Namibia's Roads Authority was established in terms of Section 2 of the Roads Authority Act, Act no. 17 of 1999 and became operational on the 01 April 2000. The Roads Authority is responsible for the management of national road network with a view of achieving a safe and efficient road sector.

The Authority invites qualified, dynamic candidates to apply for the following vacant positions:

**BUSINESS UNIT: CORPORATE SERVICE**

**SUB-DIVISION: HUMAN RESOURCES**

2. **ADMINISTRATOR: REGISTRY AND FILING**: Patterson Job Grade: B2, Windhoek x 2

Purpose of the Job:

To provide an efficient and effective registry and filing support service for the Sub-Division Human Resources

Key Performance Areas:

- Perform record Management activities
- Update the electronic document storage system
- Controls influx of internal & external records (Records Centre)
- Ensure the safe keeping of records and systems back up

Qualifications and experience required:

- Grade 12 with 20 points in six (6) subjects
- Two (2) years working experience in Registry or Record Control environment

Job content enquiries on the above position can be directed to Ms K Ngheishefa at Tel +264 61 284 7069.

**DIVISION: OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**SUB-DIVISION: INTERNAL AUDIT**

3. **SENIOR ADMINISTRATIVE OFFICER**, Patterson Job Grade: B4, Windhoek

Purpose of the job;

To provide administrative support to the Internal Audit function

Key performance areas:

- Budget Control and expenditure
- Perform financial administration of the section
- Stock control (consumables/Asstes/stock)
- Coordinate Procurement process
- Provide general office administrative support
- Administrate Human Resources procedure

Qualification experience & skills required:

- Diploma in Commerce or Business Administration or Accounting at NQF Level 6
- Three (3) years relevant experience in office administration, and/or Accounting
- Computer literacy
- Code B driving license will be an added advantage

Job content enquiries on the above position can be directed to Ms A Shipuata at Tel: +264 61 284 7143

DIVISION: MAINTENANCE

4. ADMINISTRATOR: MAINTENANCE, Patterson Grade B3, Windhoek/ Okahandja

Purpose of the Job:
To execute, administrate and control all administrative aspects of Area Office with regards to financial, stock control, HR, recordkeeping and general office administration. To ensure smooth execution of day to day activities according to the set procedures and policies.

Key Performance Areas:
- Administer domestic budget
- Manage and control petty cash
- Attend to procurement processes
- Control asset and stock at Area Office
- Administer HR procedures
- Records management and archiving
- Provides general office administrative support

Qualifications experience required:
- Grade 12 with 20 points in six (6) subjects OR
- Two (2) years relevant experience in Office Administration if Grade 12 or One (1) year if Diploma
- Diploma in Office Administration OR Business Administration
- Code B driving license will be an added advantage

Job content enquiries on the above position can be directed to Mr. H Zwart at Tel: +264 61 284 7039

DIVISION: TRANSPORT INFORMATION AND REGULATORY SERVICES (TI&RS)

TEMPORARY EMPLOYMENT CONTRACT FOR SIX (6) MONTHS

5. ADMINISTRATOR: REGISTRY AND FILING: Patterson Job Grade: B2, WINDHOEK x2

Purpose of the Job:
To provide an efficient and effective registry and filing support service for NaTIS Registering Authority services

Key Performance Areas:
- Co-ordination and administer of internal source documents
- Administer records through E-NaTIS system
- Prepare documents for filing and archiving

Qualifications and experience required:
- Grade 12 with 20 points in six (6) subjects
- Two (2) years working experience in Registry or Filing or Record Control environment

Job content enquiries on the above position can be directed to Mr J Shuuva at Tel +264 61 322 6000. Interested suitably qualified candidates should submit their detailed application letter accompanied by Curriculum Vitae and certified copies of educational qualifications as well as identity document by mail to: Recruitment: Roads Authority, Private Bag 12030, Ausspannplatz, Windhoek

Or hand delivered at:
The Human Resources Office, Roads Authority Head Office, corner of Mandume Ndembuyo and Hosea David Mero Street, Windhoek.

Designated persons are prescribed by the Namibian Affirmative Action Act and males are encouraged to apply.

Only short listed candidates will be notified. No faxed and e-mailed documents. No documents will be returned.

The Roads Authority reserves the right not to make any appointment in this positions

CLOSING DATE: 18 JUNE 2019