



**REPUBLIC OF NAMIBIA**

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**OFFICE OF THE PRIME MINISTER**

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Tel.: (+264 61) 287 3070

Fax: (+264 61) 225 076

Ref.: **13/18/5**

Enquiries: Mr Mateus Nakwafila

E-mail: [Matheus.Nakwafila@opm.gov.na](mailto:Matheus.Nakwafila@opm.gov.na)

**Department Public Service Management**

BPI House, Independence Avenue

PO Box 1117

**WINDHOEK**

**26 NOVEMBER 2024**

**TO: SECRETARY TO THE CABINET  
ALL EXECUTIVE DIRECTORS  
DEPUTY AUDITOR GENERAL  
DIRECTOR: NAMIBIA CENTRAL INTELLIGENCE SERVICES  
CHIEF ELECTORAL AND REFERANDA OFFICER  
SECRETARIES: NATIONAL ASSEMBLY/NATIONAL COUNCIL**

**CC: PUBLIC SERVICE COMMISSION**

**PSM CIRCULAR NO. J OF 2024**

**VACANCIES IN THE PUBLIC SERVICE OF NAMIBIA**

The vacancies contained in the annexure currently exist on the establishments of various Offices/Ministries/Agencies. You are herewith requested to timeously bring this circular to the attention of all staff members who may qualify within your Office/Ministry/Agency. Candidacy is not limited to Public Servants. Preference will be given to Namibian Nationals.

**INSTRUCTIONS**

1. All requests for internal advertisements are to be forwarded by e-mail to Ms Pombili Eelu at [Pombili.Eelu@opm.gov.na](mailto:Pombili.Eelu@opm.gov.na) not later than the 10<sup>th</sup> of each month at 14H00. **The Offices/Ministries/Agencies are requested to ensure that only approved funded essential services posts are forwarded for advertising. Approval must be obtained from the Secretary to Cabinet and the posts must be budgeted for.**
2. Offices/Ministries/Agencies must take full responsibility to ensure that any e-mail sent to the Department is not virus infected because it will not be

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

opened and processed. The consequences will be borne by the Office/Ministry/Agency whose e-mail contains viruses. In the event of any computer dysfunction at the above e-mail address, an alternative e-mail address will be provided.

3. Offices/Ministries/Agencies who have decentralized their human resources functions retain the responsibility of co-coordinating their recruitment and advertising efforts. This office will only deal with the headquarters.
4. All Offices/Ministries/Agencies are urged to make sure that the contents of the requests e-mailed for advertising are correct in all respects because this office will not edit nor take the responsibility for any wrongly placed advert.

**(a) To Candidates**

**NB: Candidacy is not limited to Public Servants only. Preference will be given to Namibian Nationals.**

- (i) **Applications (on form 156043) must be addressed to the Executive Director of the relevant Office/Ministry/Agency at the address indicated in the annexure and must be submitted via the Human Resource Office.**
- (ii) Applications must be accompanied by a **comprehensive curriculum vitae and certified copies of educational qualifications. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).**
- (iii) A separate application must be submitted for each post applied for and the number of the circular as well as the post designation and relevant post number (where applicable) must be clearly indicated on each application form (form 156043).
- (iv) The required appropriate experience referred to in the annexure includes all previous appropriate experience, irrespective of which rank or post it was acquired in, as well as appropriate experience gained whilst employed in the private sector (where applicable).
- (v) Note must be taken that competition for vacancies have been limited. **Staff members must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level** (e.g. a Senior Administrative Officer Grade 10 whose probation is confirmed can apply for a vacancy of Chief Administrative Officer Grade 8).

**(b) To Offices/Ministries/Agencies of Candidates**

(i) Each application that is received by the Human Resource Office must be submitted to the relevant Office/Ministry/Agency at the address indicated in the annexure, under cover of the prescribed form ZO/352(1).

(ii) Representations for retention of services:

- The Public Service Commission considers the movement of staff members on promotion between Offices/Ministries and Agencies as a sound staff practice and it will consider applications for the retention of services only in exceptional circumstances.
- Representations in this connection must, at the time when the prescribed form ZO/352(1) is forwarded, be directed to the Commission. A remark to this effect in remark column is not permissible. The Commission will not receive representations received after it has already made a recommendation for filling of a post, which involved transfer between Offices/ Ministries/Agencies. Once approved the transferred staff member is in the employ of the new Office/Ministry/Agency.
- Any temporary arrangements between the affected two Executive Directors for the short-term retention of the staff member will be mutual agreement between those permanent secretaries. If necessary formal secondment can be resorted if the situation so dictates (vide PSSR BVII/IX on secondment)

**(c) To the Offices/Ministries/Agencies whose vacancies are contained in the Annexure**

(i) Applications which do not meet the requirements set out in paragraphs 4(a)(i), (ii) and (iii) as well as paragraph 4(b)(i) above, must be returned without further delay to the relevant Office/Ministry/Agency for rectification.

(ii) Applications are scheduled on form ZO/353(1) according to the prescriptions contained in PSSR B.II/II.

(iii) The schedule [form ZO/353(1)] as well as the application form and other relevant documents of all scheduled candidates must be submitted to this department together with the letter of nomination. Full motivation must be provided with regard to the candidates not nominated. The last column on the right-hand side of the schedule [form ZO/353(1)] must be used for this purpose.

## **General**

Candidates as well as Offices/Ministries/Agencies are advised to take cognizance of the provisions of PSSR B.II/II, especially paragraphs 2.6, 2.7 and 2.8 of the said chapter.

5. All staff members who were appointed/promoted/transferred to job designations or job categories with relaxation of the prescribed educational qualifications will no longer be allowed to advance further in the job categories for which relaxations were granted, unless they obtain the prescribed educational qualifications required for the job designations they are aspiring to.

### **6. CLOSING DATE: 23 DECEMBER 2024**

***Signed by Susan Ntema***

**SUSAN NTEMA**

**ACTING DEPUTY EXECUTIVE DIRECTOR: DPSM**

**MANAGEMENT CADRE  
OFFICE OF THE PRIME MINISTER**

**DEPARTMENT PUBLIC SERVICE MANAGEMENT  
DIRECTORATE ORGANIZATIONAL DEVELOPMENT AND GRADING  
DIVISION ORGANIZATIONAL DEVELOPMENT AND GRADING**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Housing Benefits</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	N\$110,917 per annum

**Minimum Appointment Requirements:** A B-Degree (NQF Level 7) in Human Resources Management, Public Administration, Business Leadership or Business Management Majoring in Human Resources or an equivalent qualification on NQF Level 7 plus nine (9) years appropriate experience of with at least five (5) years' experience should be at a Grade 5/6 Level.

**Key Performance Areas:**

- The Deputy Director is accountable for the management of Organizational Development and Job Evaluation and Grading functions;
- Responsible for effective and efficient management of Organizational Development, Job Evaluation and Grading, Farming out of work, Temporary Employment/ Occasional Employment and Form Design processes;
- Execute duties and responsibilities in terms of the provision of the Public Service Act, Labour Act, Public Service Commission Act, the Regional Council Act, and the State Finance Act, 1991 and staff rules relevant to the Organizational Development
- Develop and Manage Project Plans of the projects assigned to the Division, prioritize project tasks, control and monitor project registers;
- Responsible for human resource management, development and performance management of the staff in the division;
- Responsible for the preparation, management, execution and monitoring of the divisional annual plan and budget;
- Coordinate the drafting and signing of Performance Agreements;
- Conduct one on one performance reviews and compile monthly, quarterly and annual performance reviews;
- Identify training needs for staff members and prepare divisional annual training plan;
- Participate in Senior Management and administrative issues;
- Participate in the Ministerial workplace programs; and
- Represent the Office of the Prime Minister on relevant government committees when required

**Additional Core Competencies:**

- Knowledge and interpretation of Legislation- Labour Act, 2007(Act No 11 of 2007); Public Service Act, 1995(Act No.13 Of 1995); Affirmative Action, (Employment) Act, 1998(Act No 29 of 1998); State Finance Act, 1991(Act No 31 of 1991); Procurement Act, 2015(Act No 15 of 2015); corresponding Regulations and Public Service Staff Rules;
- Excellent analytical and strategic thinking;
- Exceptional Communication skills (written and oral);
- Computer skills (MS Word, Excel, PowerPoint);
- Financial Management;
- Practical knowledge of Human Capital Management Systems; and
- Training and facilitation skills.

**Enquiries:** Ms. Ellie Ndungula Tel: 061-287 2148/ Ms. Jecinta Matengu Tel: 061 -2873050

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**DEPARTMENT PUBLIC SERVICE MANAGEMENT**

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

**DIRECTORATE HUMAN RESOURCES PLANNING AND DEVELOPMENT  
DIVISION HUMAN RESOURCE PLANNING**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Housing Benefits</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	N\$110,917 per annum

**Minimum Appointment Requirements:** A B-Degree in Human Resources Management at MQF Level 7/or an equivalent qualification plus nine (9) years' experience in the Human Resources field/Information Management Systems/ HR Monitoring and Evaluation Systems of which five (5) years' experience should be at a Grade 5/6 Level.

**Additional Requirements:** Potential candidates should have a sound knowledge at Mid-level in the Human Resources Planning, Management and Development Policy and strategy formulation, Development, Implementation and review, Human Capital Management Systems including HR Monitoring and evaluation, etc.

**Key Performance Areas:**

- Responsible for the development and overseeing the implementation of Policy and Framework, Public Service Staff Rules and measures to regulate the Human Resource Planning and Succession Management Function in the Public Service.
- Responsible for the supervision and management of staff members in the Division Human Resource Planning;
- Execute duties and responsibilities in terms of the provision of the Public Service Act, Labour Act, Public Service Commission Act, Affirmative Action Act, the Regional Council Act, and the State Finance Act, and staff rules relevant to the Human Resource Planning function;
- Responsible for the management and coordination of Human Resource Planning Statistics; Affirmative Action Plans/Report's compliance in OMAs and RCs;
- Ensure capacity building for the effective implementation of Human Resource Planning Policy and Framework, Affirmative Action Plans, Reporting and compliance in OMAs and RCs;
- Ensure HR Planning functions are embedded and mainstreamed in the Human Capital Management System
- Project Manager for the Public Service Human Resource Profiling;
- Coordinate the publication and quality assurance of the Public Service Vacancy Circular;
- Responsible for human resource management, development and performance management of the staff in the division;
- Responsible for the preparation, management, execution and monitoring of the divisional annual plan and budget;
- Coordinate the drafting and signing of Performance Agreements;
- Conduct one on one performance reviews and compile monthly, quarterly and annual performance reviews; and
- Participate in the Ministerial workplace programs.

**Additional Core Competencies:**

- Knowledge and interpretation of Legislation- Labour Act, 2007(Act No 11 of 2007); Public Service Act, 1995(Act No.13 Of 1995); Affirmative Action, (Employment) Act, 1998(Act No 29 of 1998); State Finance Act, 1991(Act No 31 of 1991); Procurement Act, 2015(Act No 15 of 2015); corresponding Regulations and Public Service Staff Rules;
- Excellent analytical and strategic thinking;
- Exceptional Communication skills (written and oral);
- Computer skills (MS Word, Excel, PowerPoint);
- Financial Management;
- Practical knowledge of Human Capital Management Systems, and
- Training and facilitation skills.

**Enquiries:** Ms Geneva Tselakgosi Tel: 061-287 2145/ Mr Victor Kaulinge Tel: 061 -2873032

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**NB: Person in the designated groups and person with disabilities are encouraged to apply. 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 testimonial, Certificate of service from former and current employer in respect of work experience.**

Application forms 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify the application. Only shortlisted candidates will be contacted and no documents will be returned. Completed application for employment must be addressed to:-

**The Executive Director  
Office of the Prime Minister  
Private Bag 13347  
Windhoek**

**Enquiries:** Ms. Ellie Ndungula Tel: 061-287 2148/ Ms. Jecinta Matengu Tel: 061 -2873050

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**MANAGEMENT CADRE  
MINISTRY OF DEFENCE AND VETERANS AFFAIRS**

**DEPARTMENT: DEFENCE  
DIRECTORATE: DEFENCE LEGAL ADVISOR**

<b>Post Designation</b>	:	Deputy Director Grade 4 (Legal)
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Salary Notch</b>	:	N\$517,195 per annum
<b>Housing Allowance</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	N\$110,917 per annum

**Minimum Requirements:**

- BA LLB Degree or equivalent qualification on NQF Level 7 in the field of Law.
- Admission as legal practitioner in Namibia.
- 5 years post admission experience in Magistrates Court, Higher Court or Supreme Court litigation.

**Key Performance Areas:**

- The successful candidate will perform his or her duties in accordance with direction issued by the Head of Directorate to whose jurisdiction he or she is assigned, including but not limited to the following:
- Serve as a deputy Defence legal Advisor.
- Communicate with the Government Attorneys regarding cases in the Ministry.
- Prepare Memos and other legal memoranda
- Verifying legal citations for accuracy
- Assist with the implementation of legislation, including Acts, rule, regulations, practice, directives, and consequential procedures and practices in cooperation with other stakeholder when necessary.
- Coordinate all legal matters as may be required.
- Serve on various committees in the Ministry.
- Assist the Ministry on drafting of contract of agreements
- Provide legal advice in terms of litigations.
- Represent the Ministry on Claims against the state
- Write correspondence as may be required.
- Execute other Functions and duties assigned to him/her.

Applications must be submitted to the following address:

**The Executive Director  
Ministry of Defence and Veterans Affairs  
Private Bag 13307  
WINDHOEK**

Or hand delivery to:

**The Division  
Human Resources Management  
Ministry of Defence and Veterans Affairs, Bastion 2  
Corner Sam Nuuyoma Drive and Tall Street,  
WINDHOEK**

**Enquiries:** Mr Lennox Likando Tel (061-2042214)

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**MANAGEMENT CADRE**  
**MINISTRY OF GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE**

**DIRECTORATE: ADMINISTRATION AND GENERAL SERVICES**  
**DIVISION: INFORMATION TECHNOLOGY**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Motor Vehicle Allowance</b>	:	N\$102,701 (Capital and Running Costs) per annum
<b>Housing Benefit</b>	:	N\$68,188 per annum

**Minimum Requirements:** A B. Degree at NQF Level 7 plus nine (9) years appropriate experience of which at least five (5) years must be at supervisory /middle management level.

**Key Performance Areas:**

- To lead, supervise, monitor and manage the IT activities of the Office of the Ministry of Gender Equality, Poverty Eradication and Social Welfare (MGEPESW) in order to meet all the goals and objectives of the division.
- Responsible for overseeing the maintenance, upgrading and expanding the MGEPESW, IT systems, including networks, IT security and Internet services.
- Establishment, implementation and enforcement of IT policies and strategies
- Oversee the development and maintenance of the IT strategic plan in line with the overall MGEPESW strategic objectives.
- Planning and implementation of IT infrastructure and information systems.
- Preparation of IT budgets to ensure sufficient IT resources.
- Providing professional support in all aspects of IT development in the MGEPESW.
- Management of all computerized systems developed or implemented within the MGEPESW.
- Liaise with the Office of the Prime Minister and other service providers to ensure continuous compatibility of hardware and software used.
- Recommend major projects, IT budgets, priorities, standards, procedures, and monitor overall IT performance.
- In conjunction with the HR division, manage the recruiting, training and coaching of IT staff members, communicating job expectations and appraising their performance.

**NB:** Racially disadvantaged persons, woman and persons with disabilities or persons from the marginalized communities who meets the requirements are encouraged to apply. Applications for employment, **fully completed**.

**Applicants should note the following:**

- Candidacy is not limited to the Public Servants only and preferences will be given to Namibian Nationals,
- Previously Disadvantaged Persons, women and person with disabilities are encouraged to apply,
- 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 testimonial, certificate of service from former and current employer in respect of work experience.
- **All foreign qualifications must be submitted with an evaluation of qualification from the Namibia Qualification Authority (NQA).**
- **Failure to complete all items on the Application Form for Employment and not attaching the required documents will disqualify the application. Any part of the application form that do not apply to you please indicate as such by writing N/A**
- Please, take note that only shortlisted candidates will be contacted, and no personal documents will be returned.

- Application form for employment o 156043 and Health Questionnaire form 156094(obtained from any Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational Qualifications as well as academic records, identity document and certificate of service or testimonials (if any) must be addressed to:

**The Executive Director  
Ministry of Gender Equality, Poverty Eradication and Social Welfare  
Juvenis Building  
Independence Avenue  
Private Bag 13359  
WINDHOEK**

**Enquiries:** Mr. Manasse Nichlas Mbingeneeko; Tel: 061-283 3262 or Mr. Sakaria Hidulika Sheehama; Tel: 061-283 3132

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**MANAGEMENT CADRE  
MINISTRY OF HIGHER EDUCATION, TECHNOLOGY AND INNOVATION**

**DEPARTMENT: DEPARTMENT: RESAERCH, INNOVATION AND TRAINING  
DIRECTORATE: RESEARCH AND INNOVATION**

<b>Post Designation</b>	:	Director Grade 3
<b>1x Post</b>	:	Windhoek (Head Office)
<b>Salary Scale</b>	:	N\$554,603 –N\$588,548
<b>Salary Notch</b>	:	N\$554,603 per annum
<b>Housing Allowance</b>	:	N\$131,280 per annum
<b>Motor Vehicle Allowance</b>	:	N\$123,633 per annum

**Minimum Requirements:** A B Degree on NQF L7 plus 9 years appropriate experience.

**Supplementary Selection Requirements.**

- Must have a Master's Degree in Natural or Life Science;
- Must have expertise and experience in the Science Technology and Innovation policy development and the STI sector in Namibia;
- Proven knowledge of Research, Science, Technology and Innovation (RSTI) landscape at bilateral and multilateral levels, e.g. SADC, AU, UN EU;
- Experience in academic writing and publishing;
- Must have high level of expertise and experience in science diplomacy and protocol;
- Experience in liaising with national and international STI partners
- Must have at least 5 years' experience in STI program development and implementation;
- Knowledge and experience in Public Procurement System;
- Strong organizational and coordination skills, along with demonstrated project management abilities; and
- Proficiency in ICT (Information and Communication Technology) skills.

**Main Duties:**

- Management and strategic leadership of the Directorate for Research and Innovation.
- To develop, monitor and evaluation of the implementation of the research, science, technology and innovation (RSTI) policies in Namibia.
- Develop and implement strategic, budget, annual, procurement, work plans and other management guidelines as required.
- Liaison with development partners in industry, government, public and parastatal enterprises, NGOs, professional associations, regional and international organizations on RSTI.

**All foreign qualifications submitted for the above post must be accompanied by the Namibia Qualifications Authority (NQA) evaluation.**

**Applicants who fail to attach such proof will not be considered for shortlisting. Application forms for employment must be completed in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.**

**Only shortlisted candidates will be contacted and no personal documents will be returned.**

**Min of Higher Education, Technology & Innovation is an equal opportunity employer. Women and people with disabilities meeting the advertisement requirements are encouraged to apply. Application must be submitted on the latest revised application form 156043 obtainable from all Government Offices together with original certified copies of identification document, qualifications as well as academic records and comprehensive curriculum vitae.**

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Applications should be addressed to:

**The Acting Executive Director  
Ministry of Higher Education, Technology and Innovation  
Private Bag 13406  
WINDHOEK**

Attention:

**Human Resources Office  
Government Office Park**

**Enquiries:** Mr Herbert Mouton Tel 061-4356025 at HR Office Room 150, First Floor West Wing at  
Min of Higher Education Technology & Innovation.

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**MANAGEMENT CADRE  
MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION**

**DEPARTMENT: ADMINISTRATION**

<b>Post Designation</b>	:	Director Grade 3
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$554,603 – N\$588,548
<b>Housing Allowance</b>	:	N\$131,280 per annum
<b>Motor Vehicle Allowance</b>	:	N\$123,633 per annum

**Minimum Requirements:** A B-degree at NQF Level 7 plus nine (9) years appropriate experience related to Human Resources, Finance, Management Support and Auxiliary Services and Procurement.

**Competencies:** Knowledge of relevant laws and regulations governing Finance, Human Resources, Procurement Management and Asset Management.

**Duty Sheet:**

- Managing the divisions Human Resources, Finance Auxiliary, Management Support and Auxiliary Services.
- Advice Senior Management on policy matters related to procurement, transport, human resources, finance and general services.
- Coordinate the rendering of management support and auxiliary services (transport, procurement of supplies and stock control, secretarial and administrative services, registry services, messenger and cleaning services).
- Chair or serve as member of several mandatory Committees such as Ministerial Training Committee, Wellness Committee, Affirmative Action Committee, Disciplinary Committee, Stock Control Committee, EDRMS Committee and Loss Control Committee.
- Monitoring and evaluation of the Ministerial Strategic Plan, Annual Plan and implementation of Performance Management System.
- Ensure the implementation of Affirmative Action and timely preparation and submission of Affirmative Action reports to Office of the Prime Minister and Employment Equity Commission.
- Rendering of advisory services to the Executive Director's Office on all Human Resources, Management Support and Auxiliary Services as well as Financial matters.
- Sound knowledge of budget preparation for the whole ministry

**Enquiries:** Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013

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**DEPARTMENT: MULTILATERAL RELATIONS AND COOPERATION  
DIVISION: INTERNATIONAL ORGANISATION**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Salary Notch</b>	:	N\$517,195 per annum
<b>Housing Benefits</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	N\$110,917 per annum

**Minimum Requirements:** A B-degree at NQF Level 7 or equivalent qualification plus nine (9) years appropriate experience. Qualifications in Diplomatic studies/Politics/International Relations/Laws/ Economic will be an added advantage.

**Competencies:** Knowledge of the Namibian Foreign Policy and its Management, Multilateral diplomacy, Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, financial management and negotiation skills.

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**Areas of Responsibility:**

- Provides leadership within the Division to give direction, vision, motivate and inspire the team.
- Plans, prioritises and delivers short, medium and long term goals in line with the Strategic Plan of the Ministry.
- Implements the Performance Management System for effective and efficient performance, development and well-being of team members in the Division.
- Ensure the development of Memoranda, Briefings, Speeches, Reports and Cabinet Submissions on subject matters as directed.
- Analyse reports and other diplomatic correspondences to and from Missions and International Organisations and coordinate responses thereto.
- Studies the policies of countries and/or organisations for which s/he has assigned to and coordinates advice on any significant policy changes or initiative which has an effect on Namibia's policies.
- Stay abreast of national developments of Namibia's domestic policies which have an effect on multilateral relations and submit memoranda on their implications.
- Ensure the drafting of congratulatory or sympathy messages when required.
- Ensures participation of the Division in relevant local and international meetings as instructed.
- Fosters relations with the Diplomatic Corps at an appropriate level to exchange information and views on matters of relevant and mutual interest.
- Maintain constructive discipline in the Division to enhance improvement.
- Perform any other official duty that may be assigned to you from time-to-time.

**Enquiries:** Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013

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**DIRECTORATE: TREATIES AND AGREEMENTS****DIVISION: BILATERAL AGREEMENT AND LEGAL MATTERS AND MULTILATERAL AGREEMENTS**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Salary Notch</b>	:	N\$517,195 per annum
<b>Housing Benefits</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	N\$110,917 per annum

**Minimum Requirements:** An appropriate B-degree (or equivalent qualification) on NQF Level 7 plus nine (9) years appropriate experience.

**Supplementary requirements:** A qualification/experience in International Law, International Relations and Diplomacy, Law of Treaties or Legal Drafting

**Duty Sheet:**

- Responsible for the provision of in-house legal advice to the Ministry of International Relations and Cooperation
- Participate in the negotiation of bilateral and multilateral agreements
- Advises the Ministry on legal matters arising out of management of the Ministry or its conduct of foreign policy
- Advising on diplomatic law and the status of foreign diplomats stationed in Namibia
- Prepare and deposit all instruments of ratification/acceptance/accession to multilateral conventions
- Participate in the work of international legal and disarmament organizations, including and inter alia, International Criminal Court, International Tribunal for the Law of the sea, the International Seabed Authority, UNGA Sixth Committee, etc.
- Receiving and processing requests for legal assistance from other countries, including extradition and the service of foreign court documents

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

**All Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation must be attached.** The confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant.

Only shortlisted candidate will be contacted and no application form and document will be returned.

