

REPUBLIC OF NAMIBIA



KAVANGO WEST REGIONAL COUNCIL

VACANCY

THIS OFFICE INVITES QUALIFIED AND DEDICATED APPLICANTS TO APPLY FOR THE FOLLOWING VACANCIES.

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION

1x Post designation : Senior Private Secretary Grade 8
Section : Office Support
Salary Scale : N\$ 238 825 XP – N\$ 285 420
Housing Allowance : N\$ 17 424 per annum
Transport Allowance : N\$ 10 512.00 per annum
Duty Station : Nkurenkuru

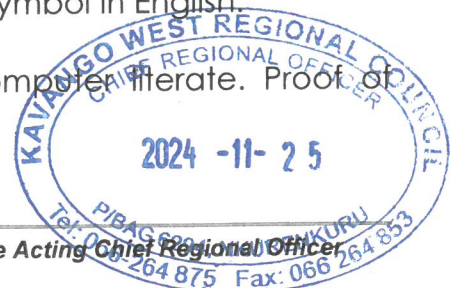
Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus three (3) years appropriate experience.

Additional Requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 in Office Administration/Secretarial qualification with good marks or pass in Computer or Typing Speed. Attach proof of academic record.

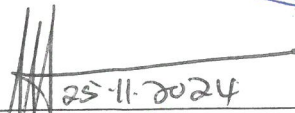
1x Post designation : Administrative Officer Grade 12
Subdivision : Public Relations and Meetings
Salary Scale : N\$ 107 753 XP - N\$ 129 240
Housing Allowance : N\$ 11 616 per annum
Transport Allowance : N\$ 10 512.00 per annum
Duty Station : Nkurenkuru

Minimum Requirements: A Grade 12 Certificate or equivalent qualification on NQF Level 3 with 20 points in five (5) subjects and E symbol in English.

Additional Requirements: Candidates must be computer literate. Proof of Academic records/certificate must be attached.



All official correspondences must be addressed to the office of the Acting Chief Regional Officer.


25-11-2024

1x Post designation : Administrative Officer Grade 12
Subdivision : Constituency Support
Salary Scale : N\$ 107 753 XP - N\$ 129 240
Housing Allowance : N\$ 11 616 per annum
Transport Allowance : N\$ 10 512.00 per annum
Remoteness and Hardship Allowance: N\$ 13 800 per annum
Duty Station : Tondoro Constituency

Minimum Requirements: A Grade 12 Certificate or equivalent qualification on NQF Level 3 with 20 points in five (5) subjects and E symbol in English.

Additional Requirements: Candidates must be computer literate. Proof of Academic records/certificate must be attached.

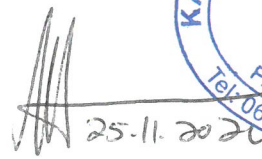

NOTES TO CANDIDATES:

- Please send application forms (forms 156043 and 156094 can be obtainable at all Government Offices)
- Applicants are reminded to attach curriculum vitae and **certified copies** of: Identity documents, educational qualifications and academic records.
- All foreign qualifications must be evaluated (attach NQA evaluation report).

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". The possibility is not excluded that errors might have been made in compilation of this request for advertising of this vacancies, or that posts has been advertised, which should not have been so advertised. If such errors occurred and later discovered the Council reserves the right not to fill such post.

PLEASE SEND APPLICATION ON PRESCRIBED FORMS TO:

17 **THE CHIEF REGIONAL OFFICER (ACTING)**
Kavango West Regional Council
Private Bag 6294, Nkurenkuru

OR

HAND DELIVER AT: Kavango West Regional Council
HR Division Office
Nkurenkuru Plaza
Nkurenkuru

Enquiries: Mr. J.K. Kandjimi
Mrs. E. Nambahu
Tel: 066-264875/6

ADVERTISED DATE: 25 November 2024

CLOSING DATE: 24 December 2024

All official correspondences must be addressed to the office of the Acting Chief Regional Officer