



REPUBLIC OF NAMIBIA
OFFICE OF THE PRIME MINISTER

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Department Public Service Management
BPI House, Independence Avenue
PO Box 1117
WINDHOEK

14 January 2025

**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. A OF 2025

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 Eelu at Pombili.Eelu@opm.gov.na, not later than the 10th 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.**

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

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 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: 11 FEBRUARY 2025

Signed by Susan Ntema

SUSAN NTEMA

ACTING DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: CASH BASED AUDITS

Post designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary scale	:	N\$517,195 – N\$ 543,728
Motor Vehicle Allowance	:	
Capital costs	:	N\$ 83,106.00 per annum
Running costs	:	N\$27,811.00 per annum
Total Allowance	:	N\$110,917.00 per annum
Housing Benefit	:	N\$121,560.00 per annum

Minimum Requirements An appropriate B. Degree at NQF Level 7 plus nine (9) years appropriate experience.

Additional Requirements

- Signed off or Completed Articles;
- Experience as a Trainer/ Facilitator
- Driver's License will be an added advantage.

Key performance areas

- Responsible for planning, supervising, controlling, monitoring, coordinating and directing the division.
- Partake in the formulation of the OAG's strategic plan and ensures that the directorate's Annual Overall Audit Plan is implemented.
- Prepare/participate in the preparation of the Annual Overall Audit Plan for the division.
- Ensure timely dispatch of management letters to audit clients at appropriate stages of the audit and ensure management letter on each audit is issued based on the approved audit plan.
- Ensure that the OAG's work is performed to the highest standards and contribute significantly to the attainment of the OAG's mandate.
- Ensure that the division has the necessary resources and support required to carry out its activities.
- Ensure that the division executes its functions in accordance with the standards and methodology as adopted by the OAG.
- Supervise, review, monitor, and approve/recommend audits and other projects being performed by the Audit teams.
- Attend engagement and exit meetings with Audit teams.
- Provide mentoring and coaching to staff members of the division as well as performance feedback.
- Provide support to the Public Accounts Committee (PAC) and assist during reviews, public hearings, training and meetings.

Application procedure:

- Applicants must be Namibian Citizens.
- Candidates with foreign qualifications must attach their evaluation of qualification from Namibian Qualification Authority (NQA).
- A fully completed application must be made on the prescribed form 156043 and 156093 (obtainable from any Government O/M/A) and should be accompanied by the applicant's- Curriculum vitae with comprehensive details of work related experience and exposure, Certified copies of Certificate/s of Service from previous employer/s if any, Educational qualifications, Academic records, Identity document.
- Applicants from the Public Service applying for promotion post must attach certified copy of confirmation of probation to the current post.
- Applications not complying with the above may be disqualified.
- Shortlisted candidates may be required to undergo Psychometric Test

NB: Racially disadvantaged persons, woman and persons with disabilities are encouraged to apply.

Applications for employment must be addressed to:

**The Deputy Auditor-General
Office of the Auditor-General
Private Bag 13299
Windhoek
Namibia**

OR

**Be hand delivered at:
The Office of the Auditor-General
123 Robert Mugabe Avenue
Windhoek**

Enquiries: Mrs. Joolokeni Hamunyela; Tel: 061-285 8426 or Ms. Beatrice Mutonga; Tel: 061-2858219

MANAGEMENT CADRE

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND INFORMATION TECHNOLOGY

DIVISION: FINANCE

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$517,195 – N\$ 543,728
Motor Vehicle Allowance	:	N\$110,917 per annum
(Capital Cost)	:	N\$83,106)
(Running Cost)	:	N\$27,811)
Housing Allowance	:	N\$121,560 per annum

Minimum Requirements: A B Degree at NQF Level 7 in Accounting, Finance or Commerce plus 9 years appropriate experience.