**Please Note:** Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply.

Application forms should be hand-delivered or addressed to:

**Executive Director  
Ministry of International Relations and Cooperation  
Private Bag 13347  
WINDHOEK**

Or hand delivered to:

**Human Resource Office  
MIRCO  
Office No. 304  
3<sup>th</sup> Floor, East –wing  
Windhoek**

**Enquiries:** Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013

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**MANAGEMENT CADRE  
MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY**

**DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP**

<b>Post Designation</b>	:	Deputy Executive Director Grade 2
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$600,319 – N\$637,063
<b>Salary Notch</b>	:	N\$600,319
<b>Housing Benefits</b>	:	N\$142,104 per annum
<b>Motor Vehicle Allowance</b>	:	N\$149,351 (Capital and Running Costs) per annum

**Minimum Requirements:** A B-Degree at NQF L7 plus 9 years appropriate experience.

**Candidates from Security Cluster and those with legal background are encouraged to apply.**

**Competencies and Skills Required:**

- Possesses extensive knowledge in the interpretation and implementation of the relevant Laws e.g. Immigration Control Act (ICA) guiding immigration matters
- Well conversant with the Rule of Law (on International Treaties, Convention and Jurisprudence) governing migration
- Research disciplined/oriented to identify conceptual strengths and weaknesses in substantive matters.
- Law Reform driven to evaluate, access and impact amendments on current immigration/migration legislation.
- Budget preparation skills
- Project management
- Planning and analytical ability
- Presentation and problem-solving skills
- Knowledge and skills on how to prepare budgets and project proposals
- Should possess a high level of emotional intelligence and ability to work under pressure
- Should have ability to manage diversity, be community oriented
- Excellent communication and negotiation skills

**Enquiries:** Ms. F. N Shilinge 0819511011

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**OFFICE OF THE EXECUTIVE DIRECTOR  
DIVISION: SECURITY AND RISK MANAGEMENT**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Salary Notch</b>	:	N\$517,195 per annum
<b>Housing Benefits</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	N\$110,917 per annum

**Minimum Requirements:** A B-Degree in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 7 plus 9 years appropriate experience. Confirmation of probation is subject to the successful completion of the Security Awareness training for Managers by Namibia Central Intelligence Service (NCIS).

**Key Performance Areas:**

- To control, maintain monitor, direct and manage the security services Division in the function of – vetting and security clearances, security organization, security administration security maintenance in the Council.
- To develop, review, oversee and evaluate the implementation of the various security directives, manuals and policies in the Ministry.

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- To ensure security programs such as physical security, personnel security, document security, ICT security and, security awareness is implemented, enforced, maintained, monitored, evaluated and adhered to.
- To ensure that, security policies and plans in the Ministry are developed, managed and strictly implemented, enforced and adhered to.

**Competencies Required:**

- Budget preparation skills
- Project management
- Fraud examination skills & expertise
- Planning and analytical ability
- Presentation and problem-solving skills
- Should possess a high level of emotional intelligence and ability to work under pressure
- Should have ability to manage diversity and be community oriented
- Excellent communication and negotiation skills
- Strong administration and coordination skills
- Process re-engineering skills

Interested candidates in the Public Service should attach their copy of confirmation of probation letters.

**Appointment to these positions will be subjected to security vetting.**

Foreign Qualifications should be accompanied by NQA Evaluation. Failure to attach such a proof will lead to disqualification of your application. Only shortlisted candidates will be contacted, and no personal documents will be returned.

In terms of the Affirmative Action Act No. 29 of 1998, qualified females and persons with disabilities are encouraged to apply.

Emailed CVs will not be accepted.

**No late application will be considered. Failure to complete all items on the application form (156043) and not attaching all necessary certified documents will disqualify the application.**

An application on form 156043 as well as a comprehensive curriculum vitae and certified copies of education qualifications must be addressed to:

**The Executive Director  
Ministry of Home Affairs, Immigration, Safety and Security  
Attention: Humana Resource Office  
Private Bag 13200  
WINDHOEK**

Or hand delivery to:

**The Human Resource Office, 9<sup>th</sup> Floor, East Wing  
Ministry of Home Affairs, Immigration, Safety and Security  
Corner Hosea Kutako Drive and Harvey Street,  
Erf 6971, Windhoek North  
WINDHOEK**

**Enquiries:** Ms. F. N Shilinge 0819511011

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**MANAGEMENT CADRE  
MINISTRY OF INDUSTRIALISATION AND TRADE**

**DEPARTMENT: TRADE AND COMMERCE**

<b>Post Designation</b>	:	Deputy Executive Director Grade 2
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$600,319 – N\$637,063
<b>Salary Notch</b>	:	N\$600,319
<b>Housing Benefits</b>	:	N\$142,104 per annum
<b>Motor Vehicle Allowance</b>	:	N\$149,351 (Capital and Running Costs) per annum

**Minimum Requirements:** A B-Degree or equivalent qualification on NQF L7 plus nine (9) years appropriate working experience. Preference will be given to candidates with a B Degree in Economics, Commerce, International Business/Trade/Policy, Commercial Law, Business Administration/Management, Public Administration/Management.

A Master's degree in any of the fields mentioned above would be an advantage.

**Experience Required:**

- At least 5 years' experience in a senior management position – A director position in the public service and equivalent senior management position in the private sector and other organization.
- Sound knowledge of the Government structure and development in the National, Regional and Global Economy as well as national policies and developments in the areas of International Trade and Commerce.
- Experience in strategic planning, policy and programme formulation and implementation,
- Trade Facilitation and Negotiations skills
- Proven high quality leadership, interpersonal, communication and networking skills and ability to delegate appropriate responsibilities.

**Responsibilities:** The incumbent shall provide overall strategic leadership to ensure the effective operation of the Department: Trade and Commerce, which consist of two (2) Directorates namely: Directorate of International Trade and Directorate of Commerce. His or her core duties and functions entail providing leadership and oversight in the following areas:

- Formulation and implementation of policies and legislations and strategies for the development, promotions and extension of the country's export products, market and supply side capacity.
- Devising and implementation of measures for the effective management of imports and ensuring appropriate remedial measures to deal with dumping and other adverse external effect on local industries.
- The development of the national strategy and framework to guide Namibia's engagement in bilateral, regional and multilateral trade negotiations.
- Formulation of policies, laws and strategies to enhance the ease of starting and operating of business in the country through an effective business and intellectual property rights, registration systems, and mechanism to safeguard fair competition, adherence to set national and international standards as well as consumer protection.
- Establishment of good working relationship and co-ordination between the Department, agencies performing trade and commerce regulatory functions, and other Departments/Directorates of the Ministry as well as with other Government Offices/Ministries that play a role in the facilitation and promotion of trade and commerce in the country and with industry associations.
- Provision of timely and relevant advice on impact of policies, traits in commerce and international trade, and various programmes and activities of the department to the Executive Director.
- Ensuring that the department has adequate financial, human and technical resources to enable it to effectively perform its functions, and that such resources are managed and optimally utilised in accordance with the Public Service rules and Treasury Instructions.

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- Prepare progress reports on the execution of the Ministerial mandates and implementation of Cabinet decisions affecting the Ministry.
- Set performance objectives and targets for Heads of Departments and Directorates, Agencies and Consultants from time to time.
- Ensure that effective delegations and assignments are made and executed.
- He/she may be assigned to perform any other functions as may be decided by the Executive Director.

<b>Post Designation</b>	:	Deputy Executive Director Grade 2
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$600,319 – N\$637,063
<b>Salary Notch</b>	:	N\$600,319
<b>Housing Benefits</b>	:	N\$142,104 per annum
<b>Motor Vehicle Allowance</b>	:	N\$149,351 (Capital and Running Costs) per annum

**Minimum Requirements:** A B-Degree or equivalent qualification on NQF L7 plus nine (9) years appropriate experience. Preference will be given to candidates with a B Degree in Economics, Trade, Commerce, Investment, Finance, Industrialization/Industrial development or Commercial Law.

A Master's degree in any of the fields mentioned above would be an advantage.

#### **Experience Required:**

- At least 5 years' experience in a senior management position – at least a Director position in the public service and equivalent management position in the private sector.
- Sound knowledge of the Namibian economy and Government policy on investment, trade, industrial and economic development as well as regional, continental and global economic integration
- experience in strategic planning, policy analysis, programme and project planning, implementation, monitoring and evaluation,
- Proven high quality leadership, interpersonal, communication and networking skills and ability to delegate appropriate responsibilities.

#### **Responsibilities**

##### **Organizational**

The incumbent will assist the Executive Director with all aspects of the management of the Ministry and provide strategic leadership in management of the Ministry as part of the senior management team of the Ministry. The incumbent will be responsible for coordination and management of the Directorate of Industrial Development in particular and State-Owned Enterprises with a function and mandate in the industrial development. As such the incumbent will be responsible for overseeing the planning, implementation, monitoring and evaluation of programmes and activities undertaken by the institutional units assigned to him/her. He/she will ensure that the programmes and projects identified and implemented by the institutional units assigned to him/her are consistent with the First Industrial Policy of Namibia and the Growth at Home strategy (for the implementation of the industrial policy). He/she will also ensure that Namibia's industrial development interest is adequately taken into account in actions and decisions adopted at regional and international levels.

##### **Duties**

- Provide leadership to the management of Ministerial Department/Directorates and agencies related to the Ministry which have been assigned to the position.
- Provide leadership in formulation of strategies and programmes of the Ministry.
- Provide leadership in developing the required institutional capacity and competencies necessary to achieve the mandate of the ministry in Department/Directorates and agencies related to the Ministry which have been assigned to the position.

- Play an active role in awareness campaign about the services of the Ministry and maintain a good working relationship with local industries and civil society in the pursuance of common national interests.
- Monitor the performance of the Manufacturing sector and advise the Executive Director and the Minister on action necessary to minimize negative effects or optimize opportunities for development;
- Promote high morale among industrial development staff by ensuring that staff assessments, promotion and discipline are conducted fairly and transparently, and by leading by example;
- Foster and strengthen linkages and communication between the divisions of the Industrial development directorate and with other departments and SOEs under the Ministry;
- Prepare progress reports on the execution of the Ministerial mandates and implementation of Cabinet decisions affecting the Ministry.
- Set performance objectives and targets for Heads of Departments and Directorates, Agencies and Consultants from time to time.
- Ensure that effective delegations and assignments are made and executed.
- Manage human, financial and material resources in a manner to ensure full, effective and efficient utilization.

**DIRECTORATE: INDUSTRIAL DEVELOPMENT  
DIVISION: REGIONAL ECONOMIC DEVELOPMENT**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Motor Vehicle Allowance</b>	:	N\$102,701 (Capital and Running Costs) per annum
<b>Housing Benefit</b>	:	N\$68,188 per annum

**Minimum requirements:** An appropriate B. Degree or equivalent qualification on NQF L7 in Economics, Business Economics, Public/ Business Administration/Management subjects plus nine (9) years appropriate experience.

**Experience Required:**

- At least 5 years' experience at a Chief level in the public service and equivalent position in the private sector.
- Sound knowledge of the Namibian economy and Government policy on investment, trade, industrial and economic development as well as regional, continental and global economic integration.
- Experience in strategic planning, policy development and programme formulation.
- Proven high quality leadership, interpersonal, communication and networking skills and ability to delegate appropriate responsibilities.

**Responsibilities**

- Heading the Division to ensure that procedures are established for planning, coordinating, controlling, monitoring and progress reporting of the activities of work programmes in the Division.
- To administer, guide, coordinate and manage the day-to-day functions, operations and activities of the Division and ensure implementation of the Ministry's programmes, projects and activities at regional level.
- To assist in the formulation of policies and programmes for the promotion of industrial, trade and business development in the country.
- Assist with the identification of capital projects with support of the regional offices and regional and local Authorities or other agencies or NGO's and prepare capital budgets.
- Prepare action plans for the Division, manage the execution of plans and ensure preparation of monthly, quarterly and annual reports.
- To plan, organize and undertake surveys and research geared to the compilation of regional potentials and projects profiles to the extent possible within the country's regional

context and prepare regional and grass-roots development programmes for industrial, trade and business development in the regions.

- To establish linkages with ongoing regional and grass-roots development programmes being administered by other public institutions, local agencies and NGO's as well as semi-government bodies at regional level
- Identify and recommend appropriate training for individual staff
- Manage human, financial and material resources in a manner to ensure full, effective and efficient utilization.
- Execute any other assignments that may be given by supervisor

Applications must be accompanied by a **probation letter indicating confirmation on the date of advert**. Failure to complete all items on the applications form (156043), and not attaching all the necessary certified documents will disqualify the application. Only short-listed candidates will be contacted and no documents will be returned.

Foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached and application (s) forwarded to:

**The Executive Director  
Ministry of Industrialization and Trade  
Private Bag 13340  
Windhoek**

Or hand deliver at:

**Ministry of Industrialisation and Trade  
Block A Brendan Simbwaye & Goethe Street  
2nd floor  
Windhoek**

**Enquiries:** Human Resources, Tel: 061 – 283 7519/7518/7516

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**MANAGEMENT CADRE  
ERONGO REGIONAL COUNCIL**

**DIRECTORATE: INFRASTRUCTURE DEVELOPMENT  
DIVISION: TECHNICAL SERVICES**

<b>Post Designation</b>	:	Deputy Director Grade 4 <b>(Re-advertisement)</b> (Civil/Electrical/Mechanical)
<b>1x Post</b>	:	Swakopmund
<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Housing Allowance</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	N\$110,917 per annum

**Minimum Requirements:** A Bachelor Degree in Engineering (Civil/Mechanical/Electrical) (NQF Level 7) with nine (9) years appropriate experience and Registered as Professional Engineer with the Engineering Council of Namibia.

**Key Performance Areas:**

The Deputy Director will be responsible for overseeing technical and maintenance policy implementation in the region and for ensuring work is completed within the required standards of quality, cost and time.

- Establishment regional technical policies, standards and guidelines for the provision of new infrastructure and maintenance of existing structure. These should be in line with national policies, standards and guidelines.
- Executing, facilitating and guiding development planning, design, contract administration and inspection services for new infrastructure in the region.
- Executing, facilitating and guiding development planning, design, contract administration and inspection services for maintaining and executing minor renovations to existing infrastructure in the region.
- Providing, coordinating and advising on engineering inputs needed for the planning and design of the technical infrastructure.
- Facilitating the receipt of the functions/activities identified for decentralization to the subdivision from sector ministries/offices/department in accordance with the agreed upon time frame.
- Recommend applications for rezoning for submission to the Ministry of Urban and Rural Development.
- Oversee the compilation of town planning and amendment schemes in the region.
- Monitor and guide inspections of infrastructures repaired, rehabilitated or constructed.
- Monitor the conformance of town planning scheme regulations and title conditions.
- Monitor and guide improvements to constructions, maintenance and minor renovations to infrastructure within tender guidelines.
- Oversee provision of maintenance services to all Government movable and immovable assets.
- Oversee that assistance and advice is provided to local authorities with township establishment and determination of title conditions.
- Prepare, recommend, control and account for all technical projects of Erongo Regional Council.
- Verify Payment Certificates in respect of actual performance, output of good procured or services rendered against the claims and the budget.
- Prepare, recommend, control and account for all technical projects of the Regional Council.

- Carry out any other duties as may be lawfully assigned by the Director of Development Planning, Monitoring and Evolution/Director Infrastructure Development and Chief Regional Officer.

**Women and Persons living with disabilities and meet the requirements are encouraged to apply.**

Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by certified copies of qualifications, Transcript of Academic record, ID document together with comprehensive Curriculum Vitae. Applications must attach proof of confirmation of probation to their applications forms. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) to determine their level. Failure to answer or omission of any question on the application form may lead to automatic disqualification from the interview process.

Note: No faxed documents will be accepted.

Applications should be addressed to:

**The Acting Chief Regional Officer  
Erongo Regional Council  
Private Bag 5019  
Swakopmund**

**Enquiries:** Ms E Haindongo 064- 4105738 and Ms M J Nicolaõ 064-4105758

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**MANAGEMENT CADRE  
ZAMBEZI REGIONAL COUNCIL**

**DIRECTORATE: INFRASTRUCTURE DEVELOPMENT  
DIVISION: TECHNICAL SERVICES**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Katima Mulilo
<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Housing Benefits</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	N\$110,917 per annum

**Minimum Requirements:** An Appropriate B. Degree at NQF Level 7 in Civil Engineering or equivalent qualification on NQF Level 7 plus nine (9) years appropriate experience plus Registration as a professional Engineer with the Engineering Council of Namibia.

**Additional Requirements: A driver's licence Code B**

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13<sup>th</sup> cheque in the birth month, optional membership to a generous medical aid scheme is available and various leave benefits under certain conditions.

**Summary of Duties:**

- Advise on policy matters, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Provide technical input in Directorate and Divisional operational planning ensuring that outcomes support the strategic plan.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plan.
- Provide input for establishing, reviewing and amending national policy, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Co-ordinate regional field investigations to identify needs for infrastructure, existing facilities, population distribution, available resources and conditions of land to produce regional infrastructure plans
- Facilitate implementation of plans within defined time and resource limits.
- Facilitate Technical Services' Divisional and Sub-divisional operational planning within the framework of the overall strategic and development plan of the Regional Council and the plans of line ministries/offices/departments.
- Participate in the establishment of policies for regional technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Oversee collection of regional infrastructure development needs and combination thereof into a regional infrastructure plan.
- Guide, evaluate and process data on infrastructure needs.
- Writing, planning and designing proposals for GRN or donor funded technical infrastructure projects and programmes
- Oversee establishment and maintenance of an infrastructure database for the region.
- Prepare, recommend, control and account for all technical projects of the Regional Council.
- Verify Payment Certificates in respect of actual performance, output of goods procured or services rendered against the claims and the budget.
- Monitor and guide improvement to -, construction of -, maintenance - and minor renovations to infrastructure within the tender guidelines.
- Monitor and guide inspection of infrastructure repaired, rehabilitated or constructed.
- Oversee the compilation of town planning- and amendment schemes in the region.
- Recommend applications for rezoning for submission to the Minister of Urban and Rural Development (MURD).



- Oversee that assistance and advice is provided to local authorities with township establishment and determination of title conditions.
- Monitor the conformance of town planning scheme regulations and title conditions.
- Oversee the investigation and present evidence in cases where scheme provisions and title conditions have been infringed upon.
- Decide on procedures for the compilation and safekeeping of development and planning records.
- Ensure adherence to relevant policies and procedures.
- Monitor and evaluate annual work plan and report progress to the Council.

**NB: Note must be taken that:**

All applications should be made on (form156043) obtained at all Government Offices together with a comprehensive curriculum vitae and certified copies of educational qualifications.

Prospective applicants who do not meet the prescribed minimum qualification requirements as outlined above are advised not to apply. Only candidates who meet the prescribed qualification requirements will be considered for possible shortlisting.

Foreign qualifications should be accompanied by NQA evaluation report and be attached to the application form for employment. Failure to complete all items on the application form for employment and not attaching the necessary documents will lead to the disqualification of the application. Women and people with disabilities who are able to perform the required duties are strongly encouraged to apply.

Only shortlisted candidates will be contacted. No application forms for employment, CV and other supporting documents shall be returned to the applicants.

Applications must be submitted to the following address:

**The Chief Regional Officer  
Zambezi Regional Council  
Private Bag 5002  
Katima Mulilo**

Or hand delivery to:

**The Human Resource Office  
1<sup>st</sup> Floor  
Zambezi Regional Council**

**Enquiries:** Mr Beaven Matengu Walubita; Tel (066) 261706/ Mr Robert K. Chaka : 066-261700/77

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## OFFICE OF THE PRIME MINISTER

### DIRECTORATE: TECHNICAL SUPPORT AND NETWORK SERVICES

#### DIVISION: DATA CENTRE AND NETWORKS

#### SUBDIVISION: DATA CENTRE AND DISASTER RECOVERY

<b>Post Designation</b>	:	Senior System Administrator Grade 7
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$302,890-347,926 (P)
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirement:** A Degree in Information Technology on NQF L7 plus at least three (3) years appropriate experience.

**Key Performance Area:** This job category includes personnel involved at advanced Operational level with installing, testing and relocating of computer systems and network components. Monitoring network performance. Coordinating installations, upgrades or enhancements to computer and network systems.

#### **Job Description:**

Advising on and implementing enhancements for efficiency. Participating in evaluation of new products and network upgrades.

- Providing front-line support to end-users.
- Providing field/administrative support of computer systems in offices, ministries and agencies. The support includes assistance with system installations, data retrieval, process operation and application system software commands, performs diagnostics to determine system failures/faults, initiates or performs routine repairs.
- Provide assistance that includes hardware, software, licensing and networking used in the offices, ministries and agencies.
- Preventative maintenance, diagnosis of machine problems and repair computer equipment, including peripherals.
- Install and operate equipment on the premises of the customer.

**Application forms 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify the application, and no documents will be returned.**

**Enquiries:** Mr Samuel Amutenya, Tel: 061-205 6233, Ms Ernstine Dama Tel: 061-2872477

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### DIRECTORATE SOLUTION ARCHITECTURE DIVISION APPLICATION AND ARCHIVE SUPPORT SUBDIVISION FUNCTIONAL APPLICATIONS

<b>Post Designation</b>	:	Systems Administrator Grade 9
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$263,683 – N\$296,950 (P)
<b>Transport Allowance</b>	:	N\$10,512.00 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum Requirements:** A B-degree NQF L7 in System Administration, Network Engineering, Computer Science, Cyber Security or equivalent qualification.

#### **Job Description and Responsibilities:**

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

The incumbent will perform the following activities:

- Providing functional support through Help-Desk to OMAs in their day- to-day operations like guidance in how to initiate and complete a transaction or to reconcile their transactions;
- Taking charge to resolve any problem or issues encountered with the e-Government software applications;
- Interacting with the division of enterprise and Portal development or third party providers for timely resolution of issues registered on the software applications;
- Providing operations of the Help-desk to ensure a customer care approach is practiced and services are rendered as per support service charter;
- Enforcing standards, methodologies and practices across the division for consistency in the provision of support services;
- Ensuring all issues are logged onto the central help desk for proper monitoring and the
- Knowledge Management system is used and updated on a regular basis;
- Compiling monthly Support reports and Help Desk Statistics on the operations of the subdivision, and with recommendation on any areas of intervention for capacity building or solution enhancement.

**Enquiries:** Mr Leonard Basson Tel: 061-2872477

**NB: Person in the designated groups and person with disabilities are encouraged to apply. 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 testimonial, Certificate of service from former and current employer in respect of work experience.**

**Application forms 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify the application. Only shortlisted candidates will be contacted and no documents will be returned. Completed application for employment must be addressed to:-**

**The Executive Director  
Office of the Prime Minister  
Private Bag 13347  
Windhoek**

**Enquiries:** Ms. Ellie Ndungula Tel: 061-287 2148/ Ms. Jecinta Matengu Tel: 061 -2873050

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## NATIONAL COUNCIL

### DIRECTORATE GENERAL RESEARCH AND INFORMATION SERVICES DIVISION GENERAL SERVICES SUBDIVISION: FINANCE

<b>Post Designation</b>	:	Senior Accountant Grade 7
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Salary Notch</b>	:	N\$291,128 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum Requirement:** An appropriate National Diploma or equivalent qualification at NQF Level 6 majoring in Accounting.

**Shortlisting Preference:** Preference will be given to applicants with not less than two (2) years appropriate experience in Accounting or Finance.

#### **Main Duties:**

- Approving the payments on the IFMS system (DSA and Accounts Payable modules)
- Receiving of state funds, processing the receipts on IFMS system and deposit the money to Bank of Namibia, serving as a sub-receiver of Revenue.
- Verifying and checking of DSA and Accounts Payable calculations and forward for approval
- Approving of DSA adjustment journal on the system
- Assist in the compilation of the budget and execute budgetary control of the Vote;
- Responsible for the capturing and validation of remuneration of newly appointed staff members and Members of Parliament, processing the transfer and forward for approval
- Implements all the necessary changes on static allowances and static deductions;
- Implementing of emolument orders on the system
- Processing of overtime claims on the system
- Verifying of Debt Acceptance from other ministries and process it on the system
- Processing of stop salary advice and issue the Last Pay Certificate
- Checking all financial correspondences produced by the Accountants before they are channel forward;
- Checking employee's salary records on regular basis and rectify irregularities;
- Processing of salaries recall; leave gratuity; separation allowances etc.
- Reconciliation of Pay as You Earn Tax, rejection account, receipt suspense account.
- Issuing of PAYE duplicates and manual certificates when necessary
- Processing of correctional journal on the IFMS system
- Processing of Virements on the IFMS system as initiated by the Financial Advisor;
- Assist the Chief Accountant in the preparation of periodic financial reports for Management;
- Assist the Chief Accountant in the preparation of financial statements in respect of expenditure as required by Treasury and Office of the Auditor-General;
- Serve as an alternate member of the Procurement Committee in order to advise members on financial matters
- Supervise Accountants who are responsible for Daily Subsistence Allowance, Accounts Payable
- Conduct in-service training of junior staff members to ensure capacity building;
- Perform any other financial related duties as assigned by the supervisor.

