

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

**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.

**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).

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

- 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.
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- 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

DIVISION SECURITY AND RISK MANAGEMENT

Post Designation	:	Security Operations Officer Grade 8
3x Posts	:	Windhoek
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	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.