

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

DIVISION: GENERAL SERVICES SUBDIVISION: FINANCE

Post Designation	:	Accountant Grade 8
1xPost	:	Windhoek
Scale of Salary	:	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.

Enquiries: Ms. Annalisa Sackaria, Tel. 061 283 2355 OR Mr. Edward Ndjamba, Tel. 061 283 2385

DIVISION: GENERAL SERVICES SUBDIVISION: HUMAN RESOURCES SECTION: HUMAN RESOURCES DEVELOPMENT

Post Designation	:	Learning and Development Officer Grade 8
1xPost	:	Windhoek
Scale of Salary	:	N\$ 238, 825 – N\$ 285, 420
Housing allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum requirements: A National Diploma in Human Resources Management/ Development or an equivalent qualification majoring in Human Resources Management/Development on NQF level 6.

Additional requirements: Preference will be given to candidates with an appropriate B-Degree on NQF Level 7 majoring in Human Resources Management/Development and adult training. Computer literacy and a valid code B driver's license will be added as advantage. **Please note that applicants in possession of the Basic Education Teacher's Diploma (BETD) as well as experience in teaching profession (primary level/or secondary level) will not be considered for this position.**

Enquiries: Mr. Edward Ndjamba, Tel. 061 283 2385

DIRECTORATE: AUDIOVISUAL MEDIA, COPYRIGHT SERVICES & REGIONAL OFFICES DIVISION: AUDIOVISUAL PRODUCTION AND COPYRIGHT SERVICES SUBDIVISION: REGIONAL OFFICES SECTION: KUNENE REGIONAL OFFICE

Post Designation	:	Information Officer Grade 8
1xPost	:	Opuwo
Scale of Salary	:	N\$ 238, 825 – N\$ 285, 420

PSM CIRCULAR NO. A OF 2025. VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 JANUARY 2025, CLOSING DATE 11 FEBRUARY 2025

Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: An appropriate B-Degree qualification on NQF L7 in Journalism, Media Studies or Mass Communication. **Candidates will be subjected to a written test.**

Note should be taken that this post is under a delegated function in Kunene Regional Council and therefore, the person should be prepared to be seconded to Kunene Regional Council upon appointment and at a later stage to be devolved into that Regional Council.

Enquiries: Mr. Lot Shikongo, Tel. 065 273 070 OR Mr. Edward Ndjamba, Tel. 061 283 2385

DIRECTORATE: PRINT MEDIA AFFAIRS
DIVISION: MEDIA LIAISON SERVICES
SUBDIVISION: INFORMATION GATHERING AND DISSEMINATION

Post Designation : Senior Information Officer Grade 7
1xPost : Windhoek
Scale of Salary : N\$ 291, 128– N\$ 347, 926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum Requirements: An appropriate recognized Bachelor's Degree in public relations, and or Media Studies plus 3 years' appropriate experience in areas of Campaigns and Public Relations. **Candidates will be subjected to a written test.**

Job description

The daily activities of the Senior Information Officer include but not limited to:

- Development of content for MICT Social media platforms and websites. Responsible for day-to-day supervision of staff members.
- Responsible for the day-to-day duties of the Subdivision Information Gathering and Dissemination and ensuring an effective and efficient dissemination of news and information to the media and the general public;
- Conduct Research, collect and development of information, process it, produce stories and reports for distribution and dissemination to O/M/As, media and the public;
- Conduct research and drafting of statements for political office bearers and Senior Government officials;
- Establish and maintain excellent relations with local and foreign media practitioners and regularly consult them on their needs for government information dissemination process,
- Facilitate interviews/meetings for Foreign or visiting journalists with Government Office Bearers, including Members of Parliament and O/M/A/S spokespersons, well in advance (as may be required)

- Coordination information management within Government by liaising with the PROS and facilitate PROs trainings and engagement for capacity building and information sharing.
- Maintain excellent relations with government PROs to obtain statements and other government news and information for dissemination to the public through the media.
- Organize Ministerial and National events and conferences in co-operation with the relevant stakeholders as delegated.
- Write reports on Ministerial and National events.
- Implementation of Government Communication Plan
- Compile and Draft Divisional Quarterly Reports.
- Assist with the drafting and distribution of media releases;
- Draft advertisements and messages for National events and SADC events.
- Assume responsibility for the gathering of information for the Weekly Calendar of Government events, the compilation of the calendar and its distribution to the media and other stakeholders.
- Assist other colleagues if and when requested to do so;
- Perform other duties as may be required by Management and Top Management.

**DIRECTORATE: PRINT MEDIA AFFAIRS
DIVISION: MEDIA LIAISON SERVICES
SUBDIVISION: MEDIA MONITORING AND ANALYSIS**

Post Designation	:	Chief Information Officer Grade 6
1xPost	:	Windhoek
Scale of Salary	:	N\$ 354, 883 – N\$ 424, 119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: An appropriate B-Degree on NQF L7 in Journalism, Communication or Media studies, plus 5 years' appropriate experience in campaigns, newsroom or public relations management of which three (3) years should be at a senior/supervisory level. **Candidates will be subjected to a written test.**

Enquiries: Mr. Elizabeth Amagola, Tel. 061 283 2665 OR Mr. Edward Ndjamba, Tel. 061 283 2385

Note: All applications should be done on Form 156043, (obtained at any government office) and accompanied by a comprehensive CV and original certified copies of qualification (s) and ID. All foreign obtained qualification (s) must be accompanied by an evaluation from the Namibia Qualification Authority (NQA). **Proof of experience (valid testimonials or certificate of service) must be attached. Failure to submit all required document(s) will automatically disqualify the applicant.**

NB: In terms of Affirmative Action Plan, qualifying women and persons with disabilities are encouraged to apply.

The application forms must be addressed to:

**The Executive Director
Ministry of Information and Communication Technology
Private Bag 13344
Windhoek**

OR hand delivery at:

**The Human Resources Office
301, Trust Building, 2nd floor,
Independence Avenue, Windhoek**

Enquiries: Mr. Edward Ndjamba, Tel. 061 283 2385
