

HARDAP REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: ADMINISTRATION

SECTION: BUILDING AND MAINTENANCE (RE-ADVERTISEMENT)

Post Designation	:	Chief Works Inspector Grade 7
1x Post	:	Mariental (Hardap Regional Office)
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF L6 OR An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience OR An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience in Capital Project Management, technical problem solving, reading of technical designs.

Enquiries: Mr. Gerhard S Ndafenongo Regional Director Tel: (063) 245708/Ms. A. Beukes/Human Resource Practitioner Tel (063) 245749

DIVISION: PROGRAMS AND QUALITY ASSURANCES

SUB-SECTION: HOSTELS AND NAMIBIA SCHOOL FEEDING PROGRAM (NSFP)

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Mariental (Hardap Regional Council – Head Office)
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616.00 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: An appropriate National Diploma or Equivalent qualification (NQF Level 6) plus one (1) year appropriate experience OR Grade 12 Certificate with 20 points over 5 subjects including an E-grade in English (NQF Level 3) plus three (3) years appropriate experience in hostel management and Namibia School Feeding Program.

Additional Requirements: Must have the knowledge and experience in Hostel Administrative Guide for Government School Hostels, Namibia School Feeding Program Policy, Public Procurement of goods and services, stock control and general office administration.

Main Duties:

- Visit schools/ hostels to enforce and control the prescribed policies with regards to household management;
- Act as a representative and controlling officer of the Namibian School Feeding Programme (NSFP);
- Provides information and guidance with regards to problems of hostels, NSFP, Namibia Homegrown School Feeding Program, Community Led School Sanitation (CLSS) and other related programs in the education sector;
- Controlling whether the subordinates submitted relevant statistics and other information;
- Responsible for the continuing training of subordinates
- Train hostel workers and NSFP volunteers to –
Prepare food without the loss of nutrients;
Work hygienically with food during processing and cooking; and
To use cleaning materials and chemicals that it is not hazardous to the workers and boarders' health.
- The incumbent also liaises with other Ministries/stakeholders such as:

Department of Works and Maintenance with regards to maintenance of equipments and buildings;

Ministry of Health with regards to the yearly medical examination of workers;

Fumigation of hostels in the holidays.

- Evaluate performance of subordinates;
- Perform any other work related duties assigned by the supervisor.

Enquiries: Ms Asumptha S Kaoseb Chief: Education Officer – PQA Tel (063) 245700/Ms. A. Beukes Human Resource Practitioner Tel (063) 245749

OANOB CIRCUIT

Post Designation	:	Head of Department Grade 6
3x Posts	:	(a) Oanob Primary School: Languages – Grade 4–7 English and Khoekhoegowab or Afrikaans
	:	(b) M&K Gertze Technical School (Rehoboth): Mathematics and Natural Sciences – Grade 8 – 12(AS): Mathematics and Biology or Physics or Chemistry or Life Sciences or Physical Science
	:	(c) Dr Lemmer Secondary School (Rehoboth): Commerce – Grade 8 – 12(AS): Accounting and Business Studies or Economics or Office Practice or Entrepreneurship or Computer Studies
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,519 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An Appropriately recognized 3 –year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience, OR An Appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1 – year teaching qualification plus six (6) years teaching experience.

Supplementary Requirement: Probation should be confirmed if applicable. Appropriate Qualifications within the correct phases indicated will be an added advantage.

Enquiries: Mr. George P Dax Inspector of Education Grade 5 Tel (062) 523120/Ms. R. Kaoseb Human Resources Practitioner Tel (062) 523120

Supplementary Requirement: Probation should be confirmed on Grade 6 if applicable. Appropriate Qualifications within the correct phases will be an added advantage.

AUOB CIRCUIT

Post Designation	:	Head of Department Grade 6
8x Posts	:	(a) Mariental Primary School (Mariental): Junior Primary – PP Grade – Grade 3: Khoekhoegowab – Mediums of Instruction
	:	(b) DD Guibeb Primary School (Mariental): Junior Primary – PP Grade – Grade 3: Khoekhoegowab – Mediums of Instruction

- : (c) **DD Guibeb Primary School** (Mariental): **Languages** – Grade 4 – 7: English and Khoekhoegowab or Afrikaans
- : (d) **Empelheim Secondary School** (Mariental): **Commerce** – Grade 8 – 12(AS): Accounting and Business Studies or Economics or Office Practice or Entrepreneurship or Computer Studies
- : (e) **Rooiduin Senior Secondary** (Aranos): **Mathematics & Natural Sciences** – Grade 8 – 12(AS): Mathematics and Biology or Physics or Chemistry or Life Sciences or Physical Science
- : (f) **JR Camm Primary School** (Aranos): **Languages** – Grade 4 – 7: English and Khoekhoegowab or Afrikaans
- : (g) **P.I.Groenwaldt S/Secondary** (Gochas): **Languages** – Grade 8 – 12(AS): English and Khoekhoegowab or Afrikaans
- : (h) **PJ Tsaistaib Combined School** (Hoachanas): **Languages** – Grade 4 – 7: English and Khoekhoegowab or Afrikaans

Salary Scale	: N\$337,984 – N\$403,922
Housing Allowance	: N\$14,519 per annum
Transport Allowance	: N\$8,760 per annum

Minimum Requirements: An Appropriately recognized 3 –year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience, OR an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1 – year teaching qualification plus six (6) years teaching experience.

Enquiries: Mr. Lawrence Moller Inspector of Education Grade 4 Tel (063) 246780/Ms. E. Boois Human Resources Practitioner Tel (063) 245722

NAUKLUFT CIRCUIT

Post Designation	: Head of Department Grade 6
2x Posts	: (a) Dr WM Jod P/School (Gibeon): Junior Primary PP
	: Grade to Grade 3: Khoekhoegowab – Medium of Instructions
	: (b) Rev PA Schmidt Primary School (Maltahohe): Languages – Grade 4 -7: English and Khoekhoegowab or Afrikaans
Salary Scale	: N\$337,984 – N\$403,922
Housing Allowance	: N\$14,519 per annum
Transport Allowance	: N\$8,760 per annum

Note: All foreign qualifications must be evaluated (attach NQA evaluation report)

Complete a prescribed application form in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. Candidates should forward their application forms with a cover letter from

their respective Human Resource Offices. Testimonials with experience specifications is a must.

The possibility is not excluded that errors might have been made in compilation of the request for advertising of these vacancies, or that a post has been advertised, which should not have been advertised. If such errors occurred and later discovered, the Ministry reserves the right not to fill such posts. Applicants within the Public service applying for promotional posts must attach letters of confirmation of probation in current positions.

Perspective applicants who do not meet the appointment requirements as outlined above are advised not to apply. Only candidates who meet the prescribed appointment requirements will be considered for possible shortlisting and will be notified accordingly.

Please note that applications posted should reach this office before the closing dates to avoid delaying recruitment processes.

Applications must be forwarded to:

**The Regional Director
Directorate of Education, Arts and Culture
Hardap Regional Council
Subdivision Human Resources
Private Bag 2122
Mariental**

OR hand Delivered to:

**Hardap Regional Council
Directorate of Education, Arts and Culture
Subdivision Human Resources
Mariental**

Enquiries: Ms. M. Kalola Inspector of Education Tel (063) 246780/Ms. E. Van Rhyn Human Resources Practitioner Tel (063) 245717