Main duties of the job:

1. Financial Management

Provide overall leadership and direction on financial planning, control and the implementation of the budget by the Ministry and other stakeholders, and serve as the Financial Advisor to the Accounting Officer and the entire Ministry. The specific duties and responsibilities in this regard include:

- Advising the Executive Director/Accounting Officer and Management on all financial matters;
- Ensuring effective and pro-active budget and financial planning and management of the Ministry;
- Budget preparation, implementation and control;
- Monitoring budget expenditure and adherence to Treasury Instructions;
- Preparing and submitting consolidated financial statements;
- Ensuring that the financial statements are promptly prepared and presented for auditing;
- Ensuring compliance and adherence to Financial Accounting Guidelines/Ministry;
- Preparing consolidated (recurrent and development) budget of the Ministry;
- Preparing submissions on virementation for approval internally and externally;
- Preparation of quarterly reports on budget expenditure and execution to the Accounting Officer through the Director: FHRAIT;
- Determining staffing needs and priorities of his/her Division;
- On request or on own initiative, render advisory or liaison service to staff of the Ministry on Finance related matters;
- Control the course of Expenditure in relation to appropriated funds and advice the Executive Director accordingly;
- Ensure timely compilation and the correctness of annual financial statements;
- Initiate prompt action on audit inquiries, findings and recommendations, directed to the Executive Director/Accounting Officer; and

- Coordinate budget hearings, meetings, inputs and presentations.

2. Administrative Functions:

- Ensure the development of his/her Division's annual activity and performance plan
- Ensure that subordinates are familiar with rules and regulations as well as relevant laws on personnel and financial management;
- Supervise, monitor and ensure the effective functioning and performance of the Division as per its assigned mandate and approved work plan and as an integral part of the Ministry and its overall organisational work plan;
- Ensure that the functions and activities of the Division are designed and carried out in conformity with the applicable policies, laws and regulations and other compliance standards and requirements;
- Provide leadership in the development of a strategic and annual plan for the Division and ensure that the Division's plans and activities are aligned to the overall plans and activities of the Directorate and Ministry;
- Ensure that all staff members of the Division have job descriptions, have signed performance agreements and their performance is reviewed/appraised as per the guidelines set by the Office of Prime Minister or instructions from his/her supervisor or the Director and;
- Perform any other assignments as may be assigned by the Director or the Accounting Officer.

DIVISION: ADMINISTRATION AND SUPPORT SERVICES

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$517,195 – N\$ 543,728
Motor Vehicle Allowance	:	N\$110,917 per annum
(Capital Cost)	:	N\$83,106)
(Running Cost	:	N\$ 27, 811)
Housing Allowance	:	N\$121, 560 per annum

Minimum Requirements: A B Degree at NQF Level 7 in Public Management/ Administration, Business Administration or related/equivalent qualification, plus nine (9) years appropriate experience.

Main duties of the job:

Provide overall leadership and direction on the effective execution of administration and support (auxiliary) functions and services that are critical for the effective performance of the core functions of the Ministry.

1. Auxiliary/ Support Services

Effective planning, execution and control of all support/auxiliary functions/services in the Ministry namely but not exclusively:

- Transport and fleet management
- Procurement

- Stock and asset planning, control and management
- Workplace health and safety (wellness)
- Hygiene
- Document security, management and archiving and the implementation of related initiatives such as Electronic Documents Record Management System (EDRMS) and document security
- Provision of office space, equipment and furniture

2. Procurement

- Coordinate and manage the effective performance of the procurement function of the Ministry and in strict compliance with the provisions of the Public Procurement Act, 2015 and its Regulations
- Any other related tasks and responsibilities as may be assigned by the Accounting Officer;

3. Transport

Effective planning, acquisition, control and management of the vehicle fleet of the Ministry in line with Treasury instructions and national laws and regulations on transport