**Enquiries:** Ms. Laimi Amalovu at Tel. No: 061 – 202 8079

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**DIRECTORATE GENERAL RESEARCH AND INFORMATION SERVICES**  
**DIVISION GENERAL SERVICES**  
**SUBDIVISION: HUMAN RESOURCE**

<b>Post Designation</b>	:	Senior Human Resource Practitioner Grade 7
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Salary Notch</b>	:	N\$291,128 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum Requirements:** A National Diploma majoring in Human Resources or equivalent qualification at NQF Level 6.

**Shortlisting Preference:** Preference will be given to applicants with not less than two (2) years appropriate experience in Human Resources Management.

**Main Duties:**

- Supervise junior staff and delegate work thereof;
- Responsible for the interviewing and/or selection of candidates for appointments and ensure fairness in the interviewing process;
- Rendering advisory to Members of Parliament and the Secretariat staff
- Advising on (or assisting) with the compiling of requests, proposal regarding the adjustment of organizations and post establishment, etc.
- Providing advice on the interpretation of personnel rules and regulations and insuring the proper application thereof;
- Assist the Affirmative Action Committee by providing inputs when compiling the Affirmative Action Report as required in terms of Section 25 of the Act;
- Attend to all queries regarding the Affirmative Action Reports and Compliance as delegated by the Chief HR Practitioner;
- Serve as an alternate member of the Affirmative Action Committee;
- Handling grievances, misconducts and labour related matters and ensure fairness in the process;
- Prepare and compile Public Service Commission reports and other HR related reports for the submission to the Chief HR Practitioner;
- Ensure uniformity, efficiency and effective administration of Human Resources matters in the Council;
- Assist with the induction and orientation of new staff members.
- Provide inputs to the Chief HR Practitioner on Human Resources policy proposals for the submission to the Deputy Director General Services and Director: General Research & Information Services;
- Conduct payroll verification for staff and to Members of Parliament;
- Liaising and consulting directly with other O/M/As on matters related to human resources;
- Responsible for supervision of junior staff;
- Responsible for the duty of the Chief HR Practitioner in the absence of the incumbent;
- Perform any other work related duties as assigned by the Chief Human Resources Practitioner and Management from time to time

**Enquiries:** Mr. Abicius T Nashongo at Tel. No: 061 – 202 8073

**Applicants should familiarize themselves with the information below which is applicable to all advertised positions for the National Council**

Candidacy is not limited to Public Servants only and preference will be given to Namibian Nationals

Applications for all positions advertised herein, must be made on the **latest revised Application for Employment Number 156043 and Health Questionnaire Form Number 156094 with a provision of current employer under Section C** which is obtainable at all government Offices/Ministries/Agencies. **Please take note that no any other version will be accepted and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application.**

Where the information requested in the application form or Health Questionnaire that do not apply to you then the word **No, None** or **N/A** (for Not Applicable) must be indicated on that space.

Candidates employed in the Public Service must attach letter of confirmation of probation in their current positions. Failure to attach confirmation of probation letter will disqualify the application.

Candidates from **outside the public service** must attach testimonials / certificate of service from former and current employers to **proof their experience** and **current job level**. Failure to attach proof experience and current job level will disqualify the application.

All **foreign qualifications** must be submitted accompanied by certified copy of the evaluation of qualification from Namibia Qualification Authority (NQA).

Please note that only shortlisted applicants will be contacted and no personal documents will be returned.

A fully completed Application Form for Employment; Health Questionnaire; detailed Curriculum Vitae; confirmation of probation letter, testimonials; certificate of service (where necessary), and originally certified copies of educational qualifications accompanied by transcripts (academic records); and National documents (proof of citizenship), must be submitted to the following address:

**The Secretary  
National Council  
Private Bag 13371  
WINDHOEK**

Or hand delivered to:

**The Human Resource Office  
National Council, Ground Floor (New building)  
14C Love Street  
WINDHOEK**

**Enquiries:** Mr. Abicius T Nashongo at Tel. No: 061 – 202 8073

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## OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL SERVICES

DIRECTORATE: LOWER COURTS

DIVISION: COURTS ADMINISTRATION LOWER COURTS, SUBDIVISION: WINDHOEK

<b>Post Designation</b>	:	Control Legal Clerk Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma in Accounting, Business Administration/ Management, Public Management/Administration or Human Resource Management on NQF Level 6 or equivalent qualification plus **Seven (7)** years' experience in quasi-judicial functions and court administration at Magistrate's Offices.

**Additional Requirement:** Applicants within the Public Service must be at a level of Chief legal Grade 8.

### Key Performance Areas:

- Overall management and control of heads of administration at the Magistrate's Offices in the Subdivision;
- Train heads of administration and administrative staff at the Magistrate's Offices in the Subdivision;
- Execute the administrative duties as prescribed in the codifies and Treasury Instructions and other relevant legal instruments;
- Oversee the implementation of performance management system at all Magistrate's Offices in the Subdivision;
- Conduct in-service training of all heads of administration at the Magistrate's Offices in the subdivision;
- Ensure daily Checking of all registers and reconciliation by the heads of administration;
- Ensure the submission of monthly expenditure cash account to Division Financial Management of Office of the Judiciary,
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Court;
- Ensure that the recommendations made in the Financial inspections is implemented by the heads of administration;
- Provision of advice to all staff members in accordance with the Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc.;
- Conduct interviews, to recruit staff for promotion and appointment;
- Launch investigation in terms of misconduct of reported/ detected/ suspected cases of irregularities and misconducts;
- Facilitate the implementation and achievement of the strategic objectives as outlined in the strategic plan and annual plan of the Directorate Lower Courts
- Perform quasi- judicial functions;
- Ensure the provision of training on NAMCIS to newly appointed staff members;
- Report maintenance and renovation needs of court facilities and assigned houses;
- Ensure the submission of vehicle log summary reports by the heads of administration to the Deputy Director: General Service on a monthly basis;
- Facilitate the appointment of relief Clerk in the subdivision;
- Facilitate the appointment of occasional interpreters in the subdivision;
- Execute any other duties assigned by the supervisor or any other authorized persons.

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

**Key Competencies:**

- Interpersonal Skills;
  - Confidentiality;
  - Customer service oriented;
  - Reliability;
  - Innovative;
  - Excellent organizing skills to adapt to a changing environment;
  - Ability to priorities and manage work effectively and efficiently
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**DEPARTMENT: JUDICIAL MANAGEMENT**  
**DIRECTORATE: ADMINISTRATION**  
**DIVISION: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT**  
**SUBDIVISION: HUMAN RESOURCE MANAGEMENT**

<b>Post Designation</b>	:	Chief Human Resource Practitioner Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma in Human Resource Management on NQF Level 6 or equivalent qualification plus **seven (7)** years 'proven' experience in Human Resource Management of which **four (4)** years should be at the level of a Senior Human Resource.

**Key Performance Areas:**

- Coordinate Recruitment and Selection process;
  - Oversee the execution of strategic initiative of the subdivision ;
  - Prepare Submissions of complex nature on organisational structures;
  - Assist and advice line management in handling employee discipline and misconduct processes,
  - Serve in various committees such as Affirmative Action, Wellness, Housing Committee, etc.
  - Manage the benefits of Judicial Officers & staff members.
  - Prepare various HR data and reports e.g. Affirmative Action, HCMS, PMS etc.
  - Advice staff members on HR policies and procedures ;
  - Coordinate and administer Wellness programmes;
  - Conduct Payroll verification & report to Secretary to the cabinet.
  - Monitor and assist the conducting of performance Agreements and provide guidance to managers and staff members,
  - Train, coach, and mentor staff, and
  - Execute any other duties assigned by the Deputy Director or any other authorized person.
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**DEPARTMENT: JUDICIAL MANAGEMENT**  
**DIRECTORATE: ADMINISTRATION**  
**DIVISION: SECURITY & RISK MANAGEMENT SERVICES**

<b>Post Designation</b>	:	Senior Security Operations Grade 7
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$291,128 –N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:**

- An appropriate National Diploma in Criminal Justice, Security Management, Correctional Services or Military Science on NQF Level 6 or equivalent qualification plus **five (5)** years



'proven' experience in Security operations; Completed police, military, Correctional or security management basic training,

- Confirmation of probation is subjected to successful completion of the Security Awareness Training for Managers by the Namibia Central Intelligence Service (NCIS)
- General competencies namely: Results driven, service orientation, problem solving, teamwork, and collaboration, continual learning and oral communication;
- Possession of driver's licence is a prerequisite.

**Key Performance Areas:**

- Organize, direct coordinate, supervise and control the implementation of the physical security programs of the Office of the Judiciary by Nampol officers;
  - Assist with implementation of physical security programs and plans;
  - Manage the performance of Security and Assistant Security Officers;
  - Train, coach, and mentor staff members under the Security Division, and execute any other duties assigned by Deputy Director /Chief Security Operation Officer.
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**DEPARTMENT: JUDICIAL SERVICES**

**DIRECTORATE: LOWER COURTS**

**DIVISION: COURT ADMINISTRATION LOWER COURTS, SUBDIVISION: OTJIWARONGO**

<b>Post Designation</b>	:	Chief Legal Clerk Grade 8
<b>1x Post</b>	:	Magistrate's Office Khorixas
<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

**Minimum Requirements:** An appropriate National Diploma in Accounting, Business Administration/ Management, Public Management/Administration or Human Resource Management on NQF Level 6 or equivalent qualification plus **five (5)** years' experience in court administration.

**Additional Requirement:** Preference will be given to candidate with extensive knowledge and experience in quasi-judicial functions and court administration at Magistrate's Offices;

**Key Performance Areas:**

- Daily Checking of financial transactions;
- Perform quasi-judicial functions;
- Receive state revenue in respect of bail, court fines and traffic fines;
- Perform administrative duties as prescribed in the codified and Treasury Instruction and other relevant legal instruments;
- Reconcile the monthly electronic cashbook and cash account and submitting it to Division Financial Management of Office of the Judiciary and Treasury at the Ministry of Finance;
- Reconcile MDSA (Magistrate's Deposit Suspense Account) On a monthly basis;
- Submit monthly expenditure cash account for commercial bank account to Division Financial Management of Office of the Judiciary;
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Court;
- Provision of advice to all staff members in accordance with the Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc.;
- Perform bookkeeping functions;
- Balance/Reconcile revenue accounts/ registered;
- Compile and submit monthly reports in respect of revenue returns;
- Assess the performance agreements of junior staff members;
- Supervise and train staff; and

- Execute any other duties assigned by the supervisor or any other authorised persons.

**Applicants should note the following:**

- Applicants within the Public Service **must** attach proof of confirmation of probation to their application forms for employment;
- Applicants with foreign qualifications **must** attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- The activities of the Office of the Judiciary are sensitive and of strategic importance, thus candidate must be aware that a security clearance in respect of shortlisted candidates may be required at any time and their co-operation in that regard will be expected;
- Applicants who only partially complete and /or do not sign application forms, or who do not attach originally certified documents such as Identity Documents, Qualifications and CVs will be disqualified. Hence applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable; and
- Please note all documentation **must** be originally certified and **must** be attached to the application form.

**Faxed applications will not be considered.**

**Applicants in designated groups especially women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply.**

**Please further note:**

Only Shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents shall be returned to the applicants.

Applications (Form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director  
Office of the Judiciary  
Private Bag 13412  
WINDHOEK**

OR hand delivered at:

**The Office of the Judiciary  
Schönlein Building, Schönlein Street  
Windhoek West.**

**Enquiries:** Mesdames. Aletta F. Emvula, Tel: 061- 435 3603, Rosalia Hangula Tel: 061 435 3577, Fredrika Shipatuleni Tel: 061435 3576

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## MINISTRY OF AGRICULTURE WATER AND LAND REFORM

### DIRECTORATE: WATER SUPPLY AND SANITATION COORDINATION

#### DIVISION: RURAL WATER SUPPLY AND SANITATION COORDINATION SOUTHERN REGIONS (MARIENTAL)

#### SUBDIVISION: WATER SUPPLY AND SANITATION HARDAP REGION (MARIENTAL)

#### SECTION: WATER AND SANITATION SERVICES (HARDAP SCHEME)

<b>Post Designation</b>	:	Chief Water and Sanitation Officer Grade 8
<b>1x Post</b>	:	Mariental (Hardap Region)
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Salary Notch</b>	:	N\$238,825 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma in Community Development, Adult Education, Environmental Health Science (NQF Level 6) plus six (6) years of experience in Water and Sanitation disciplines, of which three (3) years should be at the level of a Senior Water and Sanitation Officer Grade 9 or an equivalent position at a supervisory level. Applicants must have a sound knowledge and understanding of the Rural Community. The applicant must be in possession of a valid driving license.

**Enquiries:** Ms. Anna Nakathingo 061 (208 7374) Ms Alma Ndakolo Tel 061 (208 7208)

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### DIRECTORATE: RESETTLEMENT AND REGIONAL PROGRAMME IMPLEMENTATION

#### DIVISION LANDS: ERONGO REGION

#### SUBDIVISION: LAND REFORM & RESETTLEMENT

#### SECTION: LAND TENURE & ADVICE

<b>Post Designation</b>	:	Development Planners Grade 8
<b>1x Post</b>	:	Swakopmund
<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

**Minimum Requirements:** An Appropriate B. Degree on NQF L7 in Land Management, Land Administration, Regional and Rural Development, Geomatics, Geo-information system or related fields with GIS relevant practical experience. Academic records/transcripts must be attached to the application. The successful candidate will be required to obtain **Code B Driving License** within a reasonable period of time.

#### Main Duties

- Provide technical support to the Communal Land Board
- Serve as Secretariat to the Communal Land Board
- Manage and administer the Namibia Communal Land Administration System [NCLAS]
- Plan, organize, leading and control activities of the section (LBTA)
- Capturing and digitizing data in NCLAS
- Quality control of land right applications and NCLAS
- Updating land rights registers
- Coordinate regional activities related to communal land right registrations
- Implementation of ministerial policies, plans, and programs at the sectional level
- Facilitate and ensure Communal Land filling systems
- Assist the adjudication of Communal Land disputes

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

- Implement Land Board Resolutions
- Verification and mapping of communal land rights
- Assist Communal Land Board investigation committee whenever it is necessary
- Coordinate the printing of land rights certificates and their distribution to the traditional authorities
- Perform any other duty as assigned by the Supervisor or Regional Deputy Director

**Enquiries:** Ms Petrina Mpahleni (Deputy Director, Lands Erongo Region) Tel: 064 402 208

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**DIRECTORATE: AGRICULTURAL RESEARCH AND DEVELOPMENT**  
**DIVISION: LIVESTOCK RESEARCH AND PRODUCTION**  
**SUBDIVISION: PASTURE SCIENCE**

<b>Post Designation</b>	:	Senior Agricultural Scientific Officer, 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

**Minimum Requirements:** Appropriate Bachelor of Science Honours (B.Sc. Hons) Degree in Agriculture (Animal Science) or equivalent qualification at NQF Level 8 plus four (4) years' working experience as an Agricultural Scientific Officer. A thorough knowledge of all theoretical and practical aspects pertaining to Namibian Rangelands is essential. The candidate must have a valid driver's license. Candidates with a Master of Science (M.Sc.) Degree in Pasture Science/Rangeland Management or equivalent qualification will have an added advantage.

Candidates are also expected to have a thorough understanding of the bush encroachment and land degradation problem in Namibia and has research projects or participated/worked on a project to address these problems. Candidates with ongoing research in especially in rangeland restoration with planned publications as well as experience in working with foreign funded projects will have an added advantage. The incumbent must be prepared to travel extensively away from duty station to work in remote areas of the country

**Main Duties:**

- Identify, plan, design and implement, execute, monitor and evaluate pasture research projects throughout Namibia.
- Supervise, guide and mentor junior agricultural researchers with new or ongoing research projects.
- Compile periodic research project reports.
- Write scientific articles and publish in either the Agricola or Spotlight on Agriculture, or international journals at least once a year.
- Disseminate activities and findings to stake holders in the form of scientific reports, papers, posters and publications.
- Liaise with other line Ministries and relevant stakeholders.
- Network with stakeholders and maintain good working relationships between government and external parties.
- Assist the Chief Agricultural Scientific Officer with Administrative duties such as budgeting, annual work plan, etc.

Candidate should have a good knowledge and practical research skills to be able to demonstrate the following:

- Apply appropriate techniques to measure rangeland variables and production.
- Data analysis using relevant statistical software packages.
- Correctly identify rangeland fodder plants.
- Use initiative to start industry related research projects, including proposal writing, setting out research trials, conduct research and publish results.
- Use the BECVOL software.
- Use Microsoft Word, Excel and Power Point.
- Train farmers and extension officers on relevant and newly developed technologies

**Enquiries:** Deidré Januarie (061) 208 7086

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**Applicants should note the following:**

- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment. Applicants who are not in the Public Service must attach confirmations of employments from their previous and current employers;
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- Applicants who only partially complete and or do not sign application forms, or who do not attach originally certified Identification Documents, Qualifications and no CVs attached will be disqualified. Hence applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicants must indicate not applicable;
- Applicants in designated groups particularly women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply;
- Only shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents will be returned to the applicants;
- Faxed and electronically mailed applications will not be considered and ;
- Applications Form for employment (156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director  
Ministry of Agriculture, Water and Land Reform  
Private Bag 13184  
Windhoek**

Or hand delivered at:

**Ministry of Agriculture, Water and Land Reform  
Luther Street  
Government Office Park**

**Enquiries:** Ms. Anna Nakathingo 061 (208 7374) Ms Alma Ndakolo Tel 061 (208 7208)

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## MINISTRY OF DEFENCE AND VETERANS AFFAIRS

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

<b>Post Designation</b>	:	Chief Curator, Grade 5
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Salary Notch</b>	:	N\$432,601 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	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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### DIVISION: POLICY, RESEARCH AND REGISTRATION SERVICES SUBDIVISION: LIBERATION HERITAGES

<b>Post Designation</b>	:	Curator, Grade 8
<b>1x Post</b>	:	Windhoek

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

<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Salary Notch</b>	:	N\$238,825 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate B-Degree on NQF level 8 (or equivalent qualification) in the field of Heritage, History, Social Anthropology or any other related field, plus a valid Driver's License.

**Supplementary Requirements:** Experience and ability to conduct research, knowledge and exposure to the Namibian heritage sector will be an added advantage.

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

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**DIVISION: POLICY, RESEARCH AND REGISTRATION SERVICES**  
**SUBDIVISION: RESEARCH & POLICY DEVELOPMENT**

<b>Post designation</b>	:	Policy Analyst, Grade 7
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$291,128 –N\$347,926
<b>Salary Notch</b>	:	N\$291,128 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A B-Degree in Public Policy or related field (NQF Level 7) plus 3 years' appropriate experience.

**Supplementary Requirements:**

- Proven experience in policy analysis, or related role with government, private or public sector;
- Strong analytical skill with proficiency in data analysis and interpretation;
- Excellent written and verbal communication skills;
- Ability to work independently and collaboratively;
- Familiarity with relevant legislations, regulations and policy frameworks;

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

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**DIVISION: GENERAL SERVICES**  
**SUBDIVISION: INFORMATION TECHNOLOGY**

<b>Post Designation</b>	:	Chief System Administrator Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Salary Notch</b>	:	N\$337,984 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirement:** A B-degree (at NQF Level 7) in Computer Science, Information System Management/Cyber Security, System Administration, Network Engineering or equivalent, plus six (6) years appropriate experience.

**Supplementary Requirements:**

- Valid Driver's License
- Proficient in Microsoft Office (Word, Excel, PowerPoint)

**Key Accountabilities:**

- Coordinate installations, upgrades or enhancements to computer and network systems;
- Guide, monitor, advice, and ensure that the implementation and maintaining of computer, user, network, replacement and usage policies;
- Ability to verify critical services' functionality Domain Controller, Internet access, email, Virtual Private Network, Active Directory, Domain Name System, Dynamic Host Configuration Protocol, wired and wireless LAN;
- Monitor, advice, and ensure the implementation of proper data backup procedures and Disaster Recovery Plan;
- Participating in evaluation of new products and network upgrades;
- Implement automated tools and processes for monitoring network security, threat detection and prevention;
- Conduct regular risk assessments and vulnerability testing/analysis and develop risk mitigation strategies to address vulnerabilities;
- Coordinate and/or supervise the provision of field/administrative support of computer systems in the office. The support includes assistance with system installations, data retrieval, process operation and application system software commands, performs diagnostics to determine system failures/faults, initiates or performs routine repairs. Assistance covers hardware, software, licensing and networking used in the Offices/Ministries/agencies (OMAs);
- Monitor and maintain acceptable levels of SLA and OLA and audit compliance.
- Implementation and management of a help desk system for all staff;
- Monitor and optimize performance of ICT systems

**Enquiries:** Mrs. Laimy N. Ashipala, Tel 296 3032 or Mr. Josia-Reesing A Halweendo, Tel: 061-2963083

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**DIVISION: GENERAL SERVICES**  
**SUBDIVISION: FINANCE AND VETERANS FUND MANAGEMENT**

<b>Post Designation</b>	:	Senior Accountant, Grade 7
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$291,128 –N\$347,926
<b>Salary Notch</b>	:	N\$291,128 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate Diploma on NQF level 6 majoring in Accounting, plus five (5) years appropriate experience.

**Additional Requirement:** Experience in budget preparation, budget control and monitoring, revenue administration, creditors, accounts payable, salaries and allowances, travelling and subsistence allowance. Compilation of financial statements will be a further advantage. Sound knowledge of the State Finance Act, 1991 (Act 31 of 1991) and the Treasury Instructions. Advanced Computer literacy, especially in Microsoft Excel. A valid Driver's Licence will serve as an advantage.

**Enquiries:** Ms. Charene Hitiraukunga, Tel 296 3082 or Ms. Maria Mwanyekange, Tel: 296 3030

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**DIRECTORATE: PLANNING AND DEVELOPMENT**

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



**DIVISION: REGIONAL COORDINATION  
SECTION: KAVANGO EAST REGION**

<b>Post Designation</b>	:	Social Worker Grade 8
<b>1x Post</b>	:	Rundu (Kavango East Region)
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Salary Notch</b>	:	N\$238,825 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Registration as a Social Worker OR satisfactory proof that the requirements for registration as a Social Worker with the Health Professionals Council of Namibia (HPCN) have been met, plus a valid drivers' license. The ability to speak one or more of the local languages spoken in the regions of deployment.

**Supplementary Requirements:** Knowledge & experience in health & social services management. Understanding of the history of the National Liberation Struggle of Namibia. Excellent oral and written skills, ability to perform under pressure and advanced computer literacy.

**NB:** The candidate will serve two Regions namely; Kavango East and Kavango West Regions.

**Important Clauses in the submission of applications:**

- Security vetting will be conducted on the first three highest scorers of each post after the oral interview.
- 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 certificate of service / testimonial (s) from former and current employers in respect of work experience.
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.
- Applications for all positions advertised herein, must be made on the **latest revised** Application for Employment Number 156043 and Health Questionnaire Form Number 156094 which is obtainable at all government Offices/Ministries/Agencies and **failure** to complete the correct form or to attach all required documents will result in automatic disqualification of the application.
- Please take note that only shortlisted candidates will be considered and no personal documents will be returned.
- Application for Employment together with a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; confirmation of probation letter, testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship, and Driver's License in case of a position that requires driver's license must be submitted to the following address:

**The Executive Director  
Ministry of Defence and Veterans Affairs  
Private Bag 13407  
Windhoek**

Or Hand delivered at:

**The Ministry of Defence and Veterans Affairs,  
Erf 215, Hoanib Property One Building**

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

**Independence Avenue (opposite NamPost head office)**

**Enquiries:** Ms. Monica Stephanus, Tel: 061 296 3029 or Ms. Maria Mwanyekange, Tel: 061-296 3030

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## MINISTRY OF EDUCATION, ARTS AND CULTURE (HQ)

### DEPARTMENT FINANCE AND ADMINISTRATION

#### DIVISION: INFORMATION TECHNOLOGY

#### SUB-DIVISION: APPLICATION SYSTEMS DEVELOPMENT AND MAINTENANCE

<b>Post Designation</b>	:	Senior Analyst Programmer Grade 7
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$291,128 –N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A Diploma in Programming on NQF L6 or equivalent.

