

OSHIKOTO REGIONAL COUNCIL

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

Post designation	:	Senior Administrative Officer Grade 10 (Re – Advertisement)
1xPost	:	Omuntele Constituency Office
Scale of salary	:	N\$ 159,505 – N\$ 191,312
Housing allowance	:	N\$ 13,944.00 per annum
Transport Allowance	:	N\$ 10,512.00 per annum
Remoteness Allowance	:	N\$ 13,800 per annum

Minimum requirements: A Grade 12 Certificate or equivalent qualification (NQF Level 3), plus three (3) years appropriate experience in administration. OR A National Diploma or equivalent qualification (NQF Level 6), plus one (1) year appropriate experience in administration.

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.

NB: Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by certified copies of qualifications, Transcript of Academic record, ID document, driving license together with comprehensive Curriculum Vitae and copy of the confirmation of probation letter. Candidates with foreign qualification should have their qualifications evaluated by the Namibian Qualifications Authority; otherwise, their applications will be disqualified automatically.

PERSONS LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.

Enquiries: HRM Tel: (065) 244 849/852/853

Applications must be addressed or Hand deliver to:

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

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