- Enforcement of vehicle usage and management procedures, rules and regulations
- Produce periodic reports on the state, adequacy and performance of the Ministry's fleet;
- Devise effective planning and scheduling of regular maintenance to prevent breakdowns and costly repairs, and to ensure vehicles are in a proper running form at all times
- Ensure timely periodic inspections of vehicles for record-keeping and compliance;
- Reconcile the bank reports and tracks fuel consumption to reduce costs and improve efficiency by monitoring driving patterns and fuel usage;
- Ensure that all fleet operations comply with industry and national regulations, including emissions, and safety standards and regular audits and updates to align with evolving regulations/policies;
- Implement measures to promote driver and vehicle safety, such as periodic safety checks and driver training;
- Ensure that vehicle accidents are timely reported, investigated and liability issues are discussed and channeled to the relevant authority for decision and handling of claims against third party/State;
- Introduce and implement an effective system for issuing, tracking and managing of keys, vehicles, fuel cards, trip authority and rules for authorising passengers (staff members) and ensure compliance thereof; and
- Introduce and implement an effective systems for the acquisition, management (inspection and control) and replacement of vehicles to ensure continuity, reliability and cost-effectiveness
- Ensure adequate budgeting, availability and control of fuel to keep the fleet running without interruptions

4. Maintenance/ Asset Management

- Ensure effective planning, management, control and maintenance of the Ministry's movable and immovable assets;
- Keep records of all assets, including their location, condition, value, and current use and functionality;
- Ensure appropriate custody, safeguarding and control of State property entrusted to the Ministry in line with the State Finance Act, 1991 and Treasury Instructions and other applicable laws;
- Manage the process of acquiring new assets, ensuring they meet the Ministry's needs and budget;
- Plan, advice and facilitate approval for purchasing or leasing of assets based on cost-benefit analysis;
- Ensure that assets are regularly maintained with a view to extend their useful life, avoid breakdowns, and reduce repair/maintenance costs;
- Scheduling of preventive maintenance and timely repairs as needed;
- Monitor and ensure proper utilization of each asset to prevent or reduce wastages;
- Identify and timely advise on obsolete and under-utilised assets that need to be disposed of or re-assigned;
- Track and advise on any decrease in value of assets over time, which is essential for accounting and financial reporting and helps in making informed decisions about when to upgrade or dispose of assets;
- Manage the end-of-life process for assets, including deciding when to replace, sell, or dispose of them and ensures compliance with disposal regulations and maximises potential resale value;
- Identification and mitigation of risks related to asset failure, such as financial loss, safety hazards, and environmental impact and often involves setting up contingency plans to handle unexpected asset issues;
- Ensure that all assets meet regulatory requirements and standards, particularly in industries with strict compliance requirements and conduct regular audits and updates to align with changing regulations;
- Support budgeting by forecasting future asset needs and associated costs and provides data for financial reports, which are essential for stakeholders and decision-makers;
- Assess asset performance to identify opportunities for cost savings, improved efficiency, or better utilisation and helps with strategic planning and investment decisions based on asset performance data;
- Ensure effective execution of the annual stock taking and inspection function in strict compliance with and implementation of Treasury Instructions and recommendations ; and
- Perform any other assignments as may be assigned by the Executive Director.

5. Administrative Functions:

- Ensure the development of his/her Division's annual activity and performance plan;
- Supervise, monitor and ensure the effective functioning and performance of the Division as per its assigned mandate and approved work plan and as an integral part of the Ministry and its overall organisational work plan;

- Ensure that the functions and activities of the Division are designed and carried out in conformity with the applicable policies, laws and regulations and other compliance standards and requirements;
- Ensure that the Division's official correspondences are done in terms of the prevailing legislations, Public Service Staff Rules and Regulations;
- Provide leadership in the development of a strategic and annual plan for the Division and ensure that the Division's plans and activities are aligned to the overall plans and activities of the Directorate and Ministry;
- Ensure that all staff members of the Division have job descriptions, have signed performance agreements and their performance is reviewed/appraised as per the guidelines set by the Office of Prime Minister or instructions from his/her supervisor or the Director; and
- Perform any other assignments as may be assigned by the Director or the Accounting Officer.

Enquiries: Mr. Erickson Hailaula 061 297 5105

NOTES TO CANDIDATES:

1. 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.**
2. **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.**
3. Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
4. Applicants for the position of Deputy Director Grade 4, Division: Finance will be subjected to Vetting process after the interview.
5. The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae/Testimonial 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:

Human Resources Division

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

**Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street**

MANAGEMENT CADRE

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Director Grade 3
1xPost	:	Ondangwa
Salary Scale	:	N\$554,603 –N\$588,548
Housing Benefit	:	N\$131,280 per annum
Motor Vehicle Allowance	:	
Capital cost	:	N\$94,178 per annum
Running cost	:	N\$29,455 per annum

Appointment Requirements: A Bachelor Degree on NQF Level 7 plus 9 years appropriate experience.

