



REPUBLIC OF NAMIBIA
OSHANA REGIONAL COUNCIL



HUMAN RESOURCE MANAGEMENT

VACANCIES

The following vacancies currently exist on the establishment of the Regional Council. Candidacy is limited to **Namibian Nationals** only. Applications (on form 156043) must be addressed to the **Chief Regional Officer, Oshana Regional Council, Private Bag 5543, Oshakati**.

Applications must be accompanied by **comprehensive curriculum vitae** and **certified** copies of **Birth Certificate/ID** and **copies** of **Educational Qualifications**. **Women** and **Persons** with **disabilities** are encouraged to apply.

Post Designation	:	1 × Driver, Grade 12
Directorate	:	Finance and Administration
Division	:	Administration
Subdivision	:	Eheke Settlement Administration
Salary Scale	:	N\$107 753 – 129 240
Duty Station	:	Eheke Settlement Area

Minimum Appointment Requirements: Grade 10 Certificate with 24 points over 7 subjects including a D symbol in English or equivalent Certificate on NQF L2 and a **valid driver's license Code C1E**. Driving License should be older than a year.

Supplementary Requirements: Preference will be given to candidates who are residents of **Ondangwa Rural Constituency**.

Main Duties:

- Record and submission of fuel vouchers and complete trip authority.
- Contribute input towards the competition of transport report.
- Report any accident and damages to vehicle.
- Complete the log sheets.
- Transport staff members to do official duties.
- Load and offload materials and equipment and transport them.
- Ensure the tools are available and well placed at all time.
- Check oil, water, tyres pressure and other accessories.
- Ensure that the vehicle has enough petrol, diesel, engine oil and tyres are in impeccable condition.

Post Designation	:	1 × Artisan Handyman, Grade 13
Directorate	:	Finance and Administration
Division	:	Administration
Subdivision	:	Eheke Settlement Administration
Salary Scale	:	N\$81 645 – 102 039
Duty Station	:	Eheke Settlement Area

Minimum Appointment Requirements: Grade 10 Certificate with 24 points over 7 subjects including a D symbol in English or equivalent Certificate on NQF L1

Supplementary Requirements: Preference will be given to candidate with two (2) years' appropriate experience in Plumbing /Electrical and who are residents of **Ondangwa Rural Constituency**.

Main Duties:

- Safe-keeping and maintenance of equipment and tools.
- Identify and report defects on buildings and machinery to the immediate supervisor.
- Render support services in the management of sewerage systems.
- Report losses/damages of materials/equipment to the supervisor.
- Assist in performing all plumbing/electrical work.
- Carry out any other official duties assigned from time to time.

Enquiries: Liina Uusiku or Ndilimeke Ndove @ 065 228 8200

CLOSING DATE: 08 October 2024

