

## MINISTRY OF AGRICULTURE, WATER AND LAND REFORM

### DIRECTORATE OF GENERAL SERVICES

#### DIVISION: FINANCE

#### SUBDIVISION: ACCOUNTS PAYABLE

<b>Post Designation</b>	:	Accountant Grade 8
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512per annum

**Minimum Requirements:** An appropriate National Diploma on NQF Level 6 majoring in Accounting with knowledge of the State Finance Act, Treasury Instructions and Procurement Act.

#### **Main Duties:**

- Receipt of invoices, ensuring that invoices are valid for payment
- Processing of invoices on the Integrated Financial Management System (IFMS)
- Verifying of supplier codes and bank account details on the IFMS
- Ensuring that invoices are paid on a daily basis
- Reconciling of payment vouchers
- Providing proof of payments
- Ensuring that proper filling is done

**Enquiries:** Ms. Nancy Kazapundua (061) 208 7871 or Ms. Helen Amupolo (061) 208 7870

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### DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION

#### DIVISION: WATER SUPPLY AND SANITATION COORDINATION NORTH- CENTRAL REGIONS

<b>Post Designation</b>	:	Chief Rural Water and Sanitation Officer Grade 8
<b>1x Post</b>	:	Outapi (Omusati Region)
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Salary Notch</b>	:	N\$238,825 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512per annum

**Minimum Requirements:** An appropriate National Diploma in Community Development OR Adult Education OR Environmental Health Science on NQF Level 6 plus six (6) years of experience in water and sanitation disciplines, of which three (3) should be at the level of Senior Water and Sanitation Officer Grade 9 or equivalent level. He/she must have a sound knowledge and understanding of the Rural Community of a particular region. The applicant must be in possession of a Code 8/BE/B driver's license.

**Enquiries:** Mr. C Tjikundi Tel (065) 251900 or Ms Anna Nakathingo, Tel (061) 208 7374

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### DIVISION RURAL WATER SUPPLY AND SANITATION COORDINATION NORTH-CENTRAL REGIONS

#### (OSHAKATI)

#### SUBDIVISION WATER SUPPLY AND SANITATION OHANGWENA REGION (EENHANA)

#### SECTION WATER SUPPLY AND SANITATION SERVICES (EENHANA)

<b>Post Designation</b>	:	Rural Water and Sanitation Officer Grade 10
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<b>1x Post</b>	:	Engombe (Oshana Region)
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma in Community Development, Adult Education, Environmental Health Science on NQF L6. He/she must have a sound knowledge and understanding of the Rural Community of the particular region. The applicant must be in possession of a Code 8/BE/B driver's license.

**Enquiries:** Mr. J Pataka Tel (065) 221 447 OR Ms Anna Nakathingo, Tel (061) 208 7374

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**DIVISION RURAL WATER SUPPLY AND SANITATION COORDINATION NORTH-CENTRAL REGIONS  
(OSHAKATI)**

**SUBDIVISION: WATER SUPPLY AND SANITATION OSHIKOTO REGION**

<b>Post Designation</b>	:	Works Inspector Grade 9
<b>1x Post</b>	:	Onankali (Oshikoto Region)
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements :** An appropriate National Diploma in Civil OR Mechanical Engineering on NQF L6 OR an appropriate N3 (or equivalent) in Civil, Building and Construction, Bricklaying & Plastering, Plumbing & Pipefitting, Automotive Diesel Mechanic Engineering plus a completed apprenticeship OR the passing of a trade test plus 4 years appropriate experience. Extensive knowledge in maintenance or operational equipment (Solar water, generators and infrastructure). A driver's license Code 8/BE/B.

**Enquiries:** Mr. S. Tuukondjele Tel: 0811563696 or Ms. Alma Ndakolo 061 208 7208

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**DIRECTORATE REGIONAL PROGRAMME IMPLEMENTATION**

**DIVISION LANDS | | KHARAS**

**SUBDIVISION LAND REFORM & RESETTLEMENT**

**SECTION: LAND USE PLANNING AND ADMINISTRATION (LUPA)**

<b>Post Designation</b>	:	Development Planner Grade 8
<b>1x Post</b>	:	Keetmanshoop
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512per annum

**Minimum Requirements:** An appropriate Bachelor Degree in Land Management OR Land Administration OR Natural Resource Management OR Geographical Information System (GIS) OR related Degree on NQF Level 7. Candidate must be computer literate with knowledge in GIS. **A code B valid driver's license is compulsory.**

**Main Duties:**

- Assess agricultural land offered to the State for sale;
- Demarcate Government farms into farming units for resettlement purpose;

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- Coordinate the physical allocation of resettlement beneficiaries (i.e., show boundaries of farming units to beneficiaries);
- Carry out land use monitoring for resettlement farms and provide extension services related to land use;
- Participate in the updating and implementation of Regional Integrated Land Use Plan;
- Participate in the Sectoral land uses initiatives;
- Provide support to the | | Kharas Regional Resettlement Committee;
- Assess State owned land applied for leaseholds;
- Perform any other official duties as assigned by the Supervisor or Regional Deputy Director;

**NB:** Due to decentralization, the successful candidate must be prepared to be seconded to the Regional Council.

**Enquiries:** Ms. Tuwilika I. Shidute: 061 - 208 7452 or Mr. Albertus Engelbrecht: 063-222 868 / +264 811668931

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**DIVISION LANDS | | KHARAS**  
**SUBDIVISION LAND REFORM & RESETTLEMENT**  
**SECTION: LAND BOARD TENURE AND ADVICE (LBTA)**

<b>Post Designation</b>	:	Development Planner Grade 8
<b>1x Post</b>	:	Keetmanshoop
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512per annum

**Minimum Requirements:** An appropriate Bachelor Degree in Land Management OR Land Administration OR National Resource Management OR Geographical Information System (GIS) OR related Degree on NQF Level 7 with land administration core subjects. Candidates must be computer literate. **A code B valid driver's license is compulsory.**

**Main Duties:**

- Serve as Secretary to the | | Kharas Communal Land Board;
- Provide administrative support to the operations of Communal Land Board;
- Provide technical advice and assist the Communal Land Board on matters pertaining to land dispute and appeals;
- Facilitate logistics of investigations by the Communal Land Board;
- Plan, coordinate and execute regional activities related to the administration of communal land in line with the Communal Land Reform Act (Act No. 5 of 2002) as amended;
- Serve as link between the Communal Land Board and Traditional Authorities with regard to the registration of communal land;
- Conduct awareness on the provisions of the Communal Land Reform Act (Act No. 5 of 2002) as amended in the Region;
- Coordinate communal land registration (verification and mapping of land parcels) in the Region;
- Facilitate the collection of revenue from communal leasehold land rights;
- Facilitate updating and digitizing data for production of land parcels maps and certificates;
- Implement the communal land filing system;
- Database management of the subsection: Land Board;
- Implementation of ministerial policies, plans and programmes at sectional level;
- Perform any other duty as assigned by Supervisor or Regional Deputy Director.

**NB:** Due to decentralization, the successful candidate must be prepared to be seconded to the Regional Council.

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