Supplementary/Selection requirements

- Preference will be given to candidates with Master's Degree in Education/Finance & Administration/Public Management on NQF Level 9.
- Four (4) years appropriate experience at the functional level of Grade 4/similar or higher in the above field and contactable references must be furnished.

Duty sheet:

- Compliance and Interpretation of the Public Service Act, Education Act, Public Service Staff Rules and other relevant Acts and Regulations
- Responsible for managing and directing Educational activities including HIV / AIDS in the Region
- Planning strategies and identify needs in Education
- Supervising and monitoring the curriculum implementation and managing of schools and hostels; promoting and extending the educational services to learners with special needs and abilities; the promotion and enhancing the major goals of MoEAC: access, equity, quality, efficiency, democracy and life-long learning.
- Liaise with donor agencies and stakeholders
- Implement the life-long learning educational programme; managing and extending library services to the communities
- Administering of the budget which is allocated to the Region, Personnel administering, procurement and managing of stock and rendering of technical and Support services
- Evaluate the performance of subordinates
- Any other work related duties assigned

Enquiries: Ms EM Shilumbu/ Mr. RS Kambonde 0819500600

Take note:

Applicants must attach certified copies of all their professional qualifications and academic records/transcripts and all foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority, Identity Document (ID), Curriculum Vitae, two recent testimonials (not more than 2 years) and confirmation of probation letter. Incomplete form will disqualify your application.

Public Service application form for employment 156043 and health questionnaire form 156094 together with the above mentioned documents should be addressed to:

**The Regional Director
Oshikoto Education Directorate
Private Bag 2028
Ondangwa**

Or hand delivery at:

**Human Resource office
Oshikoto Education Directorate
Former Ondangwa West Building
Ondangwa**

OFFICE OF THE PRESIDENT

DIRECTORATE: ADMINISTRATION DIVISION: GENERAL SERVICE SUBDIVISION: AUXILIARY SERVICES

Post designation	:	Control Administrative Officer Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$ 354, 883-N\$ 424, 119
Motor Vehicle Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirements: A National Diploma in Business Administration, Business Management, Public management or equivalent qualification (NQF Level 6) plus 6 years appropriate experience of which three (3) years should be in Procurement and at Chief Administrative Officer Grade 8 level.

Additional Requirements: Candidates with Postgraduate Diploma in Procurement Management is advantageous. Additional experience in heading Stocktaking, Registry and Procurement.

The candidate should have strong Organizational skills, communication skills, Teamwork, Interpersonal skills and problem solving skills.

Enquiries: Ms. Martha Kabozu OR Ms. Wilhelmine Korad, Tel 061- 2707111

DIRECTORATE: ADMINISTRATION DIVISION: INFORMATION TECHNOLOGY

Post designation	:	Senior System Administrator Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$ 302, 890 – N\$347, 926(P)
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirements: A Degree in Information Technology on NQF L7, Plus appropriate experience.

Additional Requirements: Preference will be given to candidate who demonstrate proficiency experience with VMARE, Fortinet technology and VEEAM backup Software.

Enquiries: Mr. Sakaria Amutenya OR Ms. Wilhelmine Korad Tel 061- 2707111

**DIRECTORATE: ADMINISTRATION
DIVISION: GENERAL SERVICES
SUBDIVISION: HUMAN RESOURCES**

Post designation	:	Human Resources Practitioner Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirements: National Diploma in Human Resource Majoring Human Resources Management and have done subjects of Labour Law and Industrial Relations on NQF Level 6, plus three (3) years appropriate experience in Human Resources

Additional Requirements: Candidates with Bachelor Degree in Human Resources Management is advantageous and additional three (3) years' experience in Human Resources.

