

YOUR VIEWS COUNT

- We continuously strive to improve our standards. To do this, we need to know what kind of service you want;
- We promise to consider your views when setting our service standards;
- Inform us if you are not satisfied and are unhappy with our service delivery; and
- Give us your comments so that we can improve our service.

WHAT WE ASK OF YOU

The quality of service we can provide to you depends on various issues including input and co-operation we receive. We therefore request you to:

- Be honest, polite and patient;
- Be timely in providing required and accurate information to the Subdivision;
- Comply with existing Legislations, Regulations and Procedures; and
- Treat our staff members with the necessary respect.

When you communicate with us, please provide the following information:

- Your full name
- Postal address/ email address/ telephone number/fax number
- Provide a clear description of your particular concern/s or need/s
- Keep a record of the issue at stake and the person in our Subdivision whom you dealt with as well as the date and the time of the communication to improve our services.

FEEDBACK, COMMENTS AND COMPLAINTS

If you have any comment, suggestion or a request about the activities or services of the Subdivision you should contact:

Control Administrative Officer
Zambezi Regional Council
Cnr Hospital and B8 (KM -Ngoma) Road
Private Bag 5002
Katima Mulilo
Namibia

Phone: +264 66 261700/55
E-mail: auxiliary@zambezirc.gov.na

- If you are not satisfied with the response from the Subdivision, you may take the matter up with the Deputy Director: Administration
- If still not satisfied with the response or action taken you may approach the Director: Finance and Administration;
- Should you still not be satisfied with the response or action taken, you may approach the Office of the Chief Regional Officer;
- Should you still not be satisfied with the response or action taken you may approach the Office of the Executive Director: Ministry of Urban and Rural Development;
- Should you still not be satisfied you may approach the Office of the Prime Minister;
- If still not yet satisfied you may approach the Office of the Ombudsman.



ZAMBEZI REGIONAL COUNCIL

CUSTOMER SERVICE CHARTER



DIRECTORATE FINANCE AND ADMINISTRATION

**DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES**

The Subdivision is responsible for providing administrative support services on procurement, fleet, record and asset management; hygiene services, and office accommodation.



THIS CHARTER

- Outlines the services we provide (What we do)
- Defines who our Customers are
- Reflects our commitment
- Sets standard of services that you can expect from us at all times
- States what we will do if you contact us
- States that your views count
- Indicates what we ask of you
- Explains how to provide us with feedback and how to make a complaint, if you are not satisfied with our service

WHAT WE DO

- Provide fleet management services;
- Procure works, goods and services;
- Prepare procurement plan
- Manage records;
- Maintain office hygiene;
- Manage contracts;
- Manage assets and stock
- Provide secretarial services

OUR CUSTOMERS

- Staff Members
- Regional Councilors
- Bidders
- Contractors

OUR COMMITMENT TO YOU

- ✓ Our commitment to our customers is the provision of effective and efficient services.
- ✓ We strive to execute our duties within the following guiding values:

Accountability

We shall be accountable for carrying out responsibility effectively, timely and with integrity

Teamwork

The involvement from the side of the Councillors, Staff and stakeholders to work towards a common goal.

Respect of ethnic and cultural diversity

Recognizing and embracing unity of purpose

Transparency

Our plans are open to the public for inputs and comments. Two ways interaction between council and its stakeholders in programme planning and implementation

Integrity

We commit ourselves to be honest and fair in our doings and allocation of work to the public

OUR SERVICE PROMISE/STANDARDS

We will:

- Avail transport and issue trip authority within one (1) working day;
- Collect and distribute renewal of license disc within five (5) working days after the expiring date;
- Issue replacement of maintenance cards within eight (8) working days;
- Prepare and submit annual procurement plan three (3) months before end of financial year;
- Prepare and submit bidding documents for acquiring works, goods and services within seven (7) working days for minor and ten (10) working days for major procurement;
- Scrutinize log book daily;
- Inspect vehicles before and after handover at all times;
- Verify and submit invoices to Finance within one (1) working day after receipt;
- Issue purchase order within one (1) working day upon approval of the procurement award;

- Ensure that correspondences are posted, sorted and delivered on a daily basis;
- Provide requested files within one (1) working day;
- Facilitate bids evaluation within ten (10) working days after the closing date;
- Prepare procurement and fleet management reports on a monthly and quarterly basis;
- Maintain offices hygiene daily;
- Conduct office inspection on office infrastructure on a monthly basis;
- Conduct stock taking annually and when the need arises;
- Issue and control stock on a daily basis, and
- Provide secretarial services at all times.

WHEN YOU CONTACT US

If you phone us

- We will answer to your call within 3 rings;
- We will return your call within 2 days if we cannot provide an answer immediately.

If you write to us

- We will acknowledge receipt within 2 working days, provide you with an explanation on how we will handle your case and inform you when to expect an answer.

If you visit us

- We will attend to you within five (5) Minutes if you have an appointment with us;
- We will respond to your questions while you are with us, if we cannot we will let you know why, and when you can expect an answer;
- If you need referral, we will do it on your behalf by phone or by email and copy it to you, and provide you with the name of the person to contact, address and contact details.

