



GOVERNMENT OF THE REPUBLIC OF NAMIBIA

PARLIAMENT: NATIONAL COUNCIL

DIRECTORATE:	General, Research and Information Services Director's Office
POST DESIGNATION:	Private Secretary Grade 9
1 x POST:	Windhoek
SALARY SCALE:	N\$150 205 x P – 180 157
TRANSPORT ALLOWANCE:	N\$7 176 P.A.
HOUSING ALLOWANCE:	N\$12 000 P.A.

Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6.

Supplementary requirements: Good Verbal and written Communication skills, Organizing skills and Computer literate.

Main duties will be to:

1. Render secretarial services to the Director.
2. Draft and type correspondences and manuscripts for the Director.
3. Screen and channel telephone calls and visitors to the Director's office.
4. Keep the diary of the Director update.
5. Ordering of office goods.
6. Provide refreshment at all meetings of the Director.
7. Ensure that the filing system in the Office of the Director is in line with the Archives' directives.
8. Handle incoming and outgoing mail.
9. Perform clerical work; and
10. Perform any other duties which may be assigned by the Director.

Enquiries: Ms Lydia H Indombo, Tel: 061 - 202 8020

DIVISION: RESEARCH AND INFORMATION SERVICES

Post designation:	Senior Information Officer Grade 7
1 x post:	Windhoek
Salary Scale:	N\$224 002 x P – 267 704
Transport Allowance:	N\$7 176.00 p.a
Housing Allowance:	N\$12 000.00 p.a

Minimum Requirement: An appropriate Degree or equivalent qualification at NQA Level 7 plus appropriate experience.

Supplementary requirements: Only applicants in possession of qualification in the following disciplines will be considered:- Media Studies, Journalism or Information Studies. Experience in record management will be an added advantage

Main duties:

The incumbent shall carry out independent work in support of the Division. He/she shall work closely and under the overall supervision of the Deputy Director: Research and Information Services:-

1. Initiate Parliament-related research projects that are beneficial to the National Council, its Members and Staff;
2. Plan and develop framework to generate researched information in support of Members and Staff of the National Council;
3. Be involved in the production of Parliament publications;
4. Critically analyze data from a variety of sources and present appropriate conclusions;
5. Communicate relevant research and project results to the Deputy Director;
6. Supervise and coordinate team members and edit their tasks;
7. Write research proposals and manage own time and that of the team members;
8. Demonstrate report-writing skills and implement appropriate research project planning and management;
9. Plan and execute information collection and dissemination;
10. Operate and manage the smooth functioning of the resource centre.
11. In consultation with the various Divisions, assist to compile the National Council's Annual Report;
12. Be accountable to the Chief information Officer and
12. Perform any other duty as may be assigned by the Supervisors

Enquiries: Mr Immanuel Kooper, Tel: 061 - 202 8056

CANDIDATE IS LIMITED TO NAMIBIAN CITIZENS AND PERSONS WITH DISABILITIES WHO MEET THE REQUIREMENTS ARE ENCOURAGED TO APPLY. Public Servants should submit their application via their Human Resource Offices. Only applicant whose probation period is confirmed will be considered. Please attach proof of such confirmation of probation. Foreign qualifications must be submitted with evaluation from Namibia Qualifications Authority. Only shortlisted candidate will be contacted. Completed application form for employment in the public service accompanied by detailed curriculum vitae, certified copies of academic qualifications should be addressed to:

The Secretary: National Council
Private Bag 13371
Windhoek

OR

Hand delivers to Room No. G12
National Council
Love Street , Parliament Buildings

CLOSING DATE: 1 July 2015