Enquiries: Ms. Wilhelmine Korad - **OR** Ms. Kaino Shimakeleni Tel 061- 2707111

**DIRECTORATE: HOUSEHOLD, MAINTENANCE AND CEREMONIAL SERVICES AND
MOTORCADE
DIVISION: HOUSEHOLD SERVICES**

Post designation	:	Chief Chef Grade 11
1xPost	:	Windhoek
Salary Scale	:	N\$ 132, 987-N\$ 159, 505
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$13, 944 per annum

Minimum requirements: A Grade 12 or equivalent qualification (NQF Level 3)

Additional Requirement:

- Proven experience as a chef, with at least 5-7 years of experience in high-end restaurants, catering, or private chef positions.
- Expertise in a wide range of cuisines, with an ability to adapt menus to specific dietary needs and preferences.
- Strong management skills and experience in overseeing a kitchen staff, managing kitchen budgets, and maintaining inventory control.
- Culinary degree from an accredited institution (preferred).
- Ability to work under pressure, adapt to changing schedules, and maintain flexibility in meal planning and preparation.
- Discretion, professionalism, and respect for privacy.

The candidate should have strong Organizational skills, communication skills, Teamwork and Interpersonal skills and problem solving skills.

Enquiries: Ms. Liina Manyando OR Ms. Wilhelmine Korad Tel 061- 2707111

NB: CANDIDATES REACHING THE FINAL STAGE OF SELECTION MUST BE PREPARED TO UNDERGO A VETTING PROCESS.

Note must be taken that Public Servants must have completed their probation. **Applicants who fail to attach the required documents will not be considered. Only shortlisted candidates will be contacted, and no personal documents will be returned.**

FAXED APPLICATIONS WILL NOT BE CONSIDERED.

Foreign qualifications must be evaluated by the Namibia qualification Authority (NQA) and proof of evaluation of qualification should be attached.

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

A completed application form (form 156043 obtainable at all Government Offices) with **confirmation letter of probation in the current position, a comprehensive curriculum vitae, original certified copies of educational qualifications and proof of citizenship must be addressed to:**

ADDRESS:

**The Executive Director
Office of the President
Private Bag 13339
WINDHOEK**

For attention: Human Resources Office

OFFICE OF THE AUDITOR-GENERAL

DIVISION: QUALITY ASSURANCE

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

Minimum Requirement: An appropriate B. Degree qualification at NQF L7 plus six (6) years of experience in the Auditing field of which three (3) years should be Auditor/Senior Auditor level.

Additional Requirements: Knowledgeable with International Standards of Auditing (ISSAIs) and Financial Reporting Framework (FRF) i.e. International Public Sector Accounting Standards (IPSAS) and FRIS

Key Performance Areas:

- Monitoring of quality management and remediating deficiencies.
- Participate in processes steered towards managing the Quality management policy of the OAG in order to guide the quality management and assurance processes within the OAG. These include development and periodic review of the said policy.
- Participate in processes steered towards the establishment and review of the quality management system of the OAG, which includes all strategic level processes, documentation, strategic leadership and management monitoring.
- Discuss review findings with the audit managers and team.
- Contribute to the development and implementation of the OAG's professional, training and administrative policies, as well as the strategic plan within their respective subdivisions.
- Prepare annual plan and submit to the supervisor.

DIRECTORATE: PERFORMANCE AND ENVIRONMENTAL AUDITS

Post Designation	:	Assistant Auditor Grade 8 (Trainee)
1xPost	:	Windhoek
Salary Scale	:	N\$ 238, 825 (Fixed)

Minimum Requirement: An appropriate B. Degree qualification at NQF L7.

Additional Requirements: A Full membership in a professional body i.e ICAN or ACCA or CIPFA and a Valid Driver's license will be an added advantage.

Key performance areas:

- Responsible for the compilation and submission of work plans, the execution of audits and the reporting thereon.