#### **Supplementary Selection Requirements:**

- A Degree in Computer Science/Software Engineering on NQF 7 plus 3 years System development experience or similar role.
- Preference will be given to candidates with programming experience including understanding of data structures, data encoding, operating systems and synchronization techniques.
- Strong proficiency in programming languages such as Java, C#, or Python.
- Experience with database management systems (e.g. SQL, NoSQL) and proficiency in PL/SQL, MySQL.
- Familiarity with content management systems (e.g. Joomla, Liferay).
- Skills in web design and development with expertise in JavaScript, PHP.
- Expertise in system architecture and design.
- Experience with database design and optimization.
- Strong analytical and problem-solving skills.
- Proficiency in development frameworks such as .NET and ASP.NET.
- Experience with component-based programming and web-based technologies.
- Familiarity with Microsoft Azure DevOps for project management and collaboration.
- Strong skills in SQL (Structured Query Language).
- High level of integrity, flexibility, and initiative in handling tasks and challenges.
- Demonstrated problem-solving abilities in technical environments.
- Effective communication and leadership skills for team collaboration and project management.

**Enquiries:** Ms. Grace Kashima Tel: (061) 2933152

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#### **SUB-DIVISION: SUPPORT AND SERVICE DESK (NETTS)**

<b>Post Designation</b>	:	Computer Technician Grade 11
<b>1x Post</b>	:	Windhoek (Netts Center)
<b>Salary Scale</b>	:	N\$150,126 - N\$169,492
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma or equivalent qualification in Information Technology on NQF Level 6.

**Supplementary Selection Requirements:** Candidates with Diploma or Degree in Information Technology will receive preference. ICDL 7 Modules.

**Enquiries:** Ms. Grace Kashima Tel: (061) 2933152

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**SUB-DIVISION: SYSTEM ADMINISTRATION AND ICT INFRASTRUCTURE  
SECTION: TECHNICAL SUPPORT SERVICE**

**Post Designation** : Computer Technician Grade 11  
**1x Post** : Windhoek  
**Salary Scale** : N\$150,126 - N\$169,492  
**Housing Allowance** : N\$13,944 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** A National Diploma or equivalent qualification in Information Technology on NQF Level 6.

**Supplementary Selection Requirements:** Candidates with Diploma or Degree in Information Technology will receive preference. ICDL 7 Modules.

**Enquiries:** Ms. Grace Kashima Tel: (061) 2933152

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**SUB-DIVISION: TRAINING AND SUPPORT SERVICES**

**Post Designation** : Administrative Officer Grade 12  
**1x Post** : Windhoek  
**Salary Scale** : N\$107,753 - N\$129,240  
**Housing Allowance** : N\$13,944 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** A Grade 12 Certificate (NQF Level 3) with 20 points over five (5) subjects including an E symbol in English.

**Supplementary Selection Requirements:** Computer literate (Excel, Word, PowerPoint, Outlook)

NB: Failure to complete all items on the Application Form for employment and not attaching the necessary documents will disqualify your application. Interested applicants should complete the necessary Application Forms 156043 and Health Questionnaire 156094 with **original certified** copies of qualification (s) and **academic records/transcript of qualification (s)**, Identity Document, testimonials, confirmation of probation and CV should be addressed to:

**Ministry of Education, Arts & Culture  
Human Resource Office  
Private Bag 13186  
Windhoek**

Or hand delivered to:

**Ministry of Education, Arts & Culture  
Government Office Park, Luther Street  
Human Resource Office, 2nd Floor,  
East Wing, Room No. 275**

**Enquiries:** Ms. Grace Kashima Tel: (061) 2933152

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## MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

**DEPARTMENT: NATURAL RESOURCE MANAGEMENT**

**DIRECTORATE: SCIENTIFIC SERVICES**

**DIVISION: WILDLIFE MONITORING AND RESEARCH**

**SUBDIVISION: WILDLIFE SURVEY AND MONITORING**

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

**Minimum Requirements:** An appropriate Degree at NQF L8 in the following field of studies: Wildlife Management, Zoology, Conservation Biology /Ecology or related fields.

**Additional Requirements:** Preference will be given to the candidates who meet following additional requirements:

- Appropriate postgraduate qualification (MSc or PhD) in the fields of wildlife management, zoology, conservation biology or ecology
- Six years relevant experience in wildlife survey and monitoring activities
- Demonstrated experience in wildlife survey and monitoring especially of high value species
- Willing to participate in aerial operations including aerial game counts and monitoring
- Have knowledge of GIS and Remote sensing and database management
- Must have passion for conservation and natural resource management
- A valid driver's license

### **Job Description:**

- Administer, manage and run the Subdivision Wildlife Survey and Monitoring Unit by promoting inter- and intra-sectoral coordination and cooperation; providing institutional vision, direction and leadership; sourcing, securing, administering and allocating funding, personnel and other resources to ensure optimal performance and achievement of the Subdivisions goals and objectives.
- Provide advice to MET concerning requirements for surveys and monitoring to enhance conservation status of ecosystems, populations and species and to ensure sustainability of wildlife utilisation countrywide. Help meet Namibia's conservation treaty obligations.
- Oversee the implementation of the national aerial wildlife survey and monitoring programmes in protected areas, communal land and on private land
- Compile and regularly update wildlife related statistics at the national level
- Liaise and coordinate wildlife monitoring programmes with civil society and private sector actors
- Promote sustainable wildlife utilization by providing technical and scientific advice on wildlife off-takes
- Coordinate assessment of impacts associated with developmental projects in protected areas, and other areas with sensitive environments or high value wildlife species.

**Note:** People who fulfil the minimum and additional requirements are encouraged to apply.

**Enquiries:** Mr. Kenneth HK /Uiseb. Tel: 061-284 2553/ Ms. Sirkka Ndakalako 061 284 2217

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**DEPARTMENT: NATURAL RESOURCES**

**DIRECTORATE: SCIENTIFIC SERVICES**

**DIVISION: WILDLIFE UTILIZATION**

**SUBDIVISION: GAME CAPTURE**

<b>Post Designation</b>	:	Veterinarian Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$407,649 – N\$468,206 (P)
<b>Salary Notch</b>	:	N\$407,649 per annum
<b>House Allowance</b>	:	N\$17,424
<b>Fixed Overtime Allowance</b>	:	N\$111,454 per annum
<b>Motor Vehicle Allowance</b>	:	N\$131,386 (Capital and Running Costs) per annum

**Advertisement Requirements:** A BSc (Honours) Degree in Veterinary at NQF Level 8 or higher. Applicants must be registered with the Veterinary Council of Namibia as a Veterinarian. A valid Driver's License.

**Job Description:**

- The overall management of the Game Capture Unit, with the primary aim of safe and professional capture and translocation of game species as required.
- Providing a high standard of professional wildlife veterinary service to the Ministry. Including the chemical capture of wild animals, the care of wildlife during transport and in periods of captivity, the treatment of wildlife where appropriate, assisting with the monitoring of wildlife diseases in protected areas, and assisting with wildlife research.
- Providing expert professional advice to the Ministry concerning aspects of game capture, wildlife veterinary issues and decisions concerning the management of wildlife populations in and outside of protected areas.
- Maintaining a close and productive working relationship with the Directorate of Veterinary Services (Ministry of Agriculture, Water and Forestry), ensuring that there is a reliable and accurate flow of information between the two Ministries on wildlife veterinary issues.
- Working closely, as applicable, with the Ministry's partners where they undertake capture and translocation activities on behalf of the Ministry.
- Maintaining smooth and efficient functioning of the Game Capture Unit, with special emphasis on coordinating programmes, administrative processes, supervision, in-service training of staff and maintenance of infrastructure, vehicles and equipment.
- Planning annual game capture activities including logistics, capture, care in captivity, translocation, release and monitoring of wildlife after release.
- Any other activities which may be required from time to time such as MET game auctions and the translocations of game outside of Namibia.

**Enquiries:** Ms. Wilma Moller at 061 – 284 2100 or Sirkka Ndakalako at 061 284 2217

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**DEPARTMENT: NATURAL RESOURCE MANAGEMENT  
DIRECTORATE: SCIENTIFIC SERVICES  
DIVISION: WILDLIFE MONITORING AND RESEARCH  
SUBDIVISION: WILDLIFE SURVEY AND MONITORING**

<b>Post Designation</b>	:	Senior Conservation Scientist Grade 6
<b>1x Post</b>	:	Rosh Pinah
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Salary Notch</b>	:	N\$354,883 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate Degree at NQF L8 in the following field of studies: Conservation Biology, Conservation Science, Zoology, Ecology or equivalent qualification.

**Additional Requirements:** Preference will be given to the candidates who met the following additional requirements:

- Relevant postgraduate qualification at NQF L9 in the fields of Conservation Science, Zoology, Conservation Biology or Ecology

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- Demonstrated experience in wildlife research and monitoring especially of wildlife species of high conservation value.
- Minimum of four (4) years of working experience in wildlife research and monitoring environment,
- Demonstrated experience of supervising staff members involved in wildlife research & monitoring activities,
- Demonstrated experience in scientific report writing and publication record,
- Demonstrated experience in plant and botanical research (in the Succulent Karoo Ecosystem),
- A valid driver's license

**Job Description:**

- Providing scientific input on wildlife research and planning issues
- On the basis of data obtained through research and monitoring, provide MEFT with scientific advice concerning observed trends in wildlife populations and the status of ecosystems, populations and species.
- Conduct and oversee wildlife research programmes, the design of projects and programmes, data analysis, statistical interpretation and the formulation of management recommendations.
- Assist with the development of management plans for areas and species.
- Conduct and coordinated wildlife surveys in protected areas and communal conservancies in southern Namibia,
- Develop and coordinate research & monitoring programmes for selected populations, species and ecosystems on a national scale
- Compile reports on research programmes in conjunction with unit and other MEFT components.
- Improve computerization of monitoring data.
- Provide technical support to Directorate Parks and Wildlife Management concerning regional research and planning programmes
- Contribute towards the development of a regional program of research activities, taking into account priority information needs and management priorities.
- Advice on appropriate design of regional research and monitoring programmes.
- Provide advice concerning improvements in the computerization of research and monitoring.
- Communicate results of wildlife research work to the public and scientific community by publishing articles in peer-reviewed journals.
- Collaborate and coordinate with National Commission on Research, Science and Technology (NCRST), National Botanical Research Institute of Namibia (NBRI), National Museum of Namibia (Natural History Section), tertiary training institutes, local and foreign researchers and other interested stakeholders to promote biodiversity related research and monitoring.

**Note:** People who fulfil the minimum and additional requirements are encouraged to apply.

**Enquiries:** Mr. Kenneth HK /Uiseb. Tel: 061-284 2553/ Ms. Sirkka Ndakalako 061 284 2217

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**DEPARTMENT: NATURAL RESOURCE MANAGEMENT  
DIRECTORATE: SCIENTIFIC SERVICES  
DIVISION: WILDLIFE UTILIZATION  
SUBDIVISION: GAME CAPTURE**

<b>Post Designation</b>	:	Chief Warden Grade 7
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Salary Notch</b>	:	N\$291,128 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

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**Advertisement Requirements:** A National Diploma or equivalent at NQF level 6 in the following fields: Nature Conservation Wildlife Management, Protected Area management and Environmental Management plus four (4) years appropriate work experience, A valid Code B Driver's License plus the latest certificate of conduct.

**Job Description:** The incumbent is required to assist in maintaining the smooth and efficient functioning of the Game Capture Unit with special emphasis on administrative processes, supervision and in-service training of staff; stock control and maintaining the security of infrastructure and equipment.

**Duties include, but are not limited to the following:**

- Capture, translocate, and care of game according to a specific schedule and protocol, with support from regional MEFT staff where appropriate.
- Ensure the maintenance and replacement of equipment, as well as the arrangement, as applicable for authorizations, tenders and contracts for aircraft services, fodder and private game capture teams or private game transporters.
- Liaise with the Directorate of Veterinary Services concerning veterinary constraints on game, translocation and movements, and with other components of MEFT as appropriate.
- Periodic arrangement of both catalogue and regular auctions of wildlife, including all aspects of liaison with the Treasury, auctioneer, public and other offices in MEFT.
- Conduct or participate in aerial censuses, and liaise with other MEFT components with regard to census design, analysis, and execution.
- Provide technical assistance to the Veterinarian.
- Compile annual and other technical reports according to prescribed formats.

**Enquiries:** Ms. Wilma Moller at 061 – 284 2100 / Ms. Sirkka Ndakalako 061 284 2217

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**DEPARTMENT: NATURAL RESOURCE MANAGEMENT  
DIRECTORATE: SCIENTIFIC SERVICES  
DIVISION: WILDLIFE MONITORING AND RESEARCH  
SUBDIVISION: WILDLIFE SURVEY AND MONITORING**

<b>Post Designation</b>	:	Warden Grade 9
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Salary Notch</b>	:	N\$195,216 per annum
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A 3-Year Diploma or equivalent qualification at NQF L6 or higher appropriate qualification in the following field: Nature Conservation, Biology, Environmental Science, Botany, Zoology, Ecology, Wildlife Management, or related fields and a valid driver's license.

**Supplementary Requirements:** Applicants with relevant experience in wildlife survey and monitoring techniques and data management will be given preference.

**Overall purpose of the Job:**

The incumbent is required to contribute to the smooth and efficient functioning of the Subdivision Wildlife Survey and Monitoring Unit, with special reference to supporting monitoring projects, administrative processes, and supervision and in-service training of staff, stock control and maintaining the security of infrastructure and equipment.

To provide technical and administrative support to researchers and conservation scientists

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working on approved projects. Such support may include assembling stocks and supplies required for research and monitoring; the setting up and maintenance of experiments, surveys and trials; systematic collection of data and research material; taking scientific observations and measurements; laboratory work such as analysis of samples; the gathering, processing and tabulation of data and the drawing up of reports and the caring for animals in captivity; reporting to immediate supervisor according to a prescribed format where appropriate.

**NB!!**

- Applicants must be Namibian citizens.
- Candidates with foreign obtained qualifications must attach evaluation from NQA.
- Public Servants must attach copies of confirmation of probation in their current positions.
- Non-public servants must attach proof of their employment history via their HR office.
- All copies should be certified.
- Failure to complete all items on the application for employment form and not attaching the required documents will disqualify the applicant.
- Personal documents will not be returned and only shortlisted candidates will be contacted.

Applications (Form 156043 obtainable at all Government Offices), together with a comprehensive curriculum vitae and certified copies of educational qualifications must be addressed to:

**The Executive Director  
Ministry of Environment, Forestry and Tourism  
Private Bag 13306  
Windhoek**

Or hand-delivered to:

**The Human Resources Office  
Corner of Robert Mugabe Avenue and Dr. Kenneth David Kaunda Street  
Windhoek**

**Enquiries:** Mr. Kenneth HK /Uiseb. Tel: 061-284 2553/ Ms. Sirkka Ndakalako 061 284 2217

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## MINISTRY OF FINANCE AND PUBLIC ENTERPRISES

### DEPARTMENT ECONOMIC POLICY UNIT

#### DIRECTORATE: ECONOMIC POLICY ADVISORY SERVICES

#### DIVISION: DIVISION: MACROECONOMIC ANALYSIS AND PROJECTIONS

<b>Post Designation</b>	:	Chief Economist 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

**Minimum Requirements:** A B- Degree or equivalent qualification on NQF Level 7 with Economics, Econometrics, Statistics and Quantitative methods or Development Economics as the major subjects. In addition, the candidate must have excellent computer, research, macro-economic modelling and report-writing skills. A Master's Degree in the above-mentioned fields will be an added advantage.

**Additional Requirements:** It is required that the ideal candidate must have a minimum of 5-year experience in macroeconomic modelling and projections and the candidate must have a valid driving license.

**General:** The Chief Economist is responsible for analysing economic developments both in the domestic and global scene, macroeconomic framework formulation, assist in drafting policy proposals to advise governments on economic and policy decision, coordination progress reports on policy implementations as well as coordinating the maintenance of the integrated macro-fiscal model (!Namtrimo).

#### **Key Performance Areas:**

- Undertake and lead activities and operations regarding macroeconomics analyses and projections.
- Undertake and coordinate the analyses of relevant economics documents and/or publications.
- Coordinate and maintain regular and close consultation with other relevant national institutions.
- Carry out research and analyses of regional and international economic developments and advise on the impact thereof on the Namibian economy.
- Coordinate and supervise the drafting of the Citizens Guide to the Budget
- Coordinate and supervise the compilation of the Quarterly Economics Update reports.
- Coordinate the programmes and activities of the Macroeconomics Working Group (MoF, NPC, BoN and NSA)
- Conduct the Annual Industrial Survey of the Macroeconomics Working Group
- Conduct GDP simulations and projections for the Medium-Term Expenditure Framework
- Coordinate the formulation of the Macroeconomic Framework for the Fiscal Strategy and the Mid-Year Budget Review,
- Coordinate inputs to the Budget Statements
- Draft speeches for senior management cadre on economic matters
- Compile quarterly reports for the Global competitiveness and Bi-annual for NDPVI for the financial sector,
- Represent the Ministry of Finance/Namibia at relevant national, regional and international platforms,
- Carry out any other duties as required by the Deputy Director, Director and/or the Top Management.

**DIRECTORATE: PUBLIC PRIVATE PARTNERSHIP (PPP)**

**DIVISION: PROJECT APPRAISAL**

<b>Post Designation</b>	:	Senior Economist Grade 7
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate four (4) year B-degree (or equivalent qualification on NQF level 7) in one or more of the following major subjects: economics, business economics, law, accountancy or cost accounting plus three (3) years relevant experience.

- Work experience of project and infrastructure planning and a thorough understanding of economics and finance in general.
- Strong knowledge and skills in planning, organising, coordination,
- Skills in research and analysis, statistics and data interpretation
- Strong analytical, writing and presentation skills,
- A self-starter who pays attention to detail.
- Computer literate with strong emphasis on MS Excel and PowerPoint.
- Good interpersonal and communication skills

**Key Performance Areas**

- Engage and coordinate with PEs to develop PPP project concepts, guide on PPP procurement, appropriate risk sharing arrangements and safeguards while preparing PPP contracts, project applications and supporting documentation to facilitate appraisal of project applications.
- Facilitate the TA procurement process and relevant documents
- Analyse potential PPP projects/reviews of Transaction Advisor's (TA) analysis and submissions.
- Preparation of project reports, analysis briefs and recommendations with respect to a PPP Project, including review of feasibility analysis for submission to the PPP Committee.
- Develop and update internal processes to streamline PPP project appraisal process, including information request templates and objective process for projects review.
- Carry out any other duties assigned by the supervisor or the Top Management.

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**DIRECTORATE: PUBLIC PRIVATE PARTNERSHIP (PPP)**

**DIVISION: PROJECT APPRAISAL**

<b>Post Designation</b>	:	Economist 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

**Minimum Requirements:** An appropriate four (4) year B-degree or equivalent qualification on NQF level 7 with one or more of the following major subjects: Economics, Business Economics, Law, Accountancy or Cost accounting.

- Supplementary Requirements:
- Work experience of project and infrastructure planning and a general understanding of economics and finance.
- Strong knowledge and skills in planning, organising, coordination.

- Skills in research and analysis, statistics and data interpretation.
- Strong analytical, writing and presentation skills.
- A self-starter who pays attention to detail.
- Computer literate with strong emphasis on MS Excel and PowerPoint.
- Good interpersonal and communication skills.

**Key Performance Areas:**

- Interactions and collaboration with government stakeholders for assistance in developing PPP project concepts.
- Research inputs with respect to PPP projects that are under review by the PPP Unit.
- Perform PPP Project appraisal i.e. feasibility analysis (technical, financial and economic evaluation using various methods/models).
- Draft regulations, circulars and guidance notes pertaining to financial aspects/feasibility of PPPs for issuance by the PPP Committee/MOF.
- Compilation of analysis briefs on projects under review and responding to queries from the PPP Committee.
- Perform secretariat duties for the PPP Committee i.e. prepare documents take minutes etc.
- Carry out any other duties assigned by the supervisor or the Top Management.

**DIRECTORATE: PUBLIC PRIVATE PARTNERSHIP (PPP)  
DIVISION: OUTREACH AND CAPACITY BUILDING**

<b>Post Designation</b>	:	Economist 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

**Minimum Requirements:** An appropriate four (4) year B-degree or equivalent qualification on NQF level 7 with one or more of the following major subjects: Economics, Business Economics, Law, Accountancy or Cost accounting.

**Supplementary Requirements:**

- Work experience of project and infrastructure planning and a thorough understanding of economics and finance in general.
- Strong knowledge and skills in planning, organising, coordination.
- Skills in research and analysis, statistics and data interpretation.
- Strong analytical, writing and presentation skills.
- A self-starter who pays attention to detail.
- Computer literate with strong emphasis on MS Excel and PowerPoint.
- Good interpersonal and communication skills

**Job Description:**

- Research on activities to keep abreast with respect to PPPs' outreach and capacity building.
- Organize and coordinate PPP trainings, investor outreach initiatives, forums to interact with private sector stakeholders and other PPP participants.
- Collaborate with multilateral and development finance institutions in conceptualizing programs and funding packages targeted at capacity building and related activities.
- Compile and actively disseminate information on PPP guidance manuals and other reference material on PPPs to relevant stakeholders.
- Interactions and collaboration with government stakeholders for assistance in developing PPP project concepts.
- Responsible for facilitation of PPP Unit web information update.
- Perform secretariat duties for the PPP Committee i.e. prepare documents, take minutes etc.
- Carry out any other duties assigned by the supervisor or the Top Management.

**Enquiries:** Ms. Rauna Mukumangeni Tel: 061 209 2557 or for general inquiries call Human Resources Office Tell No: 061 -2092632.

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**DIRECTORATE: ADMINISTRATION  
DIVISION: FINANCIAL SERVICES, SECTION: DSA**

**Post Designation** : **Accountant Grade 8**  
**1x Post** : **Windhoek**  
**Salary Scale** : N\$238,825 – N\$285,420  
**Housing Allowance** : N\$17,424 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** An appropriate Diploma on NQF Level 6 majoring in Accounting.

**Additional Requirements:** Possession of a valid Drivers' license will be an added advantage

**Key Performance Areas:**

- Advise staff members on local and foreign DSA related matters
- Calculations of advance DSA advance submissions and claims
- Calculations of direct DSA claims
- Compilation of annual statements and accounts as per Circular D 12/2023 from the Office of the Auditor General
- DSA Advance Suspense account reconciliation
- Filing of DSA payment vouchers
- Retrieve and submit to Auditors, all requested DSA related information and documents
- Preparation of quarterly and annual DSA expenditure report to Deputy Director
- Implementation of PMS (PA signing, Quarterly reviews, and annual appraisals).
- Performance of any other work-related duties and responsibilities assigned by Supervisors

**Enquiries:** Mr. Kandiwapa Amwele Tel: 061 209 2173 or for general inquiries call Human Resources Office Tell No: 061 -2092632.

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**DIVISION: MEDICAL AID  
SUBDIVISIO: ADMINISTRATION**

**Post Designation** : Senior Administrative Officer Grade 10  
**10x Posts** : 1x Windhoek (Subdivision Administration)  
: 1x Keetmanshoop Satellite Office  
: 1x Ludertiz Satellite Office  
: 1x Otjiwarongo Satellite Office  
: 1x Oshakati Satellite Office  
: 1x Eenhana Satellite Office  
: 1x Outapi Satellite Office  
: 1x Opuwo Satellite Office  
: 1x Katima Mulilo Satellite Office  
: 1x Rundu Satellite Office  
**Salary Scale** : N\$159,505 – N\$191,312  
**Housing Allowance** : N\$13,944 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience.

**Key Performance Areas:**

- Responsible for supervising Administrative Officers.
- Daily verifications of member registrations and modifications (manually and system).

