

OMACHEKE REGIONAL COUNCIL

DIVISION: GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE

SUBDIVISION: SOCIAL PROTECTION SERVICES

Post Designation	:	Senior Administrative Officer
1x Post	:	Gobabis
Salary Scale	:	N\$159,505 – N\$191,312
Salary Notch	:	N\$159,505 per annum
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 Plus 1- year appropriate experience **OR** a Grade 12 Certificate (NQF level 3) plus 3 years' appropriate experience working with social grants.

Additional Requirements: A valid Driver's License (Code B) and Computer literacy.

Main Duties:

- Supervise and guide Administrative Officer in the region in the implementation of the Nation Pension Act, 1992 (Act No. 10 of 1992) as well as the Child Care and Protection Act (Act No. 3 of 2015)
- Handle queries from public on daily basis.
- Receive grant applications from Constituency Offices.
- Check and verify electronic applications and make sure all required documents are attached.
- Forward grant application forms to National level (Head Office – Windhoek).
- Oversee the update of all grant type files for all constituencies within the region.
- Check and control the pay sheet monthly.
- Advise the Administrative Officer's on discrepancies detected on the files.
- Responsible for capacity building of staff members in the region.
- Educate the public on Pension grant, Disability grant, Child grant and CBIG.
- Report on monthly, quarterly and yearly basis to the Regional and National level on the status of beneficiaries and the office in general.
- Investigate and follow-up on complains regarding grants
- Provide in-service training to new staff members
- Responsible for the overall development, supervision and assessment of all subordinates
- Allocate work to subordinate and monitor progress

Notes to Candidates:

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applications must be accompanied by comprehensive curriculum vitae, testimonials and certified copies of educational qualifications, academic records and identity documents.
- All foreign qualifications must be evaluated and certify letter(s) from Namibia Qualification Authority (NQA) must be attached.
- Confirmation of probation letter in current post must be attached.

NB: Complete prescribed application forms in full. "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application". Only shortlisted candidates will be considered and no personal documents will be returned.

Women and people with disabilities are encouraged to apply.

Applications must be addressed to:

**The Chief Regional Officer
Omaheke Regional Council
Private Bag 2277
Gobabis**

Or hand deliver to:

**The Human Resource Office, 1st Floor
Omaheke Regional Council
Omaheke Regional Office Park, Portion 39
Gobabis Townlands No.114
Gobabis**

Enquiries: Ms. C. Adams, Tel no: 062 566 537 or Ms. Esther Shindinge, Tel no: 061 2833170