- Keep abreast with the auditing standards, policies and procedures and take responsibility of self-development.
- In the absence of the Chief Auditor, the Auditor should be able to lead an audit subdivision and to oversee the planning, execution and completion of assigned audits in accordance with the OAG's auditing standards and methodologies by the agreed deadline.
- Regularly liaise with the audit clients and ensure that matters arising from the audits are resolved amicably and that good client relations is maintained.
- Prepare audit files and ensure that they are organized in accordance with OAG standards and methodology on audit documentation. Submit these files to the supervisor on or before the agreed deadlines.
- Prepare draft audit report on the basis of relevant, reliable and sufficient audit evidence obtained and thereafter submit to the supervisors on or before the agreed deadline
- Participate in briefing and debriefing meetings with clients, ensure that all difficult issues arising from the audit are resolved amicably and maintain good working relationship with the clients.
- Document audit evidence, conclusions and recommendations in the Audit File, in accordance with the Audit Standards and methodologies adopted by the OAG.

Note:

The job category **Assistant Auditor Grade 8** is a training level. Successful candidates will be appointed on a contractual basis while undergoing occupational specific training for a period of two (2) years. After successful completion of the prescribed theoretical and practical training courses that such Assistant Auditor is able to operate on the level of an Auditor may be translated thereto.

The Assistant Auditor Grade 8 are placed temporarily on a fixed-term contract with the followings conditions:

- I. Not entitled to membership of the **Public Service Employee Medical Aid Scheme (PSEMAS)**.
- II. Not entitled to be a member of the **Government Institutions Pension Fund (GIPF)**.
- III. Eligible for membership with the **Social Security Commission (SSC)**.
- IV. Eligible for two (2) days' Vacation Leave and two (3) days Sick Leave for each completed month of service.
- V. Shall enter into a contractual agreement with the OAG before training commences.

Application procedure:

- Applicants must be Namibian Citizens.
- Candidates with foreign qualifications must attach their evaluation of qualification from Namibian Qualification Authority (NQA).
- A fully completed application must be made on the prescribed form 156043 and 156093 (obtainable from any Government O/M/A) and should be accompanied by the applicant's- Curriculum vitae with comprehensive details of work related experience and exposure, Certified copies of Certificate/s of Service from previous employer/s if any, Educational qualifications, Academic records, Identity document.

- Applicants from the Public Service applying for promotion post must attach certified copy of confirmation of probation to the current post.
- Applications not complying with the above may be disqualified.
- Shortlisted candidates may be required to undergo Psychometric Test

NB: Racially disadvantaged persons, woman and persons with disabilities are encouraged to apply.

Applications for employment must be addressed to:

**The Deputy Auditor-General
Office of the Auditor-General
Private Bag 13299
Windhoek
Namibia**

OR

**Be hand delivered at:
The Office of the Auditor-General
123 Robert Mugabe Avenue
Windhoek**

Enquiries: Mrs. Joolokeni Hamunyela; Tel: 061-285 8426 or Ms. Beatrice Mutonga; Tel: 061-2858219

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

Post Designation	:	Senior Education Officer Grade 6
1xPost	:	Windhoek
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 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

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

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

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 Degree on NQF L7

Supplementary Selection Requirements:

The following will be regarded as an added advantage:

- A Bachelor Degree or equivalent qualification (NQF L7) in Media Studies with a specialization in Radio Production.
- Teaching experience in radio and Sound Production will be an added advantage.

Enquiries: Ms. Angelika Schroeder Tel (061 2933544)

DIRECTORATE: NATIONAL HERITAGE AND CULTURE PROGRAMS
DIVISION: NATIONAL MUSEUM OF NAMIBIA
SUB-DIVISION: EXTENSION AND INFORMATION SERVICES

Post Designation : Curator Grade 8 (Displays)
1xPost : 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 degree on NQF L8

Supplementary Selection Requirements:

- This degree will be deemed relevant if in Curatorship/Museology/History/Visual Culture/Heritage Conservation and Management OR related field, at NQF L8.
- Three years relevant experience in curation and Exhibition Planning and Design
- Driver's License

Enquiries: Mr. Manfred!Gaeb Tel: (061-2933545), Ms. Nzila Marina Mubusisi Tel: (061-276801)

SUB-DIVISION: NATURAL SCIENCES

Post Designation : Curator Grade 8 (Herpetology)
1xPost : 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 degree on NQF L8.