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- Responsible for terminations of resigned, deceased and non - contributing members.
- Re-instating of students and terminated members due to arrear contributions.
- Printing of medical aid cards.
- Responsible for providing information on PSEMAS rules and benefits to PSEMAS members.
- Receive PSEMAS Contract Applications from Healthcare Service Providers
- Verify Contract Applications.
- Load Contracts of PSEMAS on IFMS System.
- Liaise with Administrator with regards to approved contracts.
- Assist with auditing of applications for membership and the modifications thereof.
- Assist with auditing of applications for membership and the modifications thereof.
- Handling of Pensioner registrations.
- Preparation and submission of GIPF, Sanlam, and Momentum advices for monthly deductions and updating payments contributions received -Regional Councils, GIPF, Momentum, Sanlam, EFT and Cash receipts.
- Liaise with Pensioners regarding PSEMAS membership benefits after retirement and deceased member's beneficiaries.
- Maintain arrear medical aid contributions register and communicate such to the Human Resource Offices at respective O/M/As.
- Assist with handling of deviation matters.
- Any other duty assigned by the supervisor

**NB: Although the positions are at satellite offices the officials will be based in Windhoek until the satellite Offices are operational.**

**Enquiries:** Ms. Masule Namasiku Tel: 061 2092315

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#### **DIVISION SECURITY AND RISK MANAGEMENT**

<b>Post Designation</b>	:	Security Operations Officer Grade 8
<b>3x Posts</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

**Minimum Requirement:** National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6 or equivalent qualification, plus three (3) years appropriate working experience in the Security environments. Applicant should have a valid driver's licence not newer than three (3) years.

**General Requirements:** An appointment in this job category, irrespective of the functional level, is subject to vetting and the applicant should have completed Police, Military, Correctional Service, or Security Management basic training.

**Note:** Confirmation of probation is subject to the successful completion of the following training by Namibia Central Intelligence Service (NCIS):

- Basic Security Awareness training for the 1st entry post.
- Advanced Security Awareness training for the 2nd entry post to the 2nd promotion post.
- Skills in Emergency Evacuation Plan (EEP) and Health and Safety Programs.

**Additional Requirements:** Security Technician with CCTV Surveillance and Access Control Expertise, Auditing/investigation and Risk Management experience will serve as an added advantage.

**Key Responsibilities:**

- Execute and monitor daily security operations to safeguard Ministry's personnel, assets and information.

- Implement security policies, access control, and surveillance measures in alignment with the Ministry's established protocols.
- Collaborate with security law enforcement agencies to ensure coordination and effective security presence.
- Assist and or conduct vetting, background checks, supervising and carry out investigations for all security cases distressing the Ministry's environments.
- Provide security advice and assist the senior with CCTV System Management and ensure functionality thereof.
- Conduct threat/ Risk assessment and provide assessment reports with recommended mitigating factors to the Senior Security Operations officer and,
- To supervise and monitor the Ministry's contracted Security Service Providers onsite.

**Enquiries:** Mr. Fillipus Shipulwa, Tel No. 061 – 209 2488

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**DIVISION: INFORMATION TECHNOLOGY  
SUBDIVISION: SYSTEM ADMINISTRATION**

<b>Post Designation</b>	:	System Administrator Grade 9
<b>1x Post</b>	:	Windhoek
<b>Salary scale</b>	:	N\$263,683 – 295 (P)
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Be in possession of a Degree in Information Technology or equivalent qualification at NQF level 7 plus 3 appropriate years of experience in System Administration. Proficient in Windows domain services, database management, and Linux/Unix systems.

**Job Description:**

- Responsible for installations, upgrades or enhancements to computer systems and network components.
  - Monitoring and fine tuning of the network performance.
  - Participating in evaluation of new products and network upgrades.
  - Install software, supporting, and maintaining of servers, storage and other computer systems.
  - Assist in developing and implementing IT policies (e.g. user usage, security, backup, recovery etc.)
  - Responsible for setting up/maintaining an operational disaster recovery plan and infrastructure.
  - Setting up/ maintaining an operational anti-malware/virus system, to avoid malware and all other intrusions on the network.
  - Must have a strong grasp of Windows domain management and security.
  - Providing support to end users, field/administrative support on computer systems, inclusive of other offices, ministries and agencies when the need arise.
  - Assistance with data retrieval, process operation and application system software commands
  - Performs diagnostics to determine system failures/faults, initiates or performs routine repairs.
  - Assist in managing the licensing of software and hardware.
  - Designing, implementation and management of Windows computer network domain services
  - Be able to understand and support manage various networks (WAN/LAN/Wireless)
  - Execute any other duties assigned by the Supervisor(s)
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**SUBDIVISION ICT INFRASTRUCTURE & SUPPORT SERVICES**

<b>Post Designation</b>	:	Chief Computer Technician Grade 9
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**PSM CIRCULAR NO. J OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 NOVEMBER 2024, CLOSING DATE 23 DECEMBER 2024**

<b>1x Post</b>	:	Windhoek
<b>Salary scale</b>	:	N\$215,965 – N\$258,514 (p)
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Be in possession of a National Diploma in Information Technology or equivalent qualification at NQF level 6 or higher plus 3 appropriate years of experience in PC/Computer Technician and user support. Windows domain services management skills required. ITIL Certification to serve as an advantage.

**Job Description:**

- Technical lead in providing 1<sup>st</sup> to 2<sup>nd</sup> level technical support to users and resolving technical errors as per calls/tickets logged with service desk.
  - Ensure day-to-day smooth running of IT service desk.
  - Direct, setting up and installing of new hardware and software systems.
  - Diagnosing and troubleshooting computer issues.
  - Proper maintenance of computer hardware and software.
  - Identifying and resolving network, connectivity, and basic server issues.
  - Upgrading of computer software and hardware.
  - Monitoring and maintaining security systems and installing updates.
  - IT assets management.
  - Performing regular tests, upgrades, and backups when required.
  - Preparing technical documents, such as error and maintenance reports.
  - Creating user documents and providing training on new computer systems.
  - Train users on new software packages and technologies
  - Performance management of subordinates
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**SUBDIVISION ICT INFRASTRUCTURE & SUPPORT SERVICES**

<b>Post Designation</b>	:	Computer Technician Grade 11
<b>1x Post</b>	:	Windhoek
<b>Salary scale</b>	:	N\$150,126 – N\$169,472 (p)
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Be in possession of a National Diploma in Information Technology or equivalent qualification at NQF level 6 plus 2 appropriate years of experience in PC/Computer Technician and user support. Windows domain services management skills required.

**Job Description:**

- Providing 1<sup>st</sup> level technical support to users and resolving technical errors as per calls/tickets logged with service desk.
- Responsible for setting up and installing new hardware and software systems.
- Diagnosing and troubleshooting computer issues.
- Maintaining hardware and software by conducting regular maintenance and updates.
- Identifying and resolving network, connectivity, and basic server issues.
- Upgrading firmware, software, and outdated hardware systems.
- Monitoring and maintaining security systems and installing updates.
- Assist with day-to-day smooth running of IT service desk.
- Performing regular tests, upgrades, and backups when required.
- Preparing technical documents, such as error and maintenance reports.
- Creating user documents and providing training on new computer systems.
- Train users on new software packages and technologies
- Execute any other duties assigned by the Supervisor(s)



**IN TERMS OF THE AFFIRMATIVE ACTION PLAN OF THE MINISTRY OF FINANCE AND PUBLIC ENTERPRISES, QUALIFYING FEMALES AND PERSONS WITH DISABILITIES WHO MEET THE PRESCRIBED ADVERTISEMENT REQUIREMENTS ARE ENCOURAGED TO APPLY.**

Application forms **156043** (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must). **Please Note: Only short-listed candidates will be notified, and no documents will be returned.**

Applications must be addresses to:

**The Executive Director  
Ministry of Finance and Public Enterprises  
Private Bag 13295  
Windhoek**

Or hand delivered at:

**Ground Floor  
East Wing Fiscus Building.**

**Enquiries:** Mr. Darrell Muyendekwa Tel: 061 209 2533 or for general inquiries call Human Resources Office Tell No: 061 -2092632.

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## MINISTRY OF GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE

### DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION DIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS SUBDIVISION: PROTECTION AND SHELTERS

<b>Post Designation</b>	:	Chief Social Worker Grade 6
<b>1x Post</b>	:	Windhoek / Farm Kaukurus (The successful Candidate will be temporary stationed in Windhoek and later be moved to Farm Kaukurus when it is operational.
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Salary Notch</b>	:	N\$354,883 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirement:** Registration as a Social Work Plus six (6) years' experience working as a social worker working with children.

**Additional Requirements:** Candidate must be in possession of a valid Social Work Practice Card

**Enquiries:** Ms Rosida Pelema, Tel: 061-283 3181 or Ms. Ester N. Shindinge, Tel No. 283 3170

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### DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION DIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS SUBDIVISION: PROTECTION AND SHELTERS

<b>Post Designation</b>	:	Chief Social Worker Grade 6
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Salary Notch</b>	:	N\$354,883 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirement:** Registration as a Social Work Plus six (6) years' experience as a social worker working with children.

**Additional Requirements:** Candidate must be in possession of a valid Social Work Practice Card

**Enquiries:** Ms Rahimisa Kamwiingona, Tel: 061-283 3164 or Ms. Ester N. Shindinge, Tel No. 283 3170

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### DIRECTORATE: ADMINISTRATION AND GENERAL SERVICES DIVISION: FINANCE SUBDIVISION: FINANCE

<b>Post Designation</b>	:	Senior Accountant Grade 7
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Salary Notch</b>	:	N\$291,128 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirement:** An appropriate Diploma on NQF L6 majoring in Accounting.

**Additional Requirements:** Preference will be given to candidates with four (4) years appropriate experience in budgetary and revenue control, DSA, payment of creditors, Payroll administration as well as suspense account reconciliation.

**Enquiries:** Ms Alisa Kanutus, Tel: 061-283 3201 or Ms. Ester N. Shindinge, Tel No. 283 3170

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**OFFICE: EXECUTIVE DIRECTOR  
SUB-DIVISION: INTERNAL AUDIT**

<b>Post Designation</b>	:	Internal Auditor Grade 8
<b>2x Posts</b>	:	Head Office (Windhoek)
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Salary Notch</b>	:	N\$238,825
<b>Housing Allowance</b>	:	N\$17 424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate B. Degree or equivalent qualification on NQF Level 7 plus three (3) years' appropriate experience. Confirmation of probation is subject to the issuing of a certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance on advice of the Deputy Director: Internal Auditing of the Ministry of Finance.

**Additional Requirements:** a Valid Driver's License code 08 and computer literacy.

**The Key Responsibilities:** To provide independent appraisal function to examine and evaluate the Ministry operations and systems, as a service to the Ministry toward accomplishing its objectives in accordance with its policies, procedures, systems and strategy plans. Through the audit process, provide relevant information to assist management with corrective action and decision-making.

**Enquiries:** Ms. Monika Lyambezi, Tel No. 061-2833122 OR Ms. Ester N. Shindinge, Tel No. 283 3170

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**DIRECTORATE: ADMINISTRATION AND GENERAL SERVICES  
DIVISION: GENERAL SERVICES  
SUBDIVISION: AUXILIARY SERVICES (Transport, Stock& Procurement)**

<b>Post Designation</b>	:	Chief Administration Officer Grade 8
<b>Duty station</b>	:	Head Office (Windhoek)
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Salary Notch</b>	:	N\$238,825
<b>Housing Allowance</b>	:	N\$17 424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma on NQF L6 plus six (6) years appropriate experience.

**Additional Requirements:** Preference will be given to candidates with Post Graduate Diploma in Procurement Management NQF L8

**Key Responsibilities:**

- Procurement of goods and services for the Ministry
- Management of procurement activities
- Support the functions of Procurement Committee & Bid Evaluation Committee
- Checking of trip authorities issued and the exercise of control over the use of Government vehicles;
- Exercise control over used and unused order books;
- Controlling of the telephone accounts register; and telephone allocations of pin numbers, credits and accounts

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

- Prepare monthly and quarterly reports of the Subdivision Auxiliary Services
- Exercise control over provision of office equipments, furnitures, stationary and materials
- Preparing submission to Treasury as well as other correspondences.
- Implement the Performance Management System by developing, signing, reviewing and appraising staff's Performance Agreement
- Draft the annual or occasional stock taking reports to Treasury through the supervisor;
- Safekeeping of doors and vehicles spare keys
- Performing of any other function as may assigned by Supervisor

**Enquiries:** Mr. Johannes Embula 061-283 3148 OR Ms Ester Shindinge at 061-283 3170

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**DIRECTORATE: SOCIAL PROTECTION SERVICES  
DIVISION: SOCIAL ASSISTANCE  
SUBDIVISION: BASIC STATE GRANTS**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Salary Notch</b>	:	N\$159,505
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum

**Minimum Requirement:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1-year appropriate experience **OR** a Grade 12 Certificate (NQF Level 3) plus 3 years' appropriate experience.

**Applicants should note the following:**

- Candidacy is not limited to the Public Servants only and preferences will be given to Namibian Nationals,
- Previously Disadvantaged Persons, women and person with disabilities are encouraged to apply,
- 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 testimonial, certificate of service from former and current employer in respect of work experience.
- **All foreign qualifications must be submitted with an evaluation of qualification from the Namibia Qualification Authority (NQA).**
- **Failure to complete all items on the Application Form for Employment and not attaching the required documents will disqualify the application. Any part of the application form that do not apply to you please indicate as such by writing N/A**
- Please, take note that only shortlisted candidates will be contacted, and no personal documents will be returned.
- Application form for employment o 156043 and Health Questionnaire form 156094(obtained from any Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational Qualifications as well as academic records, identity document and certificate of service or testimonials (if any) must be addressed to:

**The Executive Director  
Ministry of Gender Equality, Poverty Eradication and Social Welfare  
Juvenis Building  
Independence Avenue  
Private Bag 13359  
WINDHOEK**

**Enquiries:** Ms Lourencia Tjiho 061-435 5136 OR Ms Ester Shindinge at 061-283 3170

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## MINISTRY OF HEALTH AND SOCIAL SERVICES

### DIRECTORATE: FINANCE AND PROCUREMENT DIVISION: STORES AND ASSET MANAGEMENT SUBDIVISION: INSPECTION AND DISPOSAL

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

**Minimum Requirement:** A National Diploma in Business Administration or Business Management or Public Administration or Supply Chain or Logistics on NQF Level 6 plus six (6) years appropriate experience in Stores or Warehousing or Inventory or Logistics Management of which three (3) years should be at the level of Chief Administrative Officer Grade 8.

**Additional Requirements:** Candidate must be in possession of a Basic Stock Control Certificate and a valid Driver's License. Preference will be given to candidates with a Bachelor Degree in Business Administration or Business Management or Public Administration or Supply Chain or Logistics on NQF Level 7.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

#### Key Responsibilities

- Finance and Procurement:
- Inspection and Disposal Management
- Transport Management
- Human Capital

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### DIRECTORATE: FINANCE AND PROCUREMENT DIVISION: STORES AND ASSET MANAGEMENT SUBDIVISION: INSPECTION AND DISPOSAL

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>2x Posts</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$238,825 - N\$285,420
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum Requirements:** National Diploma or equivalent qualification (NQF Level 6) plus four (4) years appropriate experience in Stores or Warehousing or Inventory or Logistics Management of which two (2) years should be at the level of Senior Administrative Officer Grade 10.

**Additional requirements:** Preference will be given to candidates with a Bachelor Degree in Business Administration or Business Management or Public Administration or Supply Chain or Logistics. Candidate must be in possession of a Basic Stock Control Certificate and a valid Driver's License.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to

attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

**Key Responsibilities:**

- Finance and Procurement:
  - Inspection and Disposal Management
  - Transport Management
  - Human Capital
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**DIRECTORATE: FINANCE AND PROCUREMENT**  
**DIVISION: STORES AND ASSET MANAGEMENT**  
**SUBDIVISION: WAREHOUSING AND INVENTORY MANAGEMENT**  
**SECTION: TRANSIT AND DISTRIBUTION**

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

**Minimum Requirements:** National Diploma or equivalent qualification (NQF Level 6) plus four (4) years' appropriate experience in Stores or Warehousing or Inventory or Logistics Management of which two (2) years should be at the level of Senior Administrative Officer Grade 10.

**Additional requirements:** Preference will be given to candidates with a Bachelor Degree in Business Administration or Business Management or Public Administration or Supply Chain or Logistics. Candidate must be in possession of a Basic Stock Control Certificate and a valid Driver's License.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

**Key Responsibilities:**

- Finance and Procurement
- Stock and Inventory Management
- Transport Management
- Human Capital

**Enquiries:** Ms. NT Tauya or Ms. WN Shaalukeni, Human Resource Management office, Head office, Tel. No. 061- 2032189 061-2039111.

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**DIRECTORATE: FINANCE AND PROCUREMENT**  
**DIVISION: EXPENDITURE**  
**SUBDIVISION: ACCOUNTS PAYABLE**

<b>Post Designation</b>	:	Senior Accountant Grade 7
<b>1x Post</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$291,128 - N\$347,926
<b>Transport Allowance</b>	:	N\$10,512 per annum

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

**Housing Allowance** : N\$17,424 per annum

**Minimum Requirements:** An appropriate Diploma on NQF L6 majoring in Accounting.

**Additional Requirements:** Candidates must have five (5) years' appropriate experience as Accountant and seven (7) years' experience in Public Service. Must have experience in IFMS modules, particularly in Accounts payable. Code 8 Driving License will be an advantage.

**Enquiries:** Ms. NT Tauya or Ms. WN Shaalukeni, Human Resource Management office, Head office, Tel. No. 061- 2032189 061-2039111.

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**DIRECTORATE: FINANCE AND PROCUREMENT  
DIVISION: FINANCIAL MANAGEMENT  
SUBDIVISION: BUDGET CONTROL**

**Post Designation** : Chief Accountant Grade 6  
**1x Post** : Windhoek (**Head office**)  
**Salary Scale** : N\$354,883 – N\$424,119  
**Housing Allowance** : N\$17,424 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** An appropriate Diploma on NQF L6 majoring in accounting.

**Additional Requirements:** Candidate must have five (5) years' experience as Senior Accountant and seven (7) years' experience in Public Service. Must have experience in all IFMS modules. Candidate with a Code 8 driver's license will have an advantage.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply.

**Enquiries:** Ms. NT Tauya, Human Resource Management office, Tel. No. 061-2032108 or 2032189.

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**DIRECTORATE: FINANCE AND PROCUREMENT  
DIVISION: FINANCIAL MANAGEMENT  
SUBDIVISION: BUDGET CONTROL**

**Post Designation** : Senior Accountant Grade 7  
**1x Post** : Windhoek (**Head office**)  
**Salary Scale** : N\$291,128 - N\$347,926  
**Transport Allowance** : N\$10,512 per annum  
**Housing Allowance** : N\$17,424 per annum

**Minimum requirements:** An appropriate Diploma on NQF L6 majoring in accounting.

**Additional requirements:** Candidate must have at least five (5) years' experience as Accountant, and seven (7) years' experience in Public Service. Must have experience in all IFMS modules, particularly in Budget Control and Code 8 driver's license will have an advantage.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply.

**Enquiries:** Ms. NT Tauya, Human Resource Management office, Tel. No. 061-2032108 or 2032189.

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**DIRECTORATE: FINANCE AND PROCUREMENT**  
**DIVISION: EXPENDITURE**  
**SUBDIVISION: DAILY SUBSISTENCE ALLOWANCE (DSA)**

<b>Post Designation</b>	:	Accountant Grade 8
<b>1x Post</b>	:	Windhoek <b>(Head office)</b>
<b>Salary Scale</b>	:	N\$238,825 - N\$285,420
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum Requirements:** An appropriate Diploma on NQF L6 majoring in accounting.

**Additional Requirements:** Candidate must have five (5) years' experience in Public Service. Experience in all IFMS modules, particularly in Daily Subsistence Allowance (DSA) will be an advantage. Code 8 driver's license will have an advantage.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply.

**Enquiries:** Ms. NT Tauya, Human Resource Management office, Tel. No. 061-2032108 or 2032189.

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**DIRECTORATE: FINANCE AND PROCUREMENT**  
**DIVISION: EXPENDITURE**  
**SUBDIVISION: PAYROLL**  
**SECTION: PAYROLL**

<b>Post Designation</b>	:	Accountant Grade 8
<b>1x Post</b>	:	Windhoek <b>(Head office)</b>
<b>Salary Scale</b>	:	N\$238,825 - N\$285,420
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum requirements:** An appropriate Diploma on NQF L6 majoring in accounting.



**Additional requirements:** Candidate must have five (5) years' experience in Public Service. Experience in all IFMS modules, particularly in Payroll module will be an advantage. Code 8 driver's license will have an advantage.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply.

**Enquiries:** Ms. NT Tauya, Human Resource Management office, Tel. No. 061-2032108 or 2032189.

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**DIRECTORATE: FINANCE AND PROCUREMENT**  
**DIVISION: EXPENDITURE**  
**SUBDIVISION: ACCOUNTS RECEIVABLE (REVENUE COLLECTION)**  
**SECTION: ACCOUNTS RECEIVABLE**

<b>Post Designation</b>	:	Accountant Grade 8
<b>1x Post</b>	:	Windhoek <b>(Head office)</b>
<b>Salary Scale</b>	:	N\$238,825 - N\$285,420
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum requirements:** An appropriate Diploma on NQF L6 majoring in accounting.

**Additional requirements:** Candidate must have five (5) years' experience in Public Service. Experience in all IFMS modules, particularly in Accounts Receivable module will be an advantage. Code 8 driver's license will have an advantage.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply.

**Enquiries:** Ms. NT Tauya, Human Resource Management office, Tel. No. 061-2032108 or 2032189.

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**DIRECTORATE: FINANCE AND PROCUREMENT**  
**DIVISION: EXPENDITURE**  
**SUBDIVISION: PAYROLL**

<b>Post Designation</b>	:	Accounts Assistant Grade 11
<b>2x Posts</b>	:	Windhoek <b>(Head office)</b>
<b>Salary Scale</b>	:	N\$132,987– N\$159,505
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$13,944 per annum

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

**Minimum requirements:** A Grade 12 Certificate on NQF L3 or equivalent qualification.

**Additional requirements:** Proof of computer training must be attached.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply.

**Enquiries:** Ms. NT Tauya, Human Resource Management office, Tel. No. 061-2032108 or 2032189.

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**DIRECTORATE: SOCIAL WELFARE SERVICES**  
**SUBDIVISION: SUBSTANCE ABUSE PREVENTION, DRUG CONTROL & REHABILITATION**  
**PROGRAMME**  
**SECTION: ETEGAMENO REHABILITATION AND TREATMENT CENTRE**

<b>Post Designation</b>	:	Psychological Counsellor Grade 8
<b>1x Post</b>	:	Windhoek ( <b>Brakwater-ERRC</b> )
<b>Salary Scale</b>	:	N\$238,825 - N\$285,420
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum Requirements:** Registration as Psychological Counsellor at the Social Work and Psychology Council of Namibia. Must be in a possession of a valid driving license.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

**Job Description requirements:** Responsible for assessment and evaluation of patients according to his/her scope of practice in the absence of a Psychologist and Psychiatrist. Involved in group and individual sessions of patients and provide regular feedback to management. Assist the multi-disciplinary team with creative interventions to ensure the participation of significant others. Work under supervision of the Psychologist of Mental Health Centre. Follow-up on discharged patients of ERRC in regions.

Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply

**Enquiries:** Ms. NT Tauya or Ms. E. Andreas, Human Resource Management office, Head office, Tel. No. 061- 2032189 061-2039111.

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**DIRECTORATE: SOCIAL WELFARE SERVICES**  
**SUBDIVISION: SUBSTANCE ABUSE PREVENTION, DRUG CONTROL & REHABILITATION**  
**PROGRAMME**  
**SECTION: ETEGAMENO REHABILITATION AND TREATMENT CENTRE**

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

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1x Post</b>	:	Windhoek ( <b>Brakwater-ERRC</b> )
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$13,944 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

**Additional Requirements:** Preference will be given to candidates with experience in resource management, budgeting and planning, stock taking (including vehicle and asset management).

