

MANAGEMENT CADRE

OMUSATI REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES

Post Designation	:	Director Grade 3
1x Post	:	Outapi
Salary Scale	:	N\$554,603 –N\$588,548
Housing Benefits	:	N\$123,632 per annum
Transport Allowance	:	N\$131,280 per annum (Capital and Running costs) p.a

Minimum Requirement: Bachelor's degree on NQF Level 7 plus 9 years appropriate.

Supplementary Requirements: Preference will be given to applicants occupying Middle Management positions in any of the following field; Finance, Administration or Human Resources Management for at least three years.

Main Duties:

- Principal Adviser the Accounting Officer on matters related to Finance Administration and Human Resources.
- Enforces the implementation of the Regional Council's resolutions.
- Responsible for the preparation of Regional Council budget implementation and control including Annual Financial Statements.
- Supervise the functions of Finance, Administration and Human Resources.
- Develops the Strategic Plan and Annual Plans of the Directorate and oversee implementation thereof.
- Provide support services to Regional Council, Constituencies and Settlements to ensure compliance with the prescribed staff and Finance rules and standards.
- Ensures correct interpretation and application of all relevant Acts, Policies, Standards, Rules and Regulations.
- Carries out any other duties assigned from time to time.

NB:

- Women are encouraged to apply.
- Persons with disabilities are encouraged to apply
- Applications should be made by filling a Revised Application Form 156043 obtainable from Human Resources Offices at all government institutions.
- Foreign qualifications should be accompanied by NQA evaluation. Failure to attach such proofs will lead to disqualification.
- Faxed, e-mailed, and late applications will not be considered.

Applications must be hand delivered or address to:

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

Or hand deliver at:

**Omusati Regional Council
Erf No 1080, Namaungu Street
Human Resources Office
OUTAPI**

Enquiries: Ms Hertha N Shimuningeni at 065 251019