

ERONGO REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5 (Re-advert)
1xPost	:	Ozondati Primary School- Preprimary–Grade 3 (Omaruru Circuit)
Salary Scale	:	N\$432, 601 –N\$ 517, 195
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

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

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Supplementary Selection Requirements:

- Candidate must possess at least 5 years (or more) experience at the functional level Grade 6 (or higher).
- Candidate must have a professional teaching qualification that would enable him/her to teach at the appropriate phase.
- Preference will be given to candidate with teaching qualification in Otjiherero which is a medium of instruction at the school.

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Languages: English and Afrikaans/ Khoekhoegowab/ Oshikwanyama/ Oshindonga, Grade 8 -11
1xPost	:	Swakopmund Secondary School (Swakopmund Circuit)
Salary Scale	:	N\$354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Junior Primary: English and Afrikaans
1xPost	:	Namib Primary School (Swakopmund Circuit)
Salary Scale	:	N\$354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Languages: English and Afrikaans Grade 4 -7
1xPost	:	Tamariskia Primary School (Swakopmund Circuit)
Salary Scale	:	N\$354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Social Sciences: Geography and History Grade 8-11
1xPost	:	Westside High School (Swakopmund Circuit)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Commerce: Accounting and Business Studies/Entrepreneurship, Grade 8-11
1xPost	:	Namib High School (Swakopmund Circuit)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Languages: English and Afrikaans Grade 4-7
1xPost	:	Arandis Primary School (Swakopmund Circuit)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Junior Primary: English and Khoekhoegowab/ Oshikwanyama/ Otjiherero
1xPost	:	John /Awaseb Primary School (Swakopmund Circuit)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Sciences: Mathematics and Natural Sciences and Health Education, Grade 4-7
1xPosr	:	Vrede Rede Primary School (Swakopmund Circuit)
Salary Scale	:	N\$ 354 883 – 424 119
Housing Allowance	:	N\$17 424 per annum
Transport Allowance	:	N\$10 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Social Sciences, Grade 4-7
1xPost	:	Matutura Primary School (Swakopmund Circuit)

Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Post Designation : Head of Department Grade 6
Area of specialization : **Social Sciences, Grade 4-7**
1xPost : Namib Primary School (Swakopmund Circuit)
Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Post Designation : Head of Department Grade 6
Area of specialization : **Home Economics and Fashion & Fabrics, Grade 8-11**
1xPost : Coastal High School (Swakopmund Circuit)
Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Post Designation : Head of Department Grade 6
Area of specialization : **Languages: English and Afrikaans, Grade 4-7**
1xPost : Atlantic Combined School (Swakopmund Circuit)
Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Post Designation : Head of Department Grade 6
Area of specialization : **Languages: English and Khoekhoegowab/ Otjiherero Grade 4- 7**
1xPost : Otjimbingwe Primary School (Omaruru Circuit)
Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Post Designation : Head of Department Grade 6
Area of specialization : **Sciences: Mathematics and Physic/ Chemistry Grade 8-11**
1xPost : Da Palm Secondary School (Omaruru Circuit)
Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6

in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Requirements:

- The shortlisting of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
- Preference will be given to candidates who have proven teaching experience at the appropriate phases.

SUBDIVISION: HUMAN RESOURCE, PUBLIC RELATIONS, INFORMATION & REGISTRY

Post Designation	:	Chief Human Resource Practitioner Grade 6
1xPost	:	Swakopmund (Regional Office)
Salary Scale	:	N\$354, 883 – N\$424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A National Diploma majoring in Human Resource on NQF L6

Supplementary Requirements: A National Diploma majoring in Human Resource on NQF L6 or equivalent qualification plus eight (8) years appropriate experience, of which five (5) years must be at the level of Senior Human Resource Practitioner Grade 7.

Main duties:

- Interpret and ensure implementation of human resource policy guidelines.
- Process applications for pension admissions, amendments and withdrawals.
- Coordinate the calculation and preparation of individual notices regarding salary increments, service bonuses, salary adjustments, occupational differentiation, overtime and leave gratuity.
- Obtain approval for appointments, pension admissions/withdrawals, leave/leave gratuity, housing loan scheme, housing subsidy, allowances, medical aid scheme, confirmation/extension of probation, transfer, translations, secondments, resignations, departmental debts, abscondments and demises, removal of furniture and retirements etc.
- Coordinate the Preparation of letters confirming appointments and or extension of probation.
- Attend to personnel audit queries.
- Maintain leave and staff records of all personnel.
- Provide secretarial services to human resource meetings (interviews, disciplinary actions, Training Committee, etc.).
- Provide input to human resource reports and the compilation thereof.
- Handle human resources enquiries.
- Draft submissions to the Chief Regional Officer and Office of the Prime Minister through the Ministry of Education, Arts and Culture.

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- Write letters and correspondences to various stakeholders.
- Update staff establishment on a regular basis.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: PROFESSIONAL DEVELOPMENT
SECTION: RACE

Post Designation	:	Senior Education Officer Grade 6 (Re-advert)
Area of specialization	:	HIV and AIDS Prevention and Wellness
1xPost	:	Swakopmund TRC
Salary Scale	:	N\$354, 883 –N\$ 424, 11
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience **OR** an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary requirements: The candidate must be in possession of an appropriate Degree in HIV/AIDS Prevention and Management on NQF Level 7 and/or five (5) years teaching experience in Life Skills (**proof must be attached**).

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: PROFESSIONAL DEVELOPMENT
SECTION: OMARURU CIRCUIT SCHOOLS

Post Designation	:	Chief Hostel Matron Grade 12
1xPost	:	Omaruru Primary School (Omaruru Circuit)
Salary Scale	:	N\$107, 753 –N\$ 129, 240
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A Grade 10 or equivalent qualification on (NQF L2) with 24 points over 7 subjects and D symbol in English.

Supplementary requirements: Preference will be given to candidates who have five (5) working experience as Hostel Matron Grade 13 or any appropriate experience at functional level of Grade 13.

APPLICANTS SHOULD NOTE THE FOLLOWING:

- All foreign qualifications must be accompanied by an evaluation report from the Namibia Qualifications Authority (NQA).
- Failure to complete **all items** on the application form for employment (**indicate not applicable where appropriate**) and not attaching the necessary/required documents will **disqualify** the application.
- **Please note that only documents certified by the Namibian Police will be accepted.**

- Please note that only shortlisted candidates will be contacted and no application forms for employment, CVs and other supporting documents shall be returned to the applicants.

Application for employment form 156043 and Health Questionnaire 156094 with **original certified** copies of qualification (s) and **academic records/transcript of qualification(s)**, Identity Document, testimonials, confirmation of probation and CV should be addressed to:

**The Regional Director
Directorate of Education, Arts & Culture
Human Resources Administration
Private Bag 5024
Swakopmund**

Or hand delivery at:

**Vacancy Box available at the entrance of the building
Regional Office, Swakopmund**

Enquiries: Mr. Rehabeam Halwoodi, Tel: 064 410514