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

**Key Responsibilities:** Responsible for overall administrative duties of Etegameno Rehabilitation and Resource Centre that includes supervision, procurement of supplies, management and coordination of different service providers on contract and management of Revenue Collection, Stock and Vehicles.

Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply

**Enquiries:** Ms. NT Tauya or Ms. E. Andreas, Human Resource Management office, Head office, Tel. No. 061- 2032189 061-2039111.

**DIRECTORATE: SOCIAL WELFARE SERVICES**  
**SUBDIVISION: SUBSTANCE ABUSE PREVENTION, DRUG CONTROL & REHABILITATION**  
**PROGRAMME**  
**SECTION: ETEGAMENO REHABILITATION AND TREATMENT CENTRE**

<b>Post Designation</b>	:	Chief Housemother Grade 12
<b>1x Post</b>	:	Windhoek ( <b>Brakwater-ERRC</b> )
<b>Salary Scale</b>	:	N\$107,753 – N\$129,240
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$13,944 per annum

**Minimum Requirements:** A Grade 10 or equivalent qualification on NQF L2. Candidate must have 20 points over 5 subjects including E-symbol in English.

**Additional requirements:** Must have supervision and management experience.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

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

**Key Responsibilities:** Ensure that the housemother duties are upheld at the Centre. Provide extra mural activities and ensure supervision all times at the centre.

Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply.

**Enquiries:** Ms. NT Tauya or Ms. E. Andreas, Human Resource Management office, Head office, Tel. No. 061- 2032189 061-2039111.

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**DIRECTORATE: HUMAN RESOURCES**  
**DIVISION: HUMAN RESOURCES DEVELOPMENT**  
**SUBDIVISION: HUMAN RESOURCES POLICY AND PLANNING**  
**SECTION: HUMAN RESOURCES PLANNING**  
**SUBSECTION: HUMAN RESOURCES DEVELOPMENT FUND**

**Post Designation** : Chief Administrative Officer Grade 8  
**1x Post** : Windhoek (**Head office**)  
**Salary Scale** : N\$238,825 - N\$285,420  
**Transport Allowance** : N\$10,512 per annum  
**Housing Allowance** : N\$17,424 per annum

**Minimum Requirements:** A National Diploma or equivalent qualification (NQF Level 6) plus four (4) years' appropriate experience in Resource Management or development fund.

**Additional Requirements:** Candidate must have four (4) years appropriate experience at a level of Senior Administrative Officer Grade 10. Must have knowledge in:

- Procurement, budget, transport and stores.
- Integrated Financial Management System (IFMS) modules, handling of requisitions, purchase orders and payment vouchers.
- State Finance Act, Treasury Instructions, Public Procurement Act and Regulations, Transport Policy and Public Service Staff Rules.
- Computer literate (Word Processing, PowerPoint, Excel and Internet).

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

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**DIRECTORATE: HUMAN RESOURCES**  
**SUBDIVISION: RESOURCES MANAGEMENT**

**Post Designation** : Chief Administrative Officer Grade 8  
**1x Post** : Windhoek (**Head office**)  
**Salary Scale** : N\$238,825 - N\$285,420  
**Transport Allowance** : N\$10,512 per annum  
**Housing Allowance** : N\$17,424 per annum

**Minimum Requirements:** A National Diploma or equivalent qualification (NQF Level 6) plus four (4) years' appropriate experience in Resource Management.

**Additional Requirements:** Candidate must have four (4) years appropriate experience at a level of Senior Administrative Officer Grade 10. Must have knowledge in:

- Procurement, budget, transport and stores.

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

- Integrated Financial Management System (IFMS) modules, handling of requisitions, purchase orders and payment vouchers.
- State Finance Act, Treasury Instructions, Public Procurement Act and Regulations, Transport Policy and Public Service Staff Rules.
- Computer literate (Word Processing, PowerPoint, Excel and Internet).

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply.

**Enquiries:** Ms. NT Tauya or Ms. WN Shaalukeni, Human Resource Management office, Head office, Tel. No. 061- 2032189 061-2039111.

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**DIRECTORATE: HEALTH INFORMATION AND RESEARCH  
DIVISION: INFORMATION TECHNOLOGY MANAGEMENT  
SUBDIVISION: IT SUPPORT SERVICES AND HELP DESK**

<b>Post Designation</b>	:	Computer Technician Grade 11
<b>1x Post</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$150,126 - N\$169,472 (P)
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma or equivalent qualification in Information Technology on NQF Level 6.

**Additional requirements:** Candidates with experience in helpdesk service and end-user PC support will have an advantage.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

**Primary duties:**

- Process service requests from the end users.
- Report on the status of service requests
- Identify viruses and remove them from the server and workstations.
- Install software and hardware.
- Identify and distinguish software and hardware faults.
- Repair hardware (computers, laptops and printers) and software faults.
- Upgrade hardware for network installation.
- Keep track of hardware equipment brought in for repair.
- Liaise with computer vendors on new technologies
- Verify IT equipment returned from hardware vendors.
- Configure e-mail and Internet connections

Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply.

**Enquiries:** Ms. NT Tauya, Human Resource Management office, Tel. No. 061-2032189.

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**DIRECTORATE: HEALTH INFORMATION AND RESEARCH**  
**DIVISION: INFORMATION TECHNOLOGY MANAGEMENT**  
**SUBDIVISION: DATA CENTRE AND CORE INFRASTRUCTURE SERVICES**

<b>Post Designation</b>	:	System Administrator Grade 9
<b>2x Posts</b>	:	Windhoek <b>(Head office)</b>
<b>Salary Scale</b>	:	N\$263,683 - N\$296,950 (P)
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum Requirements:** A Degree in Information Technology on NQF L7.

**Additional Requirements:** Candidates with experience in systems and network administration will have an advantage.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

**Key Duties:**

- Systems Administrator is responsible for the effective provisioning, installation, configuration and maintenance of systems hardware and software as well as network infrastructure.
- Perform systems and network administration
- Manage Windows, Linux, or Mac systems
- Upgrade, install and configure application software and computer hardware
- Troubleshoot and provide technical support to staff members
- Create and manage system permissions and user accounts
- Perform regular security tests and security monitoring
- Maintaining networks and network file systems
- Compile submission of specifications on procurement of software and hardware for the Ministry.
- Evaluate, advise and oversee network installations.
- Manage software and hardware inventory.
- Evaluate tender documents for purchasing of IT equipment
- Provide support and maintenance to hardware and software systems in order to ensure network and system availability to all end-users.
- Plan, coordinate, and implement necessary network security measures, and disaster recovery and prevention services such as routine backups and virus scans

Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply

**Enquiries:** Ms. NT Tauya, Human Resource Management office, Tel. No. 061-2032189.

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**DIRECTORATE: HEALTH INFORMATION AND RESEARCH**  
**DIVISION: INFORMATION TECHNOLOGY MANAGEMENT**  
**SUBDIVISION: APPLICATION SYSTEMS DEVELOPMENT AND MAINTENANCE**

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

<b>Post Designation</b>	:	Analyst Programmer Grade 9
<b>3x Posts</b>	:	Windhoek <b>(Head office)</b>
<b>Salary Scale</b>	:	N\$215,965 - N\$ 258 514 (P)
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum Requirements:** A Diploma in Programming on NQF L6 (or equivalent).

**Additional requirements:** Candidates will be subjected to a practical test. Candidates with an appropriate Information Technology Bachelor Degree on NQF Level 7 will have an advantage.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

**Primary Duties:**

- Carry out Systems Development and Maintenance using languages and tools such as C#, ASP.NET Framework, PHP and Java script.
- Design and maintain various websites and portals
- Perform initial Testing of the Application Software and present the test findings to the key stakeholders
- Design new and re-design existing business processes and Document user manuals and SOPs for existing systems
- Manage Existing codebase with code repositories solutions such as GitHub and DevOps
- Carry out research and keep up to date with the latest technologies, innovations and approaches in the areas of Enterprise Solution development, deployment and support;
- Manage System Databases using database management tools such SQL Server, PosgressSql and MySQL
- Create and Maintain System Reports using Power BI and SQL Server Reporting Services
- Undertakes other duties that may be assigned by the Head of the Division or Sub-division
- A team player committed to work in a continuously improving environment
- Detail-oriented, analytical and critical thinking skills

Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply

**Enquiries:** Ms. NT Tauya, Human Resource Management office, Tel. No. 061-2032189.

**DIRECTORATE: PHARMACEUTICAL SERVICES  
DIVISION: QUANTIFICATION AND PROCUREMENT  
SUBDIVISION: PROCUREMENT**

<b>Post Designation</b>	:	Senior Health Program Officer Grade 7
<b>1x Post</b>	:	Windhoek <b>(Head office)</b>
<b>Salary Scale</b>	:	N\$291,128 - N\$347,926
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum requirements:** A B-degree in Logistics and Supply Chain Management or in health-related field or equivalent qualification on NQF L7.

**Additional requirements:** Candidate must have two (2) years of relevant experience in Logistics and Supply Chain Management or Pharmaceutical or Health Program Management. Proficiency in Microsoft Office, particularly MS Excel, Procurement and Contract Management is an advantage.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered. Applications (on form 156043), completed in full must be accompanied by a comprehensive curriculum vitae and original certified copies of original educational qualification and ID. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

**Key Performance Areas:**

- Co-ordination of supplier engagement meetings and Supplier Performance review and reporting
- Support the coordination and contract management of pharmaceutical and clinical supplies and following up of orders.
- Manage data cleaning and analysis for pharmaceutical and clinical supplies to support evidence-based decision-making.
- Perform any other functions assigned by supervisors from time to time.
- Contract Management of Clinical supplies
- Serve as a member of the Procurement Management Unit (PMU) for Clinical supplies
- Drafting of reports management and to stakeholders.
- Attend sub-divisional meetings as required and meetings with suppliers.
- Carry out any other functions as may from time to time be assigned by the Chief Pharmacist.

Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply.

Applications (on form 156043 obtainable to all Government Offices) must be submitted to:

**The Executive Director  
Ministry of Health and Social Services  
Private Bag 13198  
Head office  
WINDHOEK.**

Hand delivery at:

**Ministry of Health and Social Services  
Human Resource Management office  
Head office, Harvey Street  
Windhoek.**

**Enquiries:** Ms. D. Kisting or Ms. NT Tauya, Human Resource Management office, Head office, Tel. No. 061-2032108 or 2032189.

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**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORTS SERVICES**

**DIVISION: WINDHOEK CENTRAL HOSPITAL  
SUBDIVISION: PROFESSIONAL SERVICES  
SECTION: MEDICAL SERVICES**

<b>Post Designation</b>	:	Specialist Grade 3
<b>2x Posts</b>	:	1x Radiology (Windhoek)
	:	1x Anaesthesiology (Windhoek)
<b>Salary Scale</b>	:	N\$554,603 – N\$588,548
<b>Salary Notch</b>	:	N\$554,603 per annum
<b>Fixed Overtime</b>	:	N\$278,643 per annum
<b>Motor Vehicle Allowance</b>	:	N\$123,633 per annum
<b>Housing Benefit</b>	:	N\$131,280 per annum

**Minimum Requirements:** Registration as a Specialist with the Medical and Dental Council of Namibia, proof of maintenance of registration 2024 – 2025, plus three (3) years approximately appropriate experience.

**Primary Purpose:** The Specialist will be the Head of the Department, which includes clinical and managerial tasks by leading, guiding, training, organising, controlling and evaluating. The overall clinical, training, and teaching function of the Department, including its outreach program.

**Enquiries:** Dr. S. K Shalongo, Tel: 061-203 3004/ Ms. R. R. Podeweltz Tel: 061-203 3071

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**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES  
DIVISION: WINDHOEK CENTRAL HOSPITAL  
SUBDIVISION: PROFESSIONAL SERVICES  
SECTION: MEDICAL SERVICES**

<b>Post Designation</b>	:	Chief Medical Officer Grade 3
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$554,603 – N\$588,548
<b>Salary Notch</b>	:	N\$554,603 per annum
<b>Motor vehicles Allowance</b>	:	N\$123,633 per annum
<b>Housing Benefit</b>	:	N\$131,280 per annum
<b>Fixed Overtime</b>	:	N\$278,643 per annum

**Minimum Requirements:** Registration as Medical Officer with the Health Professional Council of Namibia and proof of maintenance of registration 2024 – 2025. An approximately appropriate five (5) years working experience as a medical practitioner of which two (2) years must be in Hospital Administration.

**Enquiries:** Dr. S. Shalongo 061 – 203 3004 / Ms R.R. Podeweltz 061-203 3071

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**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SERVICE:  
DIVISION: WINDHOEK CENTRAL HOSPITAL  
SUBDIVISION: PROFESSIONAL SERVICES  
SECTION: MEDICAL SERVICES**

<b>Post Designation</b>	:	Senior Medical Officer Grade 4
<b>6x Posts</b>	:	1x Orthopedic (Windhoek)
	:	1x Ear, Nose & Throat (Windhoek)
	:	1x Medical Oncology (Windhoek)
	:	1x Surgical & Trauma Intensive Care (Windhoek)
	:	1x Anesthesiology (Windhoek)
	:	1x Urology (Windhoek)

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

<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Salary Notch</b>	:	N\$517,195 per annum
<b>Housing Allowance</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	N\$110,917 per annum
<b>Fixed Overtime</b>	:	N\$258,600 per annum

**Minimum Requirements:** Registration as Medical Practitioner with the Health professional Council of Namibia and proof of maintenance of registration 2024 – 2025 plus approximately appropriate three (3) years working experience as a medical practitioner.

**Enquiries:** Dr. S. Shalongo 061 – 203 3004 / Ms R.R. Podeweltz 061-203 3071

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**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SERVICE:  
DIVISION: WINDHOEK CENTRAL HOSPITAL  
SUBDIVISION: QUALITY ASSURANCE MANAGEMENT AND TRAINING**

<b>Post Designation</b>	:	Senior Medical Officer Grade 4
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Salary Notch</b>	:	N\$517,195 per annum
<b>Housing Allowance</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	N\$110,917 per annum
<b>Fixed Overtime</b>	:	N\$258, 600 per annum

**Minimum Requirements:** Registration as Medical Practitioner with the Health professional Council of Namibia and proof of maintenance of registration 2024 – 2025 plus approximately appropriate three (3) years Clinical experience (post Internship) preferably in a Hospital setting.

**Additional Requirements:** Proficiency in quality improvement methodologies (e.g., Plan-Do-Study-Act (PDSA) cycles.

**Enquiries:** Dr. S. Shalongo 061 – 203 3004 / Ms R.R. Podeweltz 061-203 3071

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**DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES  
DIVISION: WINDHOEK CENTRAL HOSPITAL  
SUBDIVISION: PARAMEDIC AND CLINICAL SUPPORT SERVICES  
SECTION: NUTRITION AND DIETETICS**

<b>Post Designation</b>	:	Chief Dietician 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

**Minimum Requirements:** Registration with the Health Professional Council of Namibia and proof of maintenance of registration 2024 – 2025 as a Dietician. A Four (4) years Bachelor Degree of Science in Dietetic, plus five (5) years of experience as a Dietician of which two (2) years on a supervisory level.

**Enquiries:** Dr. S. Polster Tel: (061) 203 3004 Ms. R.R Podeweltz Tel: (061) 203 3071

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**DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES  
DIVISION: WINDHOEK CENTRAL HOSPITAL  
SUBDIVISION: PARAMEDIC AND CLINICAL SUPPORT SERVICES  
SECTION: NUTRITION AND DIETETICS**

<b>Post Designation</b>	:	Senior Dietician Grade 7
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<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A Registration with the Health Professional Council of Namibia and proof of maintenance of registration 2024 – 2025 as a Dietician. A Four (4) years Bachelor Degree of Science in Dietetic, Plus an approximately appropriate of three (3) years working experience.

**Enquiries:** Dr. S. Polster Tel: (061) 203 3004 Ms. R.R Podeweltz Tel: (061) 203 3071

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**DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES  
DIVISION: WINDHOEK CENTRAL HOSPITAL**

<b>Post Designation</b>	:	Private Secretary Grade 9
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Salary Notch</b>	:	N\$195,216 per annum
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF Level 6 in Office Administration or Management.

**Key Performance Areas:**

- Typing of manuscripts, the screening and channeling of telephone calls and visitors.
- Updating of diaries and other sources of reference.
- Performing of elementary secretarial work; the taking and relaying of messages.
- Ordering of office supplies.
- Taking down of minutes at meetings where so required.
- Serving of and arranging for provision of refreshments.
- Making of photocopies and the collecting/delivering of documents.
- The operating of labor saving and communication device
- Filing and safe keeping of all documents where so required.
- Making of appointments, reservations and travelling arrangement.
- Performing of any duties which may be assigned

**Enquiries:** Dr S. Shalongo Tel (061) 203 3004 Ms R.R Podeweltz Tel (061) 203 3071

**NB!** Candidates employed in the Public Service must attached letter of confirmation of probation. Candidates from outside the Public Service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level will automatically disqualify the application. Applications (on form 156043 obtainable at all Government offices) must be accompanied by originally certified copies of educational qualifications, identity document and detailed Curriculum Vitae. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA). Applicants who fails to complete all items on the application form (incomplete applications) and not attaching the necessary documents will be disqualified. Only shortlisted candidates will be contacted.

Preference will be given to Namibian Citizens and Persons with disability

Applications must be addressed to:

**The Executive Director  
Ministry of Health and Social Services  
Private Bag 13215  
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:

**Division: Human Resources**  
**Windhoek Central Hospital, Basement.**

**Enquiries:** Ms. R.R Podeweltz Tel: (061) 203 3071

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**DIRECTORATE: OMAHEKE REGION**

**DIVISION: CURATIVE SERVICES**  
**SUBDIVISION: PHARMACEUTICAL SERVICES**

**Post Designation** : Senior Pharmacist Grade 6  
**1x Post** : Gobabis  
**Salary Scale** : N\$354,883 – N\$424,119  
**Housing Allowance** : N\$17,424 per annum  
**Transport Allowance** : N\$10,512 per annum  
**Fixed Overtime Allowance** : N\$189,882 per annum

**Minimum Requirements:** An appropriate B-Degree or an equivalent qualification on NQF Level 7 plus three (3) years appropriate experience and registration as a Pharmacist with the Health Professions Council of Namibia.

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**DIVISION: DISTRICT AND SOCIAL WELFARE SERVICES**  
**SUBDIVISION: DISTRICT HOSPITAL GOBABIS**  
**SECTION: PROFESSIONAL SERVICES**  
**SUBSECTION: DENTAL SERVICES**

**Post Designation** : Dentist Grade 5  
**1x Post** : Regional Management Team (Gobabis)  
**Salary Scale** : N\$432,601 – N\$517,195  
**Housing Allowance** : N\$17,424 per annum  
**Motor Vehicle Allowance** : N\$85,063 per annum  
**Fixed Overtime** : N\$231,513

**Minimum Requirements:** Registration as a Dentist with the Health Professions Council of Namibia plus three (3) years appropriate experience.

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**DIVISION: DISTRICT AND SOCIAL WELFARE SERVICES**  
**SUBDIVISION: DISTRICT HOSPITAL GOBABIS**  
**SECTION: PROFESSIONAL SERVICES**  
**SUBSECTION: DENTAL SERVICES**

**Post Designation** : Dental Therapist Grade 8  
**1x Post** : Gobabis  
**Salary Scale** : N\$238,825 – N\$285,420  
**Housing Allowance** : N\$17,424 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** Registration as a Dental Therapist with the Health Professions Council of Namibia.

**DIVISION: DISTRICT AND SOCIAL WELFARE SERVICES**  
**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE**  
**SECTION: HEALTH CENTRE OTJINENE**

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

<b>Post Designation</b>	:	Pharmacist Assistant Grade 10
<b>1x Post</b>	:	Health Centre Otjinene
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Registration as a Pharmacist Assistant with the Health Professions Council of Namibia.

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**DIVISION: DISTRICT AND SOCIAL WELFARE SERVICES  
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES**

<b>Post Designation</b>	:	Environmental Health Practitioner Grade 9
<b>1x Post</b>	:	Gobabis
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Registration as an Environmental Health Practitioner with the Health Professions Council of Namibia.

**Public Servants must have completed their probation successfully and confirmation of probation letters should accompany applications and applicants outside the Public Service must attach testimonial, certificate of service from former and current employer in respect of work experience. Applicants may only compete for vacancies which are on the next higher grade/post.**

**Foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the applicant.** Any part of the application form that do not apply to you please indicate as such by writing N/A. **No faxed or emailed application will be considered.**

**Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply.** A completed application form (form 156043 obtainable at all Government Offices), **together with comprehensive curriculum vitae, original certified copies of educational qualifications and proof of citizenship must be addressed to:**

**Regional Director  
Omaheke Regional Health Directorate  
Human Resource Office  
Private Bag 2099  
Gobabis**

**Enquiries:** Ms. Constance Mafwila Tel: 062-577000

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**ZAMBEZI HEALTH DIRECTORATE**

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO  
SUBDIVISION DISTRICT PRIMARY HEALTH CARE SERVICES**

<b>Post Designation</b>	:	Senior Registered Nurse Grade 7
<b>1x Post</b>	:	Katima Mulilo
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate B – degree or equivalent qualification on NQF Level 7 plus three (3) years appropriate experience and registration as a Registered Nurse with the Nursing Council of Namibia.

**Additional Requirement:** Valid driver's license will be an added advantage.

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**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO  
SUBDIVISION PLANNING  
SECTION: HEALTH INFORMATION RESEARCH  
SUBSECTION: DISEASE SURVEILLANCE**

<b>Post Designation</b>	:	Senior Health Programme Officer Grade 7
<b>1x Post</b>	:	Katima Mulilo
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Registration as Registered Nurse at Nursing Council of Namibia plus three (3) years appropriate experience.

**Additional Requirements:** Post graduation in Epidemiology or Public Health and knowledge in Computer will serve as an added advantage.

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**ZAMBEZI HEALTH DIRECTORATE  
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO  
SUBDIVISION SOCIAL WELFARE SERVICES**

<b>Post Designation</b>	:	Social Worker Grade 8
<b>2x Posts</b>	:	Katima Mulilo
<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

**Minimum Requirements:** Registration as Social worker with Social Work and Psychological Council of Namibia.

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**ZAMBEZI HEALTH DIRECTORATE  
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO  
SUBDIVISION: RESOURCE MANAGEMENT  
SECTION: ADMINISTRATIVE SUPPORT SERVICES**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1x Post</b>	:	Katima Mulilo
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

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

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

**Additional Requirements:** Preference will be given to candidates with experience in resource management, budgeting and planning, stock taking (including vehicle and asset management).

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**SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO**  
**SECTION: PROFESSIONAL SERVICES**  
**SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES**  
**UNIT: PHARMACEUTICAL SERVICES**

**Post Designation** : Pharmacist Assistant Grade 10  
**2x Posts** : Katima Mulilo District Hospital  
**Salary Scale** : N\$159,505 – N\$191,312  
**Housing Allowance** : N\$13,944 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** An appropriate Registration as a Pharmacist Assistant at Health Professional Council of Namibia.

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**ZAMBEZI HEALTH DIRECTORATE**  
**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO**  
**SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO**  
**SECTION: PROFESSIONAL SERVICES**  
**SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES**  
**UNIT: EMERGENCY MEDICAL RESCUE SERVICES**

**Post Designation** : Emergency Care Practitioner Grade 10  
(Intermediate)  
**1x Post** : Katima Mulilo District Hospital  
**Salary Scale** : N\$159,505 – N\$191,312  
**Housing Allowance** : N\$13,944 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** Registration with Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Intermediate) plus Code C1 driving license. The candidate must have three (3) years working experience as an Emergency Care Practitioner.

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**ZAMBEZI HEALTH DIRECTORATE**  
**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO**  
**SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO**  
**SECTION: PROFESSIONAL SERVICES**  
**SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES**  
**UNIT: EMERGENCY MEDICAL RESCUE SERVICES**

**Post Designation** : Emergency Care Practitioner Grade 11 (Basic)  
**1x Post** : Katima Mulilo District Hospital  
**Salary Scale** : N\$132,987 – N\$159,505  
**Housing Allowance** : N\$13,944 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** Registration with Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic) plus A Code C1 driving license.

