN RESOURCES MANAGEMENT
SUBDIVISION: PERSONNEL**

Post Designation	:	Human Resource Practitioner Grade 8
2x Posts	:	Katima Mulilo
Salary Scale	:	N\$250, 767 – N\$ 299, 691
Housing Allowance	:	N\$17, 424 pa
Transport Allowance	:	N\$10, 512 pa

Minimum requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6.

Main Duties:

- Interpret and ensure implementation of human resource policy guidelines.
- Issue salary advice timely.
- Process applications for pension admissions, amendments and withdrawals.
- Calculate and prepare individual notices regarding salary increments, service bonuses, salary adjustments, occupational differentiation, overtime and leave gratuity.
- Obtain approval for appointments, pension admissions/withdrawals, leave/leave gratuity, housing loan scheme, housing subsidy, allowances, medical aid scheme, confirmation/extension of probation, transfer, translations, secondments, resignations, departmental debts, abscondments and demises, removal of furniture and retirements etc.
- Prepare letters confirming appointments and or extension of probation.
- Attend to personnel audit queries.
- Maintain leave and staff records of all personnel.
- Provide secretarial services to human resource meetings (interviews, disciplinary actions, Training Committee, grievance procedures etc).
- Order human resources office stores, stationery and equipment.
- Provide input to human resource reports and the compilation thereof.
- File and trace files and documents.
- Handle human resources enquiries.

- Calculate and process Housing Loan Scheme inclusive of housing subsidies and allowances.
- Submit qualifications to the National Qualifications Authority for evaluation and record response.
- Ensure that documentation pertaining to injury on duty are correctly completed and submitted through the supervisor to the Social Security Commission.
- Draft submissions to the Chief Regional Officer and Office of the Prime Minister through the Ministry of Regional and Local Government, Housing and Rural Development.
- Write letters and correspondences to various stakeholders.
- Update staff establishment on a regular basis.
- Carry out any other official duties assigned from time to time

Enquiries: Ms T.L Muyoba

Acting Deputy Director: Human Resources Management

Tel: +264 66 261700

**DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION
DIVISION: RURAL SERVICES**

Post Designation	:	Community Liaison Officer Grade 9
1x Post	:	Katima Mulilo
Salary Scale	:	N\$204, 977 – N\$ 245, 851
Housing Allowance	:	N\$13, 944 pa
Transport Allowance	:	N\$10, 512 pa

Minimum requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6.

Supplementary requirements: An appropriate B-Degree or equivalent will be an added advantage.

Main Duties:

- Supervise effective evaluation tools to monitor process of regional HIV and AIDS plan.
- Compile a list of and facilitate access to available services for HIV infected persons and those suffering from AIDS.
- Strengthen the existing of home-based care programmes.
- Assist in the preparation of organizing the regional training workshops and seminars.
- Collaborate with the Supervisor with input to prepare operational plan and budget.
- Coordinate sub- regional structures Constituency Aids Coordinating Committees sectoral committees to ensure implementation of regional HIV and AIDS action plan.

- Provide secretariat support to Regional Aids Coordinating Committee and preparation of minutes and agenda.
- Carry out HIV and AIDS sensitization meetings.
- Assist in organizing events within the region.
- Control the available resources to ensure rational distribution and proper use.
- Facilitate the identification of areas for research and analysis.
- Ensure proper distribution of condoms and Information Education and Communication materials.
- Conduct support visits to the Constituency Aids Coordinating Committees.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms. C.N. Sihope
Deputy Director: Rural Services
Tel: +264 66 261700

DIRECTORATE: HUMAN RESOURCES, FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SECTION : OFFICE SUPPORT

Post Designation	:	Private Secretary Grade 9
1x Post	:	Katima Mulilo
Salary Scale	:	N\$ 204, 977 – N\$ 245, 851
Housing Allowance	:	N\$ 13, 944 pa
Transport Allowance	:	N\$ 10, 512 pa

Minimum requirement: An appropriate National Diploma or equivalent qualification on NQF L6.

Main Duties:

- Perform office administration work.
 - Follow up on letters and scheduled reports.
 - Receive, screen, forward and make calls.
 - File and retrieve correspondences and documentation.
 - Ensure confidentiality at all times.
 - Update diaries and other sources of reference.
 - Make appointments, reservations and traveling arrangements.
 - Take and relay messages.
 - Order office supplies.
 - Draft or type correspondence, letters, minutes and memos.
 - Arrange and serve refreshments.
 - Make photocopies and collect documents.
 - Carry out any other official duties assigned from time to time.
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DIRECTORATE: HUMAN RESOURCES, FINANCE AND ADMINISTRATION

DIVISION: ADMINISTRATION

SECTION : CONSTITUENCY SUPPORT

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Linyanti Constituency office
Salary Scale	:	N\$ 167, 481- N\$ 200 878
Housing Allowance	:	N\$13, 944 pa
Transport Allowance	:	N\$10, 512 pa

Appointment Requirement: 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.

Main Duties:

- Assist in the development of Strategic and Management plans.
- Provide budgetary inputs to the Control Administrative Officer Grade 6.
- Identify staffing needs /resources.
- Identify training needs of subordinates and submit proposals.
- Responsible for minute-taking at Settlement Advisory Committee meetings.
- Attend to customer complaints on basic services.
- Assist the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots.
- Organize community meetings on instruction of the Chief Control Officer or Settlement Development Committees.
- Serve as the Secretary during the Settlement Development Committee meetings.
- Responsible for the compilation of monthly settlement activity report.
- Responsible for the cleanliness and image of settlement buildings and premises.
- Responsible for the updating of settlement inventory registers and sheets.
- Responsible for the daily supervision of municipal services within settlement areas.
- Authorize the issuing/receipt vouchers and Counter Books.
- Receive and issue stock.
- Update various registers e.g. Loan Register, Main Register etc., distribution and Counter books.
- Prepare log sheets.
- Certify invoices of contractors entered with the Council.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. A. Shikoyeni

Deputy Director: Administration

Tel: +264 66 261700

Applications must addressed to:

The Acting Deputy Director

Human Resources Management

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