

## MINISTRY OF EDUCATION, ARTS AND CULTURE

**DEPARTMENT: SCHOOLS/FORMAL EDUCATION**  
**DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT**  
**DIVISION: EXAMINATIONS, ASSESSMENT AND RESEARCH**  
**SUB-DIVISION: RESEARCH AND DEVELOPMENT**

<b>Post Designation</b>	:	Senior Education Officer Grade 6
<b>1xPost</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:** An appropriate Degree or equivalent qualification on NQF L7 plus 5 years appropriate experience.

**OR**

An appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience.

**Supplementary Selection Requirements:**

- Natural Science and Mathematics specialization will be an added advantage,
- Knowledge and experience in item development for standardized achievement tests,
- Research and statistical analysis,
- Sound knowledge of computer (Microsoft package)

**Main Responsibilities:**

Compiling of assessment instruments, Training of SAT Administrators and Item Developers, Analyse the Standardised Achievement Test results and statistics of the national examinations and provide feedback, Analyse historic data and provide statistics to inform grading meetings, Develop procedures for item analysis, Research the writing of various types of test items for inclusion in an Item Bank, Evaluate the stages of the examination cycle and make suggestion for quality improvement, Write and submit research proposals, Write project proposals to obtain funding for research projects, Develop in consultation with supervisor and the management of the Directorate a research agenda.

**Enquiries:** Ms.C. Tsumis-Garises Tel: (061) 2933432

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**DEPARTMENT OF LIFELONG LEARNING, ARTS AND CULTURE**  
**DIRECTORATE: ARTS**  
**DIVISION: COLLEGE OF THE ARTS AND NATIONAL ARTS EXTENSION PROGRAMME**

<b>Post Designation</b>	:	Arts Lecturer, Grade 7
<b>1xPost</b>	:	Katutura Community Arts Centre (KCAC)
<b>Salary Scale</b>	:	N\$ 291, 128 – N\$ 347, 926

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