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**ZAMBEZI HEALTH DIRECTORATE**

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO**  
**SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO**  
**SECTION: PROFESSIONAL SERVICES**  
**SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES**  
**UNIT: RADIOGRAPHIC SERVICES**

<b>Post Designation</b>	:	Radiographic Assistant Grade 11
<b>1x Post</b>	:	Katima Mulilo District Hospital
<b>Salary Scale</b>	:	N\$132,987 – N\$159,505
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A Grade 12 (or equivalent certificate) on NQF L3 plus registration as a Radiographic Assistant with Allied Health Profession of Namibia.

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**ZAMBEZI HEALTH DIRECTORATE**  
**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO**  
**SUBDIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT**  
**SECTION: HUMAN RESOURCES**  
**SUBSECTION: HUMAN RESOURCES MANAGEMENT**

<b>Post Designation</b>	:	Human Resource Administrator Grade 11
<b>2x Posts</b>	:	Katima Mulilo
<b>Salary Scale</b>	:	N\$132,987 – N\$159,505
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A Grade 12 certificate (or equivalent certificate) on NQF L3.

**Additional Requirements:** Preference will be given to candidates with National Diploma on NQF L6 (or equivalent qualification) majoring in Human Resources Management.

**Enquiries:** Dr. Hellen Bainga / Ms. Jannety Chilinda Tel: 066 - 251400

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**ZAMBEZI HEALTH DIRECTORATE**  
**DIVISION PUBLIC & ENVIRONMENTAL HEALTH**

<b>Post Designation</b>	:	Chief Environmental Health Practitioner Grade 7
<b>1x Post</b>	:	Katima Mulilo (Regional Office)
<b>Salary Scale</b>	:	N\$291,128 – N\$347.926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowances</b>	:	N\$10,512 per annum

**Minimum Requirements:** Registration as Environmental Health Practitioner with Allied Health Professions Council of Namibia plus six (6) years appropriate experience of which two years should be at the level of Senior Environmental Health Practitioner Grade 8.

**Additional Requirements:**

- Computer Literate
  - Vast experience in Malaria Vector Control
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**ZAMBEZI HEALTH DIRECTORATE**  
**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO**  
**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE**  
**SECTION: CLINICS**

<b>Post Designation</b>	:	Registered Nurse Grade 8
<b>4x Posts</b>	:	2x Outreach Services (Katima Mulilo)

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		1x Sibbinda Health Centre
		1x Bukalo Health Centre
<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
<b>Remoteness Allowance</b>	:	N\$9,000 per annum Bukalo Health Centre
		N\$13,800 per annum Sibbinda Health Centre

**Minimum Requirements:** Registration as Registered Nurse with the Nursing Council of Namibia OR registration as Midwife with the Nursing Council of Namibia.

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**ZAMBEZI HEALTH DIRECTORATE**  
**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO**  
**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE**  
**SECTION: CLINICS**

<b>Post Designation</b>	:	Enrolled Nurse Grade 10
<b>2x Posts</b>	:	1x Impalila Clinic
		1x Mbalasinte Clinic
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Remoteness Allowance</b>	:	N\$21,000 per annum

**Minimum Requirements:** Registration as Enrolled Nurse with the Nursing Council of Namibia.

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**ZAMBEZI HEALTH DIRECTORATE**  
**DIVISION: CURATIVE SERVICES**  
**SUBDIVISION: NURSING SERVICES**

<b>Post Designation</b>	:	Chief Registered Nurse Grade 6
<b>1x Post</b>	:	Katima Mulilo ( <b>Regional Office</b> )
<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

**Minimum Requirements:** Registration as Registered Nurse OR as Midwife with the Nursing Council of Namibia plus six (6) years appropriate experience of which two years should be at the level of Senior Registered Nurse Grade 7.

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**ZAMBEZI HEALTH DIRECTORATE**  
**DIVISION: SPECIAL DISEASE PROGRAMME (HIV/AIDS, TB & MALARIA)**

<b>Post Designation</b>	:	<b>Senior Health Program Officer Grade 7</b>
<b>1x Post</b>	:	<b>Katima Mulilo (Regional Office)</b>
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowances</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate Bachelor's Degree in Nursing Science or equivalent qualification on NQF Level 7 plus 3 years' appropriate experience.

**Additional Requirements:** Candidates must have experience in Malaria, TB, HIV & AIDS programs.

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**ZAMBEZI HEALTH DIRECTORATE**  
**DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT**  
**SECTION: HUMAN RESOURCES MANAGEMENT**

<b>Post Designation</b>	:	Senior Human Resources Practitioner Grade 7
<b>1x Post</b>	:	Katima Mulilo ( <b>Regional Office</b> )
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowances</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma majoring in Human Resources on NQF Level 6 plus 3 years' appropriate experience in Human Resources Management.

All qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA).

Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

Application must be made on the Government employment application forms (156043) and (156094) must be hand delivered at HRM offices, RMT building or addressed to:

**The Director**  
**Zambezi Health Directorate**  
**Private Bag 1081**  
**Katima Mulilo.**

**Enquiries:** Ms. Esnard Matongo, Chief Health Program Officer: HRM, Tel: 066 – 251475

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## MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

### DIVISION: SECURITY AND RISK MANAGEMENT

<b>Post Designation</b>	:	Chief Security Operation Officer Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$354, 883 – N\$424,119
<b>Salary Notch</b>	:	N\$354,883
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6 plus six (6) years approximate appropriate experience.

**Enquiries:** Ms. M. Shilongo 0819510112

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### DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP DIRECTORATE: IMMIGRATION AND BORDER CONTROL DIVISIONS: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS

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

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification NQF Level six (6) plus six (6) years approximate appropriate experience.

**Enquiries:** Ms. T. Nandago 0819510113

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### DIRECTORATE: IMMIGRATION AND BORDER CONTROL DIVISIONS: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS

<b>Post Designation</b>	:	Chief Immigration Officer Grade 7
<b>3x Posts</b>	:	<b>1x</b> Lüderitz
	:	<b>2x</b> Training and Inspection (Windhoek)
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Salary Notch</b>	:	N\$291,128
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification NQF Level six (6) plus six (5) years approximate appropriate experience.

**Enquiries:** Mr. G. Kapukua Tel: 0819510225, Ms. N. Kakuritjire 0819510110

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### DIRECTORATE: IMMIGRATION AND BORDER CONTROL DIVISIONS: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS

<b>Post Designation</b>	:	Senior Immigration Officer 9
<b>4x Posts</b>	:	<b>1x</b> Machenje Border Post
	:	<b>1x</b> Noordoewer Border Post
	:	<b>1x</b> Mata Mata Border Post
	:	<b>1x</b> Surveillance (Windhoek)
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144

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**Salary Notch** : N\$195,216 per annum  
**Housing Allowance** : N\$13,944 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year approximate appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate appropriate experience.

**Enquiries:** Mr. D. Joseph 0819510112 and Mr. G. Kapukua Tel: 0819510225

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**DIRECTORATE: IMMIGRATION AND BORDER CONTROL**  
**DIRECTORATE: VISAS, PERMITS, PASSPORTS AND CITIZENSHIPS**

**Post Designation** : Senior Immigration Officer 9  
**9x Posts** : **5x** Visas and Permits (Windhoek)  
: **4x** Passports and Citizenship (Windhoek)  
**Salary Scale** : N\$195,216 – N\$234,144  
**Salary Notch** : N\$195,216 per annum  
**Housing Allowance** : N\$13,944 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year approximate appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate appropriate experience.

**Enquiries:** Ms. W. Palanga 0819510114

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**DEPARTMENT: CIVIL REGISTRATION**  
**DIRECTORATES: NATIONAL CIVIL REGISTRATION; AND NATIONAL POPULATION REGISTER,**  
**IDENTIFICATION AND PRODUCTION**

**Post Designation** : Chief Administrative Officer Grade 8  
**1x Post** : Omaheke Regional Office (Gobabis)  
**Salary Scale** : N\$238,825 - N\$285,420  
**Salary Notch** : N\$238,825 per annum  
**Transport Allowance** : N\$10,512 per annum  
**Housing Allowance** : N\$17,424 per annum

**Minimum Requirements:** National Diploma or equivalent qualification (NQF Level 6) plus three (4) years approximate appropriate experience.

**Enquiries:** Ms. Nandago Tel: 0819510113

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**REGIONAL DIVISIONS: NATIONAL CIVIL REGISTRATION**  
**SUB-DIVISIONS: REGIONAL OFFICES**  
**SECTIONS: SUB-REGIONAL OFFICES**

**Post Designation** : Senior Administrative Officer Grade 10  
**6x Posts** : **2x** Kavango West Regional Office (Nkurenkuru)  
: **1x** Katutura Hospital  
: **1x** Windhoek Central Hospital  
: **1x** Oshana Regional Office (Oshana)  
: **1x** Kunene Regional Office (Opuwo)  
**Salary Scale** : N\$159,505 – N\$191,312  
**Salary Notch** : N\$159,505  
**Housing Allowance** : N\$13,944 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year approximate appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate appropriate experience.

**Enquiries:** Ms. T. Nandango Tel: 0819510113, Ms. N. Kakuritjire Tel: 0819510110

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**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT  
DIRECTORATE: HUMAN RESOURCES AND SUPPORT SERVICES  
DIVISION: INFORMATION TECHNOLOGY MANAGEMENT  
SUBDIVISION: CORE INFRASTRUCTURE SERVICES**

**Post Designation** : Chief System Administrator Grade 6  
**1x Post** : Windhoek  
**Salary Scale** : N\$354,883 – N\$424,119  
**Salary Notch** : N\$354,883  
**Housing Allowance** : N\$17,424 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** A Degree in Information Technology on NQF L7 plus 6 years appropriate experience.

**Functions and Responsibilities:** The Chief Systems Administrator responsible for the core infrastructure manages and safeguards the Ministry's foundational and enterprise systems.

**The following are the skills and expertise that is required from the candidates:**

- Deep knowledge is server, storage and networking hardware and software
- Excellent networking knowledge (LAN/WAN, VPN, data centre)
- Firewall and access control management
- Excellent knowledge in cybersecurity and information security
- Understanding of compliance governance and framework standards such as COBIT, ITIL, ISO 27001
- Understanding in Systems analysis
- Excellent project management skills/knowledge
- Deep understanding of Virtualisation
- Backup and disaster recovery technologies and management
- Managing and monitoring of staff members
- Excellent technical problem-solving skills

**Enquiries:** Ms. M. Shilongo Tel: 0819510116

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**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT  
DIRECTORATE: FINANCE AND GENERAL SERVICES  
DIVISION: GENERAL SERVICES**

**Post Designation** : Control Works Inspector Grade 6  
**1x Post** : Windhoek  
**Salary Scale** : N\$354,883 – N\$424,119  
**Salary Notch** : N\$354,883  
**Housing Allowance** : N\$17,424 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF L6 plus 6 years appropriate experience.

**Functions and Responsibilities**

- Overseeing the Ministry's projects, renovations or refurbishments.
- Keeping and maintaining records, built drawings, and maintenance manuals and drafting reports and making written recommendations.
- Participate in Technical Services Strategic Planning Process.

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- Facilitate and participate in the preparation and co-ordination of maintenance and technical services annual, quarterly and monthly plans.
- Plan and supervise the Ministry's 'maintenance functions.
- Monitor contractor's work where technical installations, repairs and rehabilitation where work has been sourced out.
- Participate in hand-over of rehabilitated infrastructure as a member of the Ministry's technical team.
- Planning and allocation of maintenance work.
- Prepare and recommend the capital and recurrent budget.
- Supervise recurrent budget on an annual basis to achieve the set objectives
- Provide input for funding under emergency and control expenditure.
- Give specialized advice to the Ministry on issues pertaining to maintenance.
- Formulate specialized tender specifications for the replacement of equipment and repair work.
- Interpret maintenance management issues within the Ministry.
- Manage and control the fleet, materials, equipment and the maintenance of the Head Office infrastructure.
- Manage and control the maintenance information system of the Ministry.
- Monitor the usage of assets and the Head Office building.
- Overseeing and agreeing service level agreements/contracts with service providers for services including maintenance of the infrastructure, fire-detection, sump-pumps, generators, solar plant, lifts and escalators.
- Monitoring and ensuring that building services such as water heating, sewer, drainage, air-conditioning, electricity, and fire detection.
- Managing maintenance budgets and ensuring cost-effectiveness.
- Allocating and managing space inside, outside and in between buildings.
- Manage and execute overall control over the civil, mechanical and electrical maintenance work.
- Overseeing the Ministry's projects, renovations or refurbishments.
- Keeping and maintaining records, as-built drawings, and maintenance manuals and drafting reports and making written recommendations.

**Enquiries:** Ms. M. Shilongo Tel: 0819510116

Interested candidates in the Public Service should attach their copy of confirmation of probation letters.

**Appointment to these positions will be subjected to security vetting.** Foreign Qualifications should be accompanied by NQA Evaluation. Failure to attach such a proof will lead to disqualification of your application. Only shortlisted candidates will be contacted, and no personal documents will be returned.

In terms of the Affirmative Action Act No. 29 of 1998, qualified females and persons with disabilities are encouraged to apply. Emailed CVs will not be accepted. **No late application will be considered. Failure to complete all items on the application form (156043) and not attaching all necessary certified documents will disqualify the application.** An application on form 156043 as well as a comprehensive curriculum vitae and certified copies of education qualifications must be addressed to:

**The Executive Director  
Ministry of Home Affairs, Immigration, Safety and Security  
Attention: Humana Resource Office  
Private Bag 13200  
WINDHOEK**

**Or hand delivery to:  
The Human Resource Office, 9<sup>th</sup> Floor, East Wing  
Ministry of Home Affairs, Immigration, Safety and Security**

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

**Corner Hosea Kutako Drive and Harvey Street,  
Erf 6971, Windhoek North  
WINDHOEK  
Enquiries: Ms. M. Shilongo Tel: 0819510116**

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## MINISTRY OF INDUSTRIALISATION AND TRADE

### DIRECTORATE: INDUSTRIAL DEVELOPMENT DIVISION: REGIONAL ECONOMIC DEVELOPMENT

<b>Post Designation</b>	:	Development Planner Grade 8
<b>1x Post</b>	:	Nkurenkuru
<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

A B. Degree in Economics or equivalent qualification on NQF Level 7.

Applications must be accompanied by a **probation letter indicating confirmation on the date of advert**. Failure to complete all items on the applications form (156043), and not attaching all the necessary certified documents will disqualify the application. Only short-listed candidates will be contacted and no documents will be returned.

Foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached and application (s) forwarded to:

**The Executive Director  
Ministry of Industrialization and Trade  
Private Bag 13340  
Windhoek**

Or hand deliver at:

**Ministry of Industrialisation and Trade  
Block A Brendan Simbwaye & Goethe Street  
2nd floor  
Windhoek**

**Enquiries:** Human Resources, Tel: 061 – 283 7519/7518/7516

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## MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION

### DEPARTMENT: PROTOCOL AND COSULAR AFFAIRS

<b>Post Designation</b>	:	Chief Foreign Relations officer 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

**Minimum Requirements:** A B-degree at NQF Level 7 plus nine (9) or equivalent qualification plus six (6) years appropriate experience. Qualifications in Diplomatic Studies/Politics/International Relations/Laws/ Economic will be an added advantage.

**Enquiries:** Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013

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### DEPARTMENT: PROTOCOL AND CONSULAR AFFAIRS SECTION: VIP TRAVEL AND LOUNGE

<b>Post Designation</b>	:	Senior Foreign Administration officer Grade 10
<b>1x Post</b>	:	Windhoek ( <b>Hosea Kutako International Airport</b> )
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum Requirements:** An appropriate National Diploma NQF Level 6 or equivalent qualification plus one (1) year appropriate experience. Qualifications in Diplomatic Studies/Politics/International Relations/Laws/ Economic will be an added advantage.

**OR,** A Grade 12 certificate on NQF Level 3, with 20 points in five subjects including an E symbol in English, plus three years appropriate experience.

**All Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation must be attached.** The confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant.

Only shortlisted candidate will be contacted and no application form and document will be returned.

**Please Note:** Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply.

Application forms should be hand-delivered or addressed to:

**Executive Director  
Ministry of International Relations and Cooperation  
Private Bag 13347  
WINDHOEK**

Or hand delivered to:

**Human Resource Office  
MIRCO  
Office No. 304**

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

**3<sup>th</sup> Floor, East –wing  
Windhoek**

**Enquiries:** Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013

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## 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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## MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE

### DIRECTORATE GENERAL SERVICES

<b>Post Designation</b>	:	Private Secretary Grade 9
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$13,944 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 Office Management/Administration or related Secretariat fields.

**Supplementary Requirements:** Preference will be given to candidates with proven experience in office administration or management, electronic records management and typing skills.

**Enquiries:** Ms EG Hanse, Cell phone: 0811435100 or Mr TMM Haiduwa, Cell phone: 0811463423

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### DIRECTORATE: GENERAL SERVICES DIVISION: GENERAL SERVICES SUBDIVISION: HUMAN RESOURCES SECTION: PERSONNEL ADMINISTRATION

<b>Post Designation</b>	:	Human Resource Practitioner 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:** A National Diploma majoring in Human Resources on NQF Level 6.

**Supplementary Requirements:** Bachelor Degree majoring in Human Resources or equivalent qualification on NQF Level 7 will be an added advantage. Candidate he candidate should have undergone and successfully completed a 6 month internship in human resources.

**Enquiries:** Ms FN Nampweya, Cell phone: 0817260903 or Mr TMM Haiduwa, Cell phone: 0811463423

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### DIRECTORATE: GENERAL SERVICES DIVISION: PLANNING AND DEVELOPMENT

<b>Post Designation</b>	:	Chief Works Inspector Grade 7(Multi-Skilled)
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<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 L6 plus 4 years appropriate experience.

**OR**

An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 5 years appropriate experience.

**OR**

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

An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience.

**Supplementary Requirements:** Preference will be given to candidates with Civil or Electrical experience at supervisory level (i.e. Senior Work Inspector Grade 8 or equivalent levels if coming from outside the Public Service). A 2 year valid driver's licence is a pre-requisite.

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**DIRECTORATE: GENERAL SERVICES  
DIVISION: PLANNING AND DEVELOPMENT**

**Post Designation** : Development Planner Grade 8 (Performance Improvement)  
**1x Post** : Windhoek  
**Salary Scale** : N\$238,825 – N\$285,420  
**Housing Allowance** : N\$17,424 per annum  
**Transport Allowance** : N\$10,512 per annum

**Appointment Requirements:** An appropriate Bachelor Degree on NQF Level 7 or equivalent qualification in one of the following disciplines: Public Management, Development Studies, Business Administration and Economics. A 2 year valid driver's licence is pre-requisite.

**Enquiries:** Ms FK Yambwa, Cell phone: 0811660445 or Mr TMM Haiduwa, Cell phone: 0811463423

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**DIRECTORATE: YOUTH DEVELOPMENT  
DIVISION: RESOURCE COORDINATION AND PROGRAMMES  
SUBDIVISION: HOSTELS AND CENTRES  
SECTION: MULTI-PURPOSE YOUTH RESOURCE CENTRE**

**Post Designation** : Senior Youth Officer Grade 8  
**Four (4) Posts** : 1xKatima Mulilo, Zambezi Region  
: 1x Rundu, Kavango East Region  
: 1x Eenhana, Ohangwena Region  
: 1x Oshakati, Oshana Region  
**Salary Scale** : N\$238,825 – N\$285,420  
**Housing Allowance** : N\$17,424 per annum  
**Transport Allowance** : N\$10,512 per annum

**Appointment Requirements:** An appropriate National Diploma or equivalent qualification on NQF L6 plus 4 years proven experience in youth or community development programs of which 3 years must be at a level of Youth Officer Grade 9 or Community Liaison Officer Grade 9 or equivalent levels if coming from outside the Public Service.

**Supplementary Requirements:** A Bachelor Degree or equivalent qualification on NQF Level 7 or equivalent qualification will be an added advantage. **A certificate of service or testimonials from former or current employer(s) regarding experience and a 2 years valid driver's license are prerequisites.**

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**DIRECTORATE: YOUTH DEVELOPMENT  
DIVISION: RESOURCE COORDINATION AND PROGRAMMES  
SUBDIVISION: HOSTELS AND CENTRES  
SECTION: KEETMANSHOOP MULTI-PURPOSE YOUTH RESOURCE CENTRE**

**Post Designation** : Registered Nurse Grade 8  
**1x Post** : Keetmanshoop  
**Salary Scale** : N\$238,825 – N\$285,420  
**Housing Allowance** : N\$17,424 per annum

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

**Transport Allowance** : N\$10,512 per annum

**Appointment Requirements:** Registration as a Registered Nurse with the Nursing Council of Namibia.

**Enquiries:** Mr NN Tembwe, Cellphone: 0811261600 or Mr TMM Haiduwa, Cellphone: 0811463423

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**DIRECTORATE SPORT DEVELOPMENT  
SUBDIVISION: SOUTH/ CENTRAL EAST**

**Post Designation** : Chief Sport Officer Grade 6  
**2x Posts** : Windhoek  
**Salary Scale** : N\$354,883 – N\$424,119  
**Housing Allowance** : N\$17,424 per annum  
**Transport Allowance** : N\$10,512 per annum

**Appointment Requirements:** A National Diploma in on NQF Level 6 or equivalent qualification plus 6 years proven experience in sport administration, sport development or sport coaching of which 4 years must be at supervisory level (i.e. Grade 8 or equivalent levels if coming from outside the Public Service).

**Supplementary Requirements:** An appropriate Bachelor Degree on NQF Level 7 or equivalent qualification will be an added advantage. **A certificate of service or testimonials from former or current employer(s) regarding experience and a 2 years valid driver's license are prerequisites.**

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**DIRECTORATE: SPORT DEVELOPMENT  
SUBDIVISION: WEST/ SOUTH**

**Post Designation** : Senior Sport Officer Grade 8  
**2x Posts** : 1x Opuwo, Kunene Region  
: 1x Mariental, Hardap Region  
**Salary Scale** : N\$238,825 – N\$285,420  
**Housing Allowance** : N\$17,424 per annum  
**Transport Allowance** : N\$10,512 per annum

**Appointment Requirements:** A National Diploma on NQF Level 6 or equivalent qualification plus 4 years proven experience in in sport administration, sport development/ programmes or sport coaching of which 3 years must be at an operational level (i.e. Grade 9 or equivalent levels if coming from outside the Public Service).

**Supplementary Requirements:** An appropriate Bachelor Degree on NQF Level 7 or equivalent qualification will be an added advantage. **A certificate of service or testimonials from former or current employer(s) regarding experience and a 2 years valid driver's license are prerequisites.**

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**DIRECTORATE: SPORT DEVELOPMENT  
SUBDIVISION: WEST/ CENTRAL EAST  
SECTION: KATIMA MULILO, HENTIES BAY/ OTJINENE**

**Post Designation** : Sport Officer Grade 9  
**3x Posts** : 1x Katima Mulilo, Zambezi Region  
: 1x Henties Bay, Erongo Region  
: 1x Otjinene, Omaheke Region  
**Salary Scale** : N\$195,216 – N\$234,144  
**Housing Allowance** : N\$13,944 per annum  
**Transport Allowance** : N\$10,512 per annum

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



**Appointment Requirements:** A National Diploma on NQF Level 6 or equivalent qualification.

**Supplementary Requirements:** A Bachelor Degree on NQF Level 7 or equivalent qualification will be an added advantage. Proven background in sports and a 2 years valid driver's license are a pre-requisite.

**Enquiries:** Ms JN Manuel, Cellphone: 081 1498885 or Mr TMM Haiduwa, Cellphone: 0811463423

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**A detailed job description can be obtained from the Human Resources Office upon request.**

**Application Procedures:**

Interested applicants must complete the revised Public Service application form 156043 ("APPLICATION FOR EMPLOYMENT") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable at all Government offices. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant. A comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity Document, and testimonials must be attached to the applications (do not submit original documents). All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA). Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Only shortlisted candidates will be contacted and no application forms and documents will be returned. **NB: No faxed, scanned or emailed documents will be accepted!**

Application should be Address to:

**Executive Director  
Ministry of Sport, Youth and National Service  
Private Bag 13391  
WINDHOEK**

Hand delivery to:

**Human Resources Office  
Ministry of Sport, Youth and National Service  
Government Offices Park  
Ministry of Education Building  
2<sup>nd</sup> Floor, Room 201, West Wing  
WINDHOEK**

**Enquiries:** Ms JN Manuel, Cellphone: 081 1498885 or Mr TMM Haiduwa, Cellphone: 0811463423

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## MINISTRY OF URBAN AND RURAL DEVELOPMENT

**DIRECTORATE: REGIONAL, LOCAL GOVERNMENT AND TRADITIONAL AUTHORITIES  
COORDINATION  
DIVISION: LOCAL ECONOMIC DEVELOPMENT  
SUBDIVISION: CAPACITY BUILDING, EVENTS, NETWORKING & MARKETING**

<b>Post Designation</b>	:	Development Planner 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

**Minimum Requirements:** A recognized four (4) year Bachelor's Degree on NQF Level 7 in one of the following fields: Economics, Public Management/ Administration, Business Management/ Administration or equivalent qualification.