Supplementary Selection Requirements:

- This degree will be deemed relevant if in Herpetology/Ecology/Biology/similar with relevant experience in reptiles and/or amphibians.
- A proven research track-record as peer-reviewed publications
- Fieldwork/research experience with reptiles and amphibians
- Curatorial, collection or database management experience
- Project management experience
- University subjects such as herpetology, biosystematics, and zoology
- A Master's Degree in a relevant field will serve as an added advantage
- Driver's license

Enquiries: Dr. Francois Becker Tel: (081 6491604) or Mr. Manfred! Gaeb Tel: (061

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:

**The Executive Director
Ministry of Education, Arts & Culture
Private Bag 13186
Windhoek**

Or hand delivered at:

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

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY

DIRECTORATE: FORESTRY

DIVISION: FOREST MANAGEMENT CENTRAL AND SOUTHERN REGIONS

SUBDIVISION: FORESTRY PLANNING AND PROJECT MANAGEMENT

Post Designation	:	Senior Forester Grade 6
1xPost	:	Windhoek
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 4-year B.Sc. or B.Sc. (Hons.) degree in Natural Resource Management, Forestry, Environmental Biology or Environmental Science or equivalent qualification at NQF Level 8 **with at least 5 years of working experience in Natural Resources Management.** A Master's qualification in Forestry or a related field with the understanding and practical knowledge of sustainable forest management would serve as an advantage. A valid driver's license (Code B / BE) and experience in forest management, Community Based Natural Resources Management, silviculture, forest mensuration, forest inventory will serve as an added advantage. Computer literacy extending beyond the ordinary office packages to include GIS, statistical will be an added advantage.

Overall responsibilities:

Responsibilities linked to this position will include overseeing administrative activities and supervision at the sectional level; planning, implementing, coordinating, and guiding of forest management activities; proposal writing; conducting fieldwork in rural areas; and mentoring staff and students.

Enquiries: Mr Michael Osub, Michael.Ostub@mef.gov.na, Tel. 061 2087291, Mr Festus Shaanika, Festus.Shaanika@mawlr.gov.na, Tel. 061 2087632

Candidacy is limited to Namibian citizens and persons with disabilities are encouraged to apply.

An application (on form 156043 obtainable at all government offices) together with Curriculum Vitae and certified copies of educational qualifications and ID must be addressed to:

The Executive Director
Ministry of Environment, Forestry and Tourism
P/Bag 13306
Windhoek

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: OSHIKOTO REGION

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE ONANDJOKWE**

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Onayena Health Centre
Salary Scale	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum
Remoteness	:	N\$9,000 per annum

Minimum Requirements: Registration as a Registered Nurse and Midwifery with the Health Professional Council of Namibia plus three (3) years appropriate experience.

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

Post Designation	:	Environmental Health Practitioner Grade 7
1x Post	:	Omuthiya District Hospital
Salary Scale	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: Registration with the Health Professional Council of Namibia, plus three (3) years appropriate experience as Senior Environmental Health Practitioner Grade 8.

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

Post Designation	:	Senior Environmental Health Practitioner Grade 8
1x Post	:	Regional Management Team - Omuthiya
Salary Scale	:	N\$238,825 – N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: Registration with the Health Professional Council of Namibia, plus three (3) years appropriate experience as Environmental Health Practitioner Grade 9.

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES
UNIT: EYE CARE**

Post Designation	:	Senior Ophthalmic Clinical Officer Grade 7
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PSM CIRCULAR NO. A OF 2025. VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 JANUARY 2025, CLOSING DATE 11 FEBRUARY 2025

1x Post : Tsumeb District Hospital
Salary Scale : N\$291,128 – N\$347,926
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

Minimum requirements: Registration as Ophthalmic Clinical Officer, plus three (3) years appropriate experience as Ophthalmic Clinical Officer Grade 8.

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES
UNIT: EYE CARE**

Post Designation : Ophthalmic Clinical Officer Grade 8
2x Posts : 1x Omuthiya District Hospital
: 1x Tsumeb District Hospital
Salary Scale : N\$238,825 – N\$285,420
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

Minimum requirements: Registration as Ophthalmic Clinical officer.

