

## OMUSATI REGIONAL COUNCIL

**DIRECTORATE: GENERAL SERVICES**  
**DIVISION: ADMINISTRATION**  
**SUBDIVISION: CONSTITUENCY SUPPORT**

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1xPost</b>	:	Onesi Constituency Office
<b>Salary Scale</b>	:	N\$ 337, 984 – N\$ 403, 922
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum.
<b>Transport Allowance</b>	:	N\$ 10,512 per annum.
<b>Remoteness Allowance</b>	:	N\$ 9, 000 per annum.

**Minimum Requirements:** An Appropriate National Diploma or equivalent qualification NQF Level 6 in the field of Public Administration, Public Management or Business Administration, plus 6 years appropriate experience of which four (4) years should be at the level of Chief Administrative Officer Grade 8 or equivalent.

**Main Duties:**

- Provide advisory & administrative support to the Regional Council.
- Provide leadership and supervision to staff members at the Constituency Office
- Implement, monitor, and evaluate annual work plan and produce monthly progress reports.
- Provide support services in relation to emergency management activities.
- Coordinate development projects at Constituency level and communicate any concern to relevant Offices.
- Submit budget input to the Regional Head Office.
- Ensure minute-taking and submission of CDC & EDRMs to the Regional Council.
- Initiate the procurement of goods and services of the Constituency.
- Ensure safekeeping of all assets/stock in the Constituency Area.
- Any other duties as may be assigned by the supervisor.

**Enquiries:** Mr. E. Kamati/Ms. H. Shimuningeni @ 065 251019

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**DIRECTORATE: GENERAL SERVICES**  
**DIVISION: FINANCE**

<b>Post Designation</b>	:	Senior Accountant Grade 7
<b>1xPost</b>	:	Outapi
<b>Salary Scale</b>	:	N\$ 277, 264 – N\$ 331, 358
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum.
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum.

**Minimum Requirement:** National Diploma at NQF L6 majoring in Accounting or Finance plus four (4) years appropriate experience.

**Main Duties:**

- Assist with the compilation of Annual Plan of the Division.
- Assist with the compilation of financial management reports.
- Ensure adherence to management procedures and processes relevant to the Financial Division.
- Responsible for checking and controlling of all payments done by the accountants and ensure timeous payment.
- Perform monthly reconciliations.
- Carry out financial inspections to the sub- receivers of revenue at the Settlements and Constituency offices.

PSM CIRCULAR NO. C OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MARCH 2024, CLOSING DATE 25 APRIL 2024

- Prepare and submit VAT returns.
- Assist in the preparation of Annual Financial Statements (AFS).
- Provide on-the-job training for new appointees.
- Ensure the reconciliation of Account Payable and Account Receivables.
- Verify monthly salary inputs and updates.
- Oversee revenue collection and reporting thereof.
- Carry out any official duties assigned from time to time.

**Enquiries:** Ms. K. Anguku /Ms. H. Mungandjela @ 065 251019

**NB:**

- Applicants with foreign qualifications must attach an Evaluation Letter of their qualification issued by Namibia Qualifications Authority.
- Applications must be submitted on Form 156043 (obtainable from any Public Service Offices) and should be accompanied by a comprehensive CV and certified copies of Educational Qualifications, Identity Document and must be hand delivered or addressed to:

**The Chief Regional Officer  
Omusati Regional Council  
Private Bag 523**

**Or Hand delivered at:**

**Erf 1080  
Namaungu Street  
Omusati Regional Council Head  
Office Human Resource Office Room D-3  
Outapi**

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