

REPUBLIC OF NAMIBIA



KAVANGO WEST REGIONAL COUNCIL

VACANCY

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

DIRECTORATE: REGIONAL DEVELOPMENT INTEGRATION

1x Post designation : Private Secretary Grade 9
Salary Scale : N\$ 195 216xp - 234 144
Housing Allowance : N\$ 13 944.00 per annum
Transport Allowance : N\$ 10 512.00 per annum
Duty Station : Nkurenkuru

Minimum Requirements: An appropriate National Diploma or equivalent qualification in Office Administration at NQF level 6.

Supplementary Requirement: A Bachelor Degree or equivalent qualification at NQF L7 in Office Administration/Business Administration with good Marks or Pass in Computer or Typing Speed or Information Systems will serve as an added advantage. Attach proof of academic record.

NOTES TO CANDIDATES:

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applicants are reminded to attach curriculum vitae and **certified copies** of Identity documents and educational qualifications.
- Confirmation letter **must be** attached in current post.
- 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 these 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.

Advertised on : 01 July 2025
Closing date : 01 August 2025



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

PLEASE SEND APPLICATION ON PRESCRIBED FORMS TO:

**THE CHIEF REGIONAL OFFICER
Kavango West Regional Council
Private Bag 6294, Nkurenkuru**

OR

**HAND DELIVER AT: Kavango West Regional Council
HR Division Office No. 6
Nkurenkuru Plaza
Nkurenkuru**

**Enquiries: Mrs. Eveline Nambahu
Mrs. Elizabeth Mupiri
Tel: 066-264875/6**



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