

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE

DIRECTORATE GENERAL SERVICES

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

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

Post Designation	:	Human Resource Practitioner 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

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

DIRECTORATE: GENERAL SERVICES DIVISION: PLANNING AND DEVELOPMENT

Post Designation	:	Chief Works Inspector Grade 7(Multi-Skilled)
1x Post	:	Windhoek
Salary Scale	:	N\$291,128 – N\$347,926
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 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