**Supplementary Selection Requirements:** Candidate with a valid driver's license will serve as an added advantage. The candidate should be computer literate and have strong administrative, public speaking, events management, financial management and project management skills.

**Key Areas of Responsibility:**

- Build capacity through training LED practitioners from Local Authorities, Regional Councils, NGOs and the private sector;
- Promote a culture of innovation through entrepreneurial skills development at local level;
- Coordinate linkage and referral service through: Database, website, communication platform, personal referral, newsletters and SMS;
- Assist with Public and Private Dialogue coordination services;
- Assist with the organizing of LED conferences and capacity building trainings;
- Assist with the coordination of LED mentorship programmes
- Support and assist the Chief Development Planner in the operations of the Capacity Building, Events, Networking and Marketing subdivision

**Notes to candidates:**

Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**

Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.

Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.

The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director  
Ministry of Urban and Rural Development  
Private Bag 13289  
WINDHOEK**

Or hand delivers to:

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

**Human Resources Division  
Ministry of Urban and Rural Development  
Office No. 108, First Floor  
Government Office Park, Luther Street**

**Enquiries:** Ms. Lahja Hipondoka, tel: 061 297 5361

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**//KHARAS REGIONAL COUNCIL**

**DIRECTORATE: FINANCE, HUMAN RESOURCES AND ADMINISTRATION**

**DIVISION: ADMINISTRATION**

**SUBDIVISION: AUXILIARY SERVICES**

<b>Post Designation</b>	:	Control Administrative Officer Grade 6 <b>(Re-Advertisement)</b>
<b>1x Post</b>	:	Keetmanshoop
<b>Salary Scale</b>	:	N\$337,984 – N\$403,922
<b>Salary Notch</b>	:	N\$337,984 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Requirements:** A Diploma in Business Administration, Management or Public Management on NQF Level 6 or equivalent qualification plus six (6) years appropriate experience.

**Supplementary Requirements:** Should have three (3) years' proven working experience as a Chief Administrative Officer. Valid Code B driver's license.

**Main Responsibilities:** This job category includes personnel involved at advanced operational level with the administering and drafting of legislation and prescriptions; interpretation of and advice on legislation and prescriptions; the processing and consideration of applications and representations; the arrangement for and control of the procurement, storing, provisioning, maintenance, utilization and disposal of all means (e.g. equipment, accommodation and services) other than personnel which are necessary for the efficient functioning of an office/ministry/agency.

**Main Duties:**

- Draw up and oversee maintenance of the procurement and stock control system for the Regional Council.
- Ensure that the Archive, Fleet Management, Procurement Regulations and Disaster Management Policies are adhered to.
- Responsible for secretarial functions of the Procurement Committee.
- Responsible for contract management on fleet, equipment, stores and security services.
- Develop and implement the Operational Plan.
- Draw up and monitor adherence to approved record keeping systems.
- Ensure that Council assets are properly kept and maintained and simultaneously ensure the cleanliness of the Regional Council.
- Partake in the development of the Strategic Plan.
- Supervise and direct subordinates within the subdivision and provide on the job training to staff members.
- Prepare subdivision budget submissions monthly, quarterly and annual reports.
- Carry out any other official duties assigned from time to time.

**Enquiries:** Engelhardine Swartz 063 – 221 917 or Mr. Donnie Slinger 063 – 221 929

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**DIRECTORATE: FINANCE, HUMAN RESOURCES AND ADMINISTRATION**

**DIVISION: ADMINISTRATION**

**SUBDIVISION: PUBLIC RELATIONS**

<b>Post Designation</b>	:	Senior Public Relations Officer Grade 7 <b>(Re-Advertisement)</b>
<b>1x Post</b>	:	Keetmanshoop
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Salary Notch</b>	:	N\$291,128 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

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

**Minimum Requirement:** A Bachelor's Degree in Journalism, Media Technology, Media Studies or Communication on NQF level 7 or any equivalent qualification plus four (4) years appropriate experience.

**Supplementary Requirement:** Should be in possession of a valid driver's license.

**Responsibilities:** This occupational class includes personnel involved at an operational level with the evaluation of public opinions to advise the Management Cadre of a Regional Council to correlate their policy and procedures as far as possible with such opinions as well as the planning and execution of actions to gain and maintain understanding and support by the public to carry a positive image of a Regional Council.

**Main Duties:**

- Assist in the organization of Regional Council and Management Committee meetings.
- Interpret procedures and ensure maintenance of the meetings archive for the Regional Council.
- Draft official statements, press releases or reports for the Regional Council.
- Coordinate and disseminate relevant Regional Council information to the public and stakeholders.
- Liaise with line Ministries, Offices, Councilors or Private Persons.
- Compile, forward and distribute correspondences of Regional Council.
- Promote/market the image of the Regional Council.
- Coordinate the production of the Regional Council's Annual Report and Newsletter.
- Updating the Regional Councils' website.
- Supervise and direct subordinates within the division.

Applications must be submitted on the revised application form 156043 (obtainable at all Government offices) and should be accompanied by a detailed CV and originally certified supporting documents **(ALL supporting documents should be originally certified by NAMPOL). Public Servants should attach certified confirmation letter of probation.** All foreign qualifications must be submitted together with evaluation of qualification by Namibia Qualification Authority (NQA). Applicants who fail to complete **ALL** items on the application form **(Incomplete Applications)** and not attaching the necessary documents will disqualify the application. **NB In terms of the Affirmative Action Act, Act 29 of 1998 qualifying woman and persons with disabilities are encouraged to apply. NO fax applications will be accepted.** Applications should be forwarded to the following address:

**The Acting Chief Regional Officer**  
**//Kharas Regional Council**  
**Private Bag 2184**  
**Keetmanshoop**

**Enquiries:** Ms. Engelhardine Swartz 063 – 221 917 or Mr. Donnie Slinger 063 – 221 929

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## KHOMAS REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION CIRCUIT 1

<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	Tobias Hainyeko Primary School
	:	Social Sciences Department [Social Studies Grade 4 - 7 and [Religious and Moral Education will be an added advantage]
<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

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<b>Post Designation</b>	:	Head of Department Grade 6
<b>2x Posts</b>	:	Dr. Abraham Iyambo School
<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

<b>Post Number</b>	:	<b>1:</b> Languages Department English and Oshindonga or Oshikwanyama [Grade 4-7]
		<b>2:</b> Social Sciences Department [Social Studies Grade 4-7 and [Religious and Moral Education will be an added] advantage]

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### CIRCUIT 2

<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	Jan Mohr Secondary School
	:	Commerce Department [Accounting and Business Studies or Economics Grade 8-AS]
<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

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### CIRCUIT 3

<b>Post Designation</b>	:	Head of Department Grade 6 <b>(Re-advertisement)</b>
<b>1x Post</b>	:	Green Leaves Primary School
	:	Social Sciences Department [Social Studies Grade 4-7 and [Religious and Moral Education will be an added] advantage]
<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

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<b>Post Designation</b>	:	Head of Department Grade 6 <b>(Re-advertisement)</b>
<b>1x Post</b>	:	Delta Primary School
	:	Social Sciences Department [Social Studies Grade 4-7 and [Religious and Moral Education will be an added] advantage]
<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

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<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	Bethold Himumuine Primary School
	:	Social Sciences Department [Social Studies Grade 4-7 and [Religious and Moral Education will be an added]
<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

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#### CIRCUIT 4

<b>Post Designation</b>	:	Head of Department Grade 6 <b>(Re-advertisement)</b>
<b>1x Post</b>	:	Namibia Primary School
	:	Junior Primary Department [English and Oshindonga or Khoekhoegowab or Silozi Grade 0 - 3]
<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

**Minimum Appointment Requirements:** A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

**OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 **in relation to the subject(s) to be taught** plus a 1-year teaching qualification plus 6 years teaching experience.

**Additional Selection Requirements:**

- Competition is limited. **Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.**
- Candidates must be suitably /appropriately qualified or trained in terms of the provision of the National Curriculum for Basic Education (2016)
- The shortlisting of Heads of Department posts will be done in terms of the major fields of study and appropriate years of teaching experience.

**Notes to candidates:**

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applications must be accompanied by comprehensive curriculum vitae, testimonials and certified copies of educational qualifications, academic records and identity documents.
- All foreign qualifications must be evaluated and certify letter(s) from Namibia Qualification Authority (NQA) must be attached.
- Confirmation of probation letter in current post must be attached.

**NB Complete prescribed application forms in full** "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application". Only shortlisted candidates will be considered.

Applications must be submitted to the following address:

**Khomas Regional Council  
Directorate of Education, Arts and Culture  
Private Bag 13236  
WINDHOEK**

Or deliver by hand at:

**The Registry Office  
6th Floor, Dr. Frans Indongo Gardens  
WINDHOEK**

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## KUNENE REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, ARTS AND CULTURE SECTION: HUMAN RESOURCE ADMINISTRATION

<b>Post Designation</b>	:	Senior Education Officer Grade 6 ( <b>Re-advertisement</b> ) (Junior Primary- Mol – KhoeKhoegowab)
<b>1x Post</b>	:	Regional Office - Khorixas
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Salary Notch</b>	:	N\$354,883 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** An appropriate Degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

**OR**

An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

#### **Supplementary Selection Requirements:**

- Candidate must possess appropriate teaching experience in, Junior Primary Phase (Pre – Primary to Grade 3). Mol: Khoekhoegowab. Proof should be attached.
  - Candidate must have appropriate qualification in Junior Primary Phase, with Mol: Khoekhoegowab.
  - Must be able to monitor/supervise and provide CPD for Teachers in Khoekhoegowab from Pre-Primary to Grade 3.
  - Confirmation of probation in the current post should be attached.
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<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	Orumana Combined School (Languages: English/ Otjiherero Grade 8 – 9)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Salary Notch</b>	:	N\$354,883 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Remoteness Allowance</b>	:	<b>N\$9,000</b> per annum

**Appointment Requirements:** A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognised 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus 6 years teaching experience

#### **Supplementary Selection Requirements:**

- Candidate must ensure that copy of their confirmation of probation in their current position is attached.
- Candidate must have a teaching qualification that would enable him/her to teach at Junior Secondary level, Area of Specialization Otjiherero/ English. And supervise and provide CPD to Languages Teachers at Junior Secondary Phase.

#### **General Information:**

All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable from any Government Offices. **Failure to complete part B.12 of the application form and all items of the application for employment form correctly and not attaching all the necessary documents will result in immediate disqualification.**



**Originally certified** copies of Qualifications, Identity Document (ID), Curriculum Vitae (CV), service certificate/ two testimonials (not older than 2 years) must be attached to the applications. **All foreign qualifications must be accompanied by an evaluation report from Namibia Qualifications Authority (NQA)** and academic records/transcripts of their qualifications. In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply.

**Note must be taken that competitions of vacancies in the Public Service have been limited. Staff members must have completed their probation successfully and may only compete for vacancies which are on the next higher grade/post level. Only** shortlisted candidates will be contacted. No documents will be returned and no faxed applications will be accepted.

Applications must be send to the following address:

**The Regional Director  
Human Resource Office  
Kunene Regional Council  
Directorate of Education, Arts & Culture  
Private Bag 2007  
Khorixas**

Or hand Delivery

**Directorate of Education, Arts & Culture  
Human Resource Office  
Khorixas**

**Enquiries:** Ms. Kaino N. Itewa & Mr. Johny J. Mapanka Tel: 067-335000

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## OSHANA REGIONAL COUNCIL

### DIRECTORATE: FINANCE AND ADMINISTRATION

#### DIVISION: ADMINISTRATION

#### SUBDIVISION: AUXILIARY SERVICES

#### SECTION: REGIONAL EMERGENCY MANAGEMENT UNIT

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1x Post</b>	:	Oshakati
<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

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF Level 6 plus appropriate experience.

**Supplementary Requirements:** Candidate should have four (4) years appropriate working experiences of which two (2) years should be at the level of Senior Administrative Officer. Preferences will be given to candidate with experience on Disaster Risk Management and have one of the following qualifications; Bachelor Degree in: Business/ Public Management or Public Administration/ Management or Transport and Logistic Management, or Procurement and Supply Chain Management or Economics. Candidate should be in possession of a valid Driver's license older than a year.

#### **Main Duties:**

- Provide advice on Regional Emergency Management matters to Regional Council.
- Serve as Secretariat to the Regional Emergency Management Unit.
- Develop a data-base of beneficiaries affected by disasters in the region.
- Report all emergency related incidences in the region.
- Liaise with various stakeholders on matters related to Regional Emergency Management.
- Identify distribution points and role-players for regional emergency relief.
- Assist in the development of the Regional Disaster Management Plans.
- Develop and maintain a data-base of regional and national responses to emergencies.
- Prepare reports on Regional Emergency Management Programs for submission to OPM.

### DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION

#### DIVISION: REGIONAL PLANNING

#### SUBDIVISION: ECONOMIC PLANNING

<b>Post Designation</b>	:	Economist Grade 8
<b>1x Post</b>	:	Oshakati
<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

**Minimum Requirements:** An appropriate B Degree or equivalent qualification (NQF Level 7) with one or more of the following subjects: Economics, Business Economics, Accountancy or Cost Accounting.

**Supplementary Selection Requirements:** Candidate must be in possession of valid driver's license and be computer literate.

#### **Main Duties:**

- Compile Project Identification Form (PIFs) and project proposals for the Region;

- Liaise with National Planning Commission Secretariat and line Ministries on national policies, objectives strategies or action plans which impacts on Regional economic development;
- Facilitate the process of identifying economic opportunities and challenges in the region and share with other stakeholders;
- Provide technical input to the formulation of regional economic development plans;
- Liaise with Geographical Information System Analyst, Town Planner, Statistician and other stakeholder for effective implementation of project programmes;
- Serve as a secretariat member to Regional Development Coordinating Committee and Regional Aids Coordinating Committee.

NB: Interested candidate in the public service should attach the copy of confirmation of probation letter. Candidates with foreign qualification should have their qualifications evaluated by the Namibia qualification authority otherwise, their applications will be disqualified automatically. **Please attach certified copy of ID, Qualification(s) plus Academic Transcript and all other necessary documents.**

**Please take note, no documents will be returned**

Application to be forwarded to:

**The Chief Regional Officer  
Oshana Regional Council,  
Private Bag 5543  
Oshakati**

**Enquiries:** Ms. Fiina Akawa or Ms. Liina Uusiku @ 065 2288200

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## OTJOZONDJUPA REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, ARTS AND CULTURE CIRCUIT: GROOTFONTEIN

<b>Post Designation</b>	:	Principal Grade 5
<b>1x Post</b>	:	Grootfontein Secondary School
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience **Or** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

**Supplementary Requirement:** Candidates must have a professional teaching qualification that would enable him/her to teach at Secondary phase

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<b>Post Designation</b>	:	Head of Department Grade 6 Physical Science Grade 8-9, Physics & Chemistry Grade 10-11 & Mathematics Grade 8-11
<b>1x Post</b>	:	Tsumkwe Secondary School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Salary Notch</b>	:	N\$354,883 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Incentive Allowance</b>	:	N\$13,800 per annum

**Appointment Requirements:** A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

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<b>Post Designation</b>	:	Head of Department Grade 6 Languages (English & Otjiherero Grade 4-7)
<b>1x Post</b>	:	Otjituuo Primary School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Salary Notch</b>	:	N\$354,883 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Incentive Allowance</b>	:	N\$9,000 per annum

**Appointment Requirements:** A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

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<b>Post Designation</b>	:	Head of Department Grade 6 ( <b>Re-advertisement</b> ) Languages (English Grade 8-11 & Otjiherero Grade 8 – 9)
<b>1x Post</b>	:	Coblenz Combined School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Salary Notch</b>	:	N\$354,883 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Transport Allowance** : N\$10,512 per annum  
**Incentive Allowance** : N\$9,000 per annum

**Appointment Requirements:** A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

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**Post Designation** : Head of Department Grade 6 (**Re-Advertisement**)  
Languages (English & Afrikaans Grade 4-7)  
**1x Post** : Omulunga Primary School  
**Salary Scale** : N\$354,883 – N\$424,119  
**Salary Notch** : N\$354,883 per annum  
**Housing Allowance** : N\$17,424 per annum  
**Transport Allowance** : N\$10,512 per annum

**Appointment Requirements:** A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

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**Post Designation** : Head of Department Grade 6  
Physical Science Grade 8-9, Physics & Chemistry Grade  
10-12 & Mathematics Grade 8-12  
**1x Post** : Otjiwanda Secondary School  
**Salary Scale** : N\$354,883 – N\$424,119  
**Salary Notch** : N\$354,883 per annum  
**Housing Allowance** : N\$17,424 per annum  
**Transport Allowance** : N\$10,512 per annum

**Appointment Requirements:** A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

**Application Procedures:**

Interested applicants must complete the revised Public Service application form 156043 ("APPLICATION FOR EMPLOYMENT") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable at all government offices of the Ministry. **Failure to complete part B.11/12 of the employment form and all items on the application forms correctly and not attaching all the necessary documents will disqualify the application.**

A comprehensive Curriculum Vitae, certified copies of Educational Qualifications, Identity Document, testimonials must be attached to the applications (do not submit original documents). All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA).

Applications must be addressed to the following address:

**Human Resource Office**  
**Otjozondjupa Regional Council**  
**Directorate of Education, Arts & Culture**  
**Private Bag 2618**  
**Otjiwarongo**

Or hand delivery at:

**Directorate of Education, Arts & Culture**

**Erf 280, Sonweg Street  
Human Resource Office  
Otjiwarongo**

**Enquiries:** Ms. Saima Kaisungu /Ms. Aune Shiguedha, **Tel:** 067-308000

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## ZAMBEZI REGIONAL COUNCIL

### DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION

#### DIVISION: REGIONAL PLANNING

#### SUBDIVISION: PHYSICAL PLANNING

<b>Post Designation</b>	:	Development Planner Grade 8
<b>1x Post</b>	:	Katima Mulilo
<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

**Minimum Requirements:** An appropriate B-Degree in Regional and Local Government or Economics or Urban and Rural Development or Land Management, (NQF Level 7).

#### **Additional Requirements: A driver's licence Code B**

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13<sup>th</sup> cheque in the birth month, optional membership to a generous medical aid scheme is available and various leave benefits under certain conditions.

#### **Summary of Duties:**

- Compile Project Identification Form (PIFs) and project proposals for the Region.
- Monitor and advise the Consultants and the Council on projects implementation.
- Liaise with National Planning Commission Secretariat and Line Ministries on national policies, objectives, strategies or action plans which impacts on Regional economic development.
- Facilitate the process of identifying economic opportunities and challenges in the region and share with other stakeholders.
- Prepare and submit project progress reports.
- Provide technical input to the formulation of Regional Economic Development Plans.
- Assist in the formulation of the National Development Plans (NDPs).
- Liaise with Geographical Information System Analyst, Town Planner, Statistician and other stakeholders for effective implementation of projects and programmes.
- Assist in the project formulation and implementation of regional economic and social activities.
- Attend Constituency Development Committee, Settlement Development Committee meetings.
- Render secretarial services to the Regional Development Coordinating Committee and Regional Aids Coordinating Committee.
- Assess the impact of development programmes and projects in the region.

**Enquiries:** Mr Cletius S. Mubita Tel: (066) 261716 / Mr Robert K. Chaka : 066-261700/77

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### DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION

#### DIVISION: REGIONAL PLANNING

#### SUBDIVISION: PHYSICAL PLANNING

<b>Post Designation</b>	:	<b>Economist Grade 8</b>
<b>1x Post</b>	:	<b>Katima Mulilo</b>
<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

**Minimum Requirements:** An appropriate B. Degree or equivalent qualification on NQF Level 7 majoring in Economics, Business Economics, Accountancy or Cost Accounting

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

### **Additional Requirements: A driver's licence Code B**

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13<sup>th</sup> cheque in the birth month, optional membership to a generous medical aid scheme is available and various leave benefits under certain conditions.

#### **Summary of duties:**

- Compile Project Identification Form (PIFs) and project proposals for Region.
- Monitor and advise the Consultants and the Council on projects implementation.
- Liaise with National Planning Commission Secretariat and Line Ministries on national policies, objectives, strategies or action plans which impacts on Regional economic development.
- Facilitate the process of identifying economic opportunities and challenges in the region and share with other stakeholders.
- Prepare and submit progress reports.
- Provide technical input to the formulation of regional economic development plans.
- Assist in the formulation of Regional/National Development Plans (NDPs).
- Liaise with Geographical Information System Analyst, Town Planner, Statistician and other stakeholders for effective implementation of projects and programmes.
- Assist in the project formulation and implementation of regional economic and social activities.
- Attend Constituency Development Committee, Settlement Development Committee.
- Serve as secretariat member to Regional Development Coordinating Committee and Regional Aids Coordinating Committee.
- Assess the impact of development programmes and projects in the region.

**Enquiries:** Mr Cletius S. Mubita Tel: (066) 261716 / Mr Robert K. Chaka : 066-261700/77

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**DIRECTORATE: FINANCE AND ADMINISTRATION  
DIVISION: ADMINISTRATION  
SUBDIVISION: CONSTITUENCY SUPPORT**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>2X POSTS</b>		<b>Post A: Katima Urban Constituency</b>
<b>Salary Scale</b>	:	N\$151 910 – N\$182,202
<b>Housing Allowance</b>	:	N\$11,616 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
		<b>Post B: Judea Lyabboloma Constituency</b>
<b>Salary Scale</b>	:	N\$151 910 – N\$182,202
<b>Housing Allowance</b>	:	N\$11,616 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Remoteness &amp; Hardship Allowance:</b>		N\$21,000 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience or A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

### **Additional Requirements: A driver's licence Code B**

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13<sup>th</sup> cheque in the birth month, optional membership to a generous medical aid scheme is available and various leave benefits under certain conditions.

#### **Summary of Duties:**



- Implement relevant Regional Council policies, Rules and Regulations.
- Organize community meetings on the request of the Control Administrative Officer Grade 6.
- Supervise subordinates.
- Provide inputs for the compilation of the Constituency Development Committee monthly reports.
- Provide budgetary inputs to the Control Administrative Officer Grade 6.
- Responsible for minute-taking at Constituency Development Committee meetings on request
- Assist with purchases at Constituency Office.
- Receive and channel all correspondences timely.
- Responsible for proper filing of official documentation.
- Identify training needs of subordinates and submit proposals to the Control Administrative Officer Grade 6.
- Attend to customer complaints on basic services.
- Responsible for the updating of Constituency office inventory registers.

**Enquiries:** Mr Abraham Shikoyeni: (066) 261771/ Mr Robert K. Chaka: 066-261700/77

**NB: Note must be taken that:**

All applications should be made on (form156043) obtained at all Government Offices together with a comprehensive curriculum vitae and certified copies of educational qualifications.

Prospective applicants who do not meet the prescribed minimum qualification requirements as outlined above are advised not to apply. Only candidates who meet the prescribed qualification requirements will be considered for possible shortlisting.

Foreign qualifications should be accompanied by NQA evaluation report and be attached to the application form for employment. Failure to complete all items on the application form for employment and not attaching the necessary documents will lead to the disqualification of the application. Women and people with disabilities who are able to perform the required duties are strongly encouraged to apply.

Only shortlisted candidates will be contacted. No application forms for employment, CV and other supporting documents shall be returned to the applicants.

Applications must be submitted to the following address:

**The Chief Regional Officer  
Zambezi Regional Council  
Private Bag 5002  
Katima Mulilo**

Or hand delivery to:

**The Human Resource Office  
1<sup>st</sup> Floor  
Zambezi Regional Council**

**Enquiries:** Mr Abraham Shikoyeni: (066) 261771/ Mr Robert K. Chaka: 066-261700/77

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