

## MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

### DIVISION: KHOMAS REGION SUBDIVISION: LABOUR SERVICES

<b>Post Designation</b>	:	Control Labour Inspector Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** An appropriate National Diploma or equivalent qualification on NQF Level 6 in either Labour Law, Human Resources Management and Industrial Relations plus five (5) years appropriate experience in labour matters of which three (3) years should be at the level of Grade 7 or equivalent (applicants from outside the Public Service). Applicants must be in possession of a valid driver's license older than two (2) years.

**Additional Requirements:** Preference will be given to applicants in possession of a Bachelor Degree on NQF Level 7 in one of the above-mentioned disciplines.

**Enquiries:** Mr. Shou-Henok Amukwa or Mr. Simon Amupolo Tel: 061-206 6224 Tel: 061-206 6204

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### DIVISION: KHOMAS AND KUNENE REGIONS SUBDIVISION: LABOUR SERVICES

<b>Post Designation</b>	:	Senior Labour Inspector Grade 8
<b>2x Posts</b>	:	1x Windhoek, Khomas Region 1x Khorixas, Kunene Region
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** An appropriate National Diploma or equivalent qualification on NQF Level 6 in either Labour Law, Human Resources Management and Industrial Relations plus two (2) years appropriate experience in labour matters. Applicants must be in possession of a valid driver's license older than two (2) years.

**Enquiries:** Mr. Eliakim Nashiku (Windhoek) or Ms. Lusia Ndavelofi (Khorixas) Tel: 061-206 6315 Tel: 065-273850

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### DIVISION: || KHARAS REGION SUBDIVISION: OCCUPATIONAL HEALTH AND SAFETY

<b>Post Designation</b>	:	Senior Inspector: Industries Grade 8
<b>1x Post</b>	:	Keetmanshoop
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** An appropriate National Diploma in Occupational Health and Safety (OHS) or equivalent qualification on NQF Level 6 plus two (2) years appropriate experience in Occupational Health and Safety. Applicants must be in possession of a valid driver's license older than two (2) years.

**Additional Requirements:** Computer skills will be an added advantage.

**Enquiries:** Ms. P. Nghidengwa or Ms. D. Ndafenongo Tel: 061-206 6302 Tel: 061-206 6207

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**DIRECTORATE: PLANNING AND ADMINISTRATION**  
**DIVISION: GENERAL SERVICES**  
**SUBDIVISION: PROCUREMENT AND STOCK CONTROL**  
**SECTION: PROCUREMENT**

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** An appropriate National Diploma in Business Administration/Management, Public Administration/Management, Procurement Management, Logistics and Supply Chain Management or equivalent qualification on NQF Level 6 plus five (5) years appropriate experience of which three (3) years should be in Procurement and at the level of Senior Administrative Officer Grade 10 or equivalent (applicants from outside the Public Service).

**Additional Requirements:** Preference will be given to applicants with a Bachelor Degree in Business Administration/Management, Public Administration/Management, Procurement Management, Logistics and Supply Chain Management or equivalent qualification on NQF Level 7. **Candidate must be currently serving as a member of the Procurement Management Unit (PMU) at their current place of employment and certified copy of the appointment letter must be attached.** Applicants must be in possession of a valid driver's license older than two (2) years.

**Enquiries:** Ms. E. Kamati or Ms. D. Ndafenongo Tel: 061-206 6219 Tel: 061-206 6207

**Applicants should note the following:**

Applicants within the Public Service **must attach proof of confirmation of probation** to their application for employment and those outside the Public Service must attach **confirmation of employment / testimonial (s) / certificate of service** from former and current employers in respect of work experience and current job level.

A separate application form must be submitted for each post applied for. Applicants in designated groups especially women and persons living with disabilities who are able to perform the required duties are strongly encouraged to apply. All foreign qualifications must be submitted with proof of evaluation from the Namibia Qualification Authority (NQA).

Failure to complete all items or sections on the application form for employment and health questionnaire and not attaching the necessary/required documents to the application form will disqualify the application. Any parts of the application form that do not apply to you please indicate as such by writing not applicable. Please take note that only shortlisted candidates will be contacted and no personal documents will be returned to unsuccessful applicants.

Applications received after the closing date will not be accepted. Completed application form for employment 156043 and health questionnaire form 156094 (obtainable at all Government Offices) together with comprehensive Curriculum Vitae, original certified copies of educational qualifications as well as academic records/transcripts, confirmation of employment / testimonial (s) or/ certificate of service, driver's license and identity document must be submitted to the following address:

**The Executive Director**  
**Ministry of Labour, Industrial Relations and Employment Creation**  
**Private Bag 19005**  
**Khomasdal**  
**WINDHOEK**

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

OR hand-delivered at:

**Ministry of Labour, Industrial Relations and Employment Creation**  
**32 Mercedes Street**  
**Khomasdal, Windhoek**  
**Human Resource Office**

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