

MANAGEMENT CADRE

OMUSATI REGIONAL COUNCIL DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES

Post Designation	:	Director Grade 3
1x Post	:	Outapi
Salary Scale	:	N\$528,193 – N\$560,522 per annum
Housing Allowance	:	N\$81,558 per annum
Motor Vehicle Allowance		
Capital Costs	:	N\$87,202 per annum
Running Costs	:	N\$27,273 per annum
Total Allowance	:	N\$123, 633 per annum

Minimum requirements: An appropriate Bachelor's degree at NQF Level 7 (or equivalent qualification) in one of the following fields: Development Planning or Environmental Management or Project Management or Regional and Rural Development plus nine (9) years appropriate experience.

Supplementary requirements: Five (5) years should have been served at the level of Deputy Director Grade 4 or equivalent level in the field of Development Planning or Rural Services.

Key Performance Areas:

- Provide leadership and guidance to the Directorate.
- Provide advice on matters pertaining to planning and development in the Region.
- Ensure supervision, communication, coordination, formulation of regional policies and create awareness of policies, Programmes and procedures impacting on regional development planning, and decentralization amongst line ministries.
- Coordinate the planning process and consult the Regional Development Coordinating Committee and other development partners in respect of development planning.
- Oversee the work of the Regional Development Coordinating Committee and Regional Aids Coordinating Committee Secretariats.
- Coordinate advice and oversee implementation of national policies regarding rural services, planning and development, housing, land, conservation and community development.
- Oversee the integration of infrastructure development needs into a Regional Infrastructure Plan.
- Carry out any other duties assigned from time to time.

Enquiries: Mr. Modestus Senalye/Ms Hertha Shimuningeni Tel: 065 – 251019

Applications must be addressed to:
The Chief Regional Officer
Omusati Regional Council
Private Bag 523
OUTAPI

PSM CIRCULAR NO. H OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 07 OCTOBER 2026, CLOSING DATE:
06 NOVEMBER 2026

Or hand deliver to:
Omusati Regional Council
ERF 1080, Namaungu Street
Outapi

OMUSATI REGIONAL COUNCIL

DIRECTORATE: EDUCATION, ARTS AND CULTURE

CIRCUIT: ETAYI

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 11)
1x post	:	Oikokola Combined School
Salary Scale	:	N\$454,232-N\$543,055
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-years 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 7 years teaching experience.

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 10-11)
1 x post	:	Ashipala Secondary School
Salary Scale	:	N\$372,627-N\$445,325
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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.

Supplementary requirements: Preference will be given to candidates who are qualified to teach Mathematics and Physics/Chemistry/Biology/Agricultural Science Grade 10-11.

CIRCUIT: ONESI

		(Re-advertisement)
Post Designation	:	Head of Department Grade 6 (Languages: English and Oshindonga Grade 4-12)
1 x post	:	Ontoko Combined School
Salary Scale	:	N\$372,627-N\$445,325
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

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An appropriate recognized 3-years 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

Supplementary requirements: Preference will be given to applicants who are qualified to teach English and Oshindonga Grade 8-12.

CIRCUIT: OKALONGO

(Re-advertisement)

Post Designation	:	Head of Department Grade 6 (Mathematics and Natural Science Grade 4-9)
1 x post	:	Epoko Combined School
Salary Scale	:	N\$372,627-N\$445,325
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirements: A recognized 3-years Tertiary Teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements: Preference will be given to applicants who are qualified to teach Mathematics and Physical Science Grade 8-9.

CIRCUIT: TSANDI

(Re-advertisement)

Post Designation	:	Head of Department Grade 6 (Social Sciences Grade 8-11)
1x post	:	Mwaala High School
Salary Scale	:	N\$372,627-N\$445,325
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements: Preference will be given to applicants who are qualified to teach Geography and History Grade 8-11.

