Ministry of Regional and Local Government, Housing and Rural Development

RE: ADVERTISING OF VACANCIES

1) 1 X POST DESIGNATION : Clerk Grade 2B Level 3
SALARY SCALE : N$ 77 193 x 3 = N$ 231 579
DUTY STATION : Windhoek

Functions:

Ø Supervise and give job instruction to the Clerk Operations and Drivers
Ø Ensuring that daily inspections on the presence of fleet are carried out and the checks form is properly completed.
Ø Ensuring that proper filling are maintained of documents of all the activities taking place in Operation Section for ministerial fleet.
Ø Coordination of internal trips and ensuring that required vehicle requisitions are properly completed and are signed by authorized person before issuing a vehicle.
Ø Recording of trip kilometers driven for each vehicle on the ministerial pool vehicles and ensuring that assigned vehicles kilometers are recorded properly for each trip.
Ø Ensuring that trip authorities are properly completed before and on arrival inspection forms are properly completed.
Ø Ensuring that defects found on the fleet during inspections are investigated and reported to the Artisan in writing.
Ø Obtaining, safeguarding and issuing vouchers as well as keeping records of vouchers issued to users.
Ø Compilation of monthly, quarterly and annual reports on kilometers driven per each vehicle on the ministerial fleet.
Ø Perform auditing on fleet management at the Regional and Town Councils if requested.
Ø Perform Clerks Operation duties in his/her absence and any legitimate job related activities when requested.

Minimum Requirements: A Grade 12 or equivalent qualification Certificate plus 3 – years appropriate administrative experience. A valid Driver’s Licence is an added advantage.

2) 1 X POST DESIGNATION : System Administrator Grade 3H Level 1
SALARY SCALE : N$ 153 785 x 3 = N$ 461 359
DUTY STATION : Windhoek

Functions:

Ø SUN Solaris 10 System administration, maintenance and support
Ø Microsoft Windows 2003 Server administration and support
Ø Microsoft Windows Vista, XP installation, maintenance and support
Ø Microsoft Office 2003 installation, maintenance and support
Ø Trend OfficeScan installation, Maintenance and support
Ø Microsoft Windows Server Update Service installation and support
Ø Any other activities required that will enhance the functioning of ICT system at the Ministry and sub-national Governments.

Minimum Requirements: A – 3 year tertiary qualification in Information Technology (or equivalent qualification) plus (3) years appropriate experience.

Enquiries:

1) Human Resource Practitioner – Mrs. D.U. Kasaona at Tel. no. – 061-2975103
2) Concerned Directorate – Mr. E. S. Manzula at Tel. no. – 061-2975608

Closing date: 30 August 2010

Applicants must be Namibian citizens. Completed Application form (on form 156043) obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to:

The Permanent Secretary
Ministry of Regional and Local Government, Housing and Rural Development
Private Bag 13289, Windhoek

An attractive range of benefits includes a housing subsidy (subject to certain conditions), assistance with removal expenses, vehicle/transport allowance, pension fund, medical aid scheme and ample vacation and sick leave.