**SUBDIVISION: INFORMATION AND RESEARCH
SECTION: HEALTH INFORMATION SYSTEM AND EPIDEMIOLOGY**

Post Designation : Health Programmer Officer Grade 7
1x Post : Regional Management Team - Omuthiya
Salary Scale : N\$291,128 – N\$347,926
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

Minimum Requirements: appropriate B-degree or equivalent qualification on NQF L7 plus three (3) years appropriate experience.

Additional Requirement: Computer literacy with proven documents in Micro Soft (Word, Excel and Power Point) is required. The candidate should have basic understanding on Disease Surveillance systems and outbreak response activities.

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES
SUBSECTION: HUMAN RESOURCES
SECTION: HUMAN RESOURCES MANAGEMENT**

Post Designation : Human Resource Administrator Grade 11
4x Posts : 1x RMT- Oshikoto
: 1x District Hospital Omuthiya
: 1x District Hospital Tsumeb
: 1x District Hospital Onandjokwe
Salary scale : N\$132,987 – N\$159,505
Housing Allowance : N\$13,944 per annum

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

Transport Allowance : N\$10,520 per annum

Minimum Requirements: A Grade 12 Certificate or equivalent qualification on NQF L3 with 20 points in five subjects with E symbol in English or equivalent qualification on NQF Level 3.

Additional Requirements: Preference will be given to applicants with qualification in Human Resource Management.

Enquiries: Ms. D.N. liputa, HRM office, Tel. No: 065 293200/ 065 293232/ 065 293229

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES TSUMEB
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PHARMACEUTICAL SERVICES**

Post Designation : Pharmacist Grade 7
1xPost : Tsumeb District Hospital
Salary Scale : N\$ 291,128 –N\$ 347, 926
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ N\$ 10, 520 per annum
Fixed overtime : N\$ 155,769 per annum

Minimum requirements: Registration as Pharmacist.

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OMUTHIYA, ONANDJOKWE AND
TSUMEB
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PHARMACEUTICAL SERVICES**

Post Designation : Pharmacist Assistant Grade 10
1xPost : Clinic Lombard
1xPost : Clinic Catherine Bullen
2xPosts : Clinic Omuthiya
1xPost : Clinic Omuntele
1xPost : Clinic Ndamono
Salary Scale : N\$ 159, 505 –N\$ 191, 312
Transport Allowance : N\$ 10, 520 per annum
Housing Allowance : N\$ 13, 944 per annum
NB: Remoteness Allowance: N\$ 9,000 per annum (Catherine Bullen and Ndamono only) N\$ 13 800 per annum (Omuntele)

Minimum requirements: Appropriate registration

Enquiries: HRM, Tel. No: 065 293200

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

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.

Applications (on form 156043 & 156094) obtainable from all government offices, must be accompanied by a comprehensive CV, ID, educational qualifications and other relevant documents. Public Service employees must attach proof of confirmation of probation. Applications not complying with the above procedures may be disqualified.

Forward application to:

**The Director
Ministry of Health and Social Services
Private Bag 4005
Omuthiya**

Or hand delivery at:

**Oshikoto Health Directorate Office
Penda yaNdakolo Avenue,
Omuthiya.**

**DIVISION: INTERMEDIATE HOSPITAL ONANDJOKWE
SUBDIVISION: NURSING SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SUBSECTION: PHAMACEUTICAL SERVICES**

Post Designation : Pharmacist Assistant Grade 10
1xPost : Onandjokwe
Scale of Salary : N\$ 159, 505 –N\$ 191, 312
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum_Requirements: Registration as a Pharmacist Assistant with the Pharmacy Council of Namibia.

**DIVISION: INTERMEDIATE HOSPITAL ONANDJOKWE
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SECTION: FINANCE**

Post Designation : Accountant Grade 8
1xPost : Onandjokwe
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 L6 majoring in accounting.

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

Additional requirements: Applicants should have a valid driver's license.

NB: Candidates must provide a certified copy as a proof of their updated registