

ZAMBEZI REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION

DIVISION: ADMINISTRATION

SUBDIVISION: CONSTITUENCY SUPPORT

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Linyanti Constituency
Salary Scale	:	N\$354,883 – N\$424,119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,400 per annum

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13th cheque in the birth month, optional membership to a generous medical aid scheme is available and various leave benefits under certain conditions.

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

Additional Requirements: Preference will be given to Candidates with 6 years' appropriate experience of which three (3) years must be at the level of Chief Administrative Officer Grade 8 or supervisory level.

Interested candidates must be in possession of a valid driver's license (Code B). Computer Literacy is essential as well as excellent communication skills.

Main Duties:

- Work closely with the Regional Councillor responsible for the Constituency.
- Ensure the supervision of staff at the Constituency office.
- Implement, monitor and evaluate annual work plan and produce monthly progress reports. Provide monthly reports both to the Constituency Councillor and Deputy Director Administration.
- Assist the Directorate Planning and Development on issues relating to Decentralized Build-Together Programme.
- Coordinate development projects at constituency level and communicate any relevant concerns to the Directorate Planning and Development Services.
- Create platforms to solicit inputs from Constituency Development Committee on project proposals.
- Submit budget proposals to the Deputy Director Administration in consultation with the Councillor and monitor and evaluate Constituency Office budget and ensure compliance.
- Ensure the development of an Operational Plan and the implementation thereof.
- Ensure that stock-taking takes place annually and inventory registers are in existence and updated regularly.
- Ensure the reconciliation of transport transactions and produce monthly reports.
- Organize proper handling of correspondences (incoming/outgoing mail).
- Organize community meetings on request of the Regional Councillor responsible for the Constituency.
- Ensure minute-taking and submission of CDC minutes to the Regional Council.
- Report Information Technology related problems to Information Technology Section. Provide support services to the Regional Emergency Management Unit.
- Attend to customer complaints/inputs / suggestions on basic services to relevant service providers.
- Oversee the cleanliness and image of Constituency Office.

Application Procedure: An application should be made on (on form 156043) obtained at all Government Offices, attach a comprehensive curriculum vitae and certified copies of educational qualifications, and academic transcripts and a letter of confirmation of probation.

Prospective applicants who do not meet the prescribed minimum qualification requirements as outlined above are advised not to apply. Only candidates who meet the prescribed qualification requirements will be considered for possible shortlisting.

Foreign qualifications should be accompanied by NQA evaluation report and be attached to the application form for employment. Failure to complete all items on the application form for employment and not attaching the necessary documents will lead to the disqualification of the application, Women are encouraged to apply.

Women and people with disabilities who are able to perform the required duties are strongly encouraged to apply.

Only shortlisted candidates will be contacted. No application forms for employment, CV and other supporting documents shall be returned to the applicants.

Enquiries: Mr Shikoyen Abraham, Deputy Director: Administration, Tel: +264 66 261 700

SECTION: INTERNAL AUDIT

Post Designation	:	Internal Auditor Grade 8
1x Post	:	Katima Mulilo
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13th cheque in the birth month, optional membership to a generous medical aid scheme is available and various leave benefits under certain conditions.

Appointment Requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 plus 3 years appropriate experience. Confirmation of probation is subject to issuing of a certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance on the advice of the Deputy Director: Internal Auditing of the Ministry of Finance.

Main Duties:

- Apply audit standard procedures and techniques to ensure proven audit findings.
- Audit various financial and non-financial systems of the Regional Council.
- Conduct audits for the Regional Council.
- Prepare audit reports and submit to the Chief Internal Auditor on time.
- Advise the Chief Internal Auditor regarding any aspect of irregularities.
- Evaluate the adequacy and effectiveness of internal control measures.
- Conduct sensitization sessions for the Regional Council staff members.
- Verify the correctness of financial statements.
- Prepare draft management letters on the basis of audit evidence obtained and submit these to the Chief Regional Officer through the Chief Internal Auditor on or before agreed deadlines.
- Report work progress to the Chief Internal Auditor on a monthly basis.
- Prepare and submit annual work plans and audit programme to the Chief Internal Auditor for recommendations.
- Carry out any other official duties assigned from time to time.