CIRCUIT: TSANDI

(Re-advertisement)

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshindonga Grade 4-11)
1 x post	:	Oshipeto Combined School
Salary Scale	:	N\$372,627-N\$445,325

PSM CIRCULAR NO. H OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 07 OCTOBER 2026, CLOSING DATE: 06 NOVEMBER 2026

Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum requirements: A recognized 3 years tertiary teaching qualification on an NQF Level 6 or equivalent plus 6 years teaching experience

OR

An appropriate recognized three (3) years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a one (1) year teaching qualification plus 6 years teaching experience

Supplementary requirements: Preference will be given to applicants who are qualified to teach English and Oshindonga Grade 8-11

Enquiries: Ms. Anna Andumba /Mr. Oiva Toivo Namwele, Tel: 065-251700

Applications must be addressed to:

Omusati Regional Council
Directorate of Education, Arts and Culture
Private Bag 529
OUTAPI
OR

Hand Delivery
Omusati Regional Office Reception
Directorate of Education, Arts and Culture

DIRECTORATE GENERAL SERVICES
DIVISION ADMINISTRATION
SUBDIVISION CONSTITUENCY SUPPORT

Post Designation	:	Control Administrative Officer Grade 6	:
4x Posts	:	Ruacana Constituency Office	:
	:	Etayi Constituency Office	:
	:	Okahao Constituency Office	:
	:	Oshikuku Constituency Office	:
Salary Scale	:	N\$372,627 – N\$445,325	:
Housing Allowance	:	N\$17,424 per annum	:
Transport Allowance	:	N\$10,512 per annum	:
Remoteness Allowance	:	N\$9000.00 (Etayi only)	:

Minimum Requirements: A National Diploma or equivalent qualification at NQF Level 6.

Supplementary requirements: Candidate must have six (6) years appropriate experience of which three (3) years should be served at supervisory level of Chief Administrative Officer Grade 8 or equivalent supervisory level. Preference will be given to candidates with a National Diploma in Public Management or Administration or Logistic and Supply Chain Management or Public Sector Procurement Management or related fields. Proven knowledge and experience in Public Procurement will serve as an added advantage.

Main Duties:

- Provide leadership and supervision to staff members at the Constituency Office
- Implement, monitor and evaluate annual work plan and produce monthly progress reports.
- Provide support services in relation to emergency management activities.

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- Coordinate development projects at Constituency level and communicate any concern to relevant Offices.
- Submit budget input to the Regional Head Office.
- Ensure minute-taking and submission of CDC minutes to the Regional Council.
- Any other duties may be assigned by the supervisor.

Enquiries: Ms. B. Ishitile/Ms. H. Mungandjela @ 065 251019

DIVISION: ADMINISTRATION

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

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6 in Public Administration or Management or related field plus one (1) year appropriate experience.

OR

A Senior Secondary Certificate or equivalent qualification on NQF Level 3 plus three (3) years appropriate experience.

Supplementary Requirement: Proven knowledge and experience in Procurement and Stock Taking.

Main Duties:

- Provide budgetary inputs to the Control Administrative Officer.
- Responsible for minute-taking at Settlement Advisory Committee meetings.
- Coordinate community development projects at Settlement and communicate any relevant complaints to the Chief Control Officer/Directorate Planning and Development.
- Communicate customer complaints on basic services to relevant stakeholders.
- Assist the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots etc.
- Organize community meetings on instruction of the Control Administrative Officer or Settlement Advisory Committee.
- Serve as the Scribe during the Settlement Advisory Committee meetings
- Initiate the procurement of goods, works and services of the Sub-division.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms. H.N Mungandjela 065-251019/Ms. Natalia lipumbu@ 065-258703

**DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT**

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

Minimum requirements: A National Diploma or equivalent qualification on NQF Level 6 in Public Management or Public Administration, plus 6 years appropriate experience.

