

MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DEPARTMENT: VETERANS AFFAIRS DIRECTORATE: POLICY, HERITAGE AND SOCIAL AFFAIRS DIVISION: POLICY, RESEARCH AND REGISTRATION SERVICES SUBDIVISION: LIBERATION HERITAGES

Post Designation	:	Chief Curator, Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$432,601 – N\$517,195
Salary Notch	:	N\$432,601 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate B-Degree on NQF level 8 (or equivalent qualification) plus 5 or more years' appropriate experience in the heritage, history, anthropology or Social and political Science research environment, plus a valid Driver's License.

Supplementary Requirements: Experience in data management, digital layouts, digitizing and compressing video materials and other documents. Advanced computer literacy, especially in SQL Professional, Adobe Photoshop and Microsoft Excel and Access. Experience and ability to conduct research, knowledge and exposure to the Namibia heritage sector and experience in writing and publishing research papers or articles (provide proof). Excellent in oral and written communication skills

Key Responsibilities:

- Undertake comprehensive research on and studies of the history of national liberation struggle;
- Facilitate the identification of sites to be declared as liberation struggle heritage;
- Procure necessary equipment/materials for the subdivision;
- Oversee construction of monument and museums related to the liberation struggle;
- To issue and administer formulated policies and procedures to ensure the identification and retention of permanent records
- Produce periodic on liberation struggle history;
- Identify sites or landmarks and recommend where monuments of liberation struggle can be erected or be proclaimed as historical sites;
- Protect and preserve the proclaimed historical sites and documentation of liberation struggle;
- To administer access to designated archival records, and to protect the confidentiality of restricted information
- Manage the Ministry of Veterans Affairs Digital Archive (MoVADA);
- Liaise with relevant stakeholders;
- Attend meeting/ Conference/Symposium on liberation struggle history;
- Compile sub division budget;
- Overall supervision of the subdivision Liberation Heritage;

Enquiries: Mr. Timoteus Mashuna, Tel 296 3006 or Mr. Josia-Reesing A Halweendo, Tel: 061-2963083

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Post Designation	:	Curator, Grade 8
1x Post	:	Windhoek

PSM CIRCULAR NO. J OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 NOVEMBER 2024, CLOSING DATE 23 DECEMBER 2024