

SUBDIVISION: COMMUNITY DEVELOPMENT AND POVERTY ERADICATION
(Delegated function to Ohangwena Regional Council)

Post Designation	:	Community Liaison Officer Grade 9
1xPost	:	Okongo
Scale of Salary	:	N\$ N\$ 195,216-N\$ 234, 144
Housing Allowance	:	N\$13, 944 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirement: A National Diploma or equivalent qualification on NQF Level 6 in Adult Education and Community Development or Education for Development.

Supplementary requirements: Preference will be given to applicants in possession of a valid code B Driver's license which is at least one (1) year old.

Main Duties:

- Facilitate the establishment of Early Childhood Development Committee and Women in Business Association.
- Assist with the identification of Community Developmental project, coordinate and liaise with the stakeholders for possible support and funding.
- Assist the communities to identify needs, prioritize and take actions to address their needs through tools such as PRA
- Monitor and evaluate community development projects in the constituency.
- Supervise the Assistant Community Liaison Officer.
- Facilitate the identification of the staff members and community project members' training needs and provide training.
- Develop and implement an annual work plan.
- Promote and implement the Early Childhood Development (ECD) policy and Income Generating Activities (IGA) guidelines.
- Provide budgetary input for the implementation of communities' development activities in the region.
- Facilitate the commemoration /celebration of the national and international days at the constituency level.
- Act as a resource person for the directorate at the constituency level.
- Perform any work-related duties assigned from time to time by the supervisor.

Enquiries: Mr. Hafeni E Nghifimule @ 065-264301 or Ms. Ester Shindinge @ 061 – 283317
All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Applicants who fail to attach such proof will not be considered for short listing.

Application forms for employment must be completed in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

NB! Applicants must use one application form for each position applied for. Applicants who are/were employed somewhere else must attach their testimonials or certificate of service as proof of previous experience gained.

Only shortlisted candidates will be contacted and no personal documents will be returned. **Women and people with disabilities meeting the advertisement requirements are encouraged to apply.**

Application forms for employment (form 156043 & 156094) with a confirmation letter of probation in the current position, comprehensive curriculum vitae, original certified copies of qualifications as well as academic records and all necessary documents should be addressed to:

**The Chief Regional Officer
Ohangwena Regional Council
Private Bag 88011
EENHANA**

Or hand delivery to:

**Human Resources Division
Ohangwena Regional Council 108
Church Street
EENHANA**