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Main Duties:

- Provide leadership and supervision to staff members at the Constituency Office
- Implement, monitor, and evaluate annual work plan and produce monthly progress reports.
- Provide support services in relation to emergency management activities.
- Coordinate development projects at Constituency level and communicate any concern to relevant Offices.
- Submit budget input to the Regional Head Office.
- Ensure minute-taking and submission of CDC minutes to the Regional Council.
- Any other duties as may be assigned by the supervisor.

Enquiries: Mr. E. Kamati/Ms. H. Shimuningeni, 065 251019

DIRECTORATE: PLANING AND DEVELOPMENT SERVICES
DIVISION: DEVELOPMENT PLANNING
SECTION: HIV/AIDS

Post Designation	:	Community Liaison Office Grade 9
1x Post	:	Outapi
Salary Scale	:	N\$204,977 – N\$245,851
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in HIV/AIDS Management or Community Development or Adult Education or Sociology.

Supplementary requirement: At least 1 year old Code B Driver's License.

Main Duties:

- Support projects for Orphan and Vulnerable Children and Persons Living With HIV/AIDS in the region.
- Ordering and distribution of condoms and IEC material.
- Coordinate community awareness/sensitization on HIV/AIDS, TB and STIs and malaria.
- Provide secretariat support to RACOC and preparation of minutes and agenda.
- Conduct support visits to the CACOCs.
- Identify income generating projects and submit to the supervisor for consideration.
- Monitor and evaluate the HIV/AIDS activities in the constituency through SPM.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms. F. Ndinoshiho/Ms. H. Mungandjela, 065 251019

DIVISION: ADMINISTRATION
SECTION: TRANSPORT

1 x Post	:	Senior Administrative Officer Grade 10
Duty Station	:	Outapi
Salary Scale	:	N\$167,481– N\$200,878
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6 majoring in Public Administration or Management plus one 1 year appropriate experience.

OR

A Senior Secondary Certificate NQF Level 3 plus three (3) years appropriate experience.

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Supplementary requirement: Experience in fleet Management plus three (3) years old Code 8 Drivers License.

Main Duties:

- Supervise and oversee fleet management.
- Implement and maintain the transport policy.
- Arrange maintenance, services, and repair of vehicles.
- Analyze stannic report and fuel vouchers. (Analyze bank fleet management reports)
- Ensure monthly vehicle reports are compiled and completed.
- Carry out scheduled and unscheduled physical inspection of vehicles.
- Arrange and serve on the Transport Committee (fleet management committee) meetings and other relevant committees.
- Prepare submissions for the disposal of vehicles, tyres, batteries, etc. in accordance with the Treasury Instruction.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms. MK Iita/Ms. H. Mungandjela, 065 251019

DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT ADMINISTRATION

Post Designation	:	Senior Administrative Officer Grade 10
1 x Post	:	Ogongo Settlement Office
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\$13 800 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6 majoring in Public Administration or Management plus one (1) year appropriate experience

OR

A Senior Secondary Certificate on NQF Level 3 plus three (3) years appropriate experience.

Supplementary Requirement: Proven experience in procurement and stock taking experience in implementation of Community Development programs.

Main Duties:

- Provide budgetary input to the Control Administrative Officer.
- Responsible for minute-taking at settlement advisory committee meetings.
- Coordinate community development projects at settlement and communicate any relevant complaints to the Chief control officer/Directorate Planning and Development.
- Communicate customer complaints on basic services to relevant stakeholders.
- Assist the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots etc.
- Organize community meetings on instruction of the Chief control Officer or Settlement Advisory Committee.
- Serve as the Scribe during the Settlement Advisory Committee meetings.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms. A. Uugwanga, 065 257005/Ms. H. Mungandjela, 065 251019

Applications must be addressed to:

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**The Chief Regional Officer
Omusati Regional Council
Private Bag 523
Outapi**

or hand delivered to:

**Erf 1080, Namaungu Street
Omusati Regional Council, Head Office
Human Resources Office, Room D-3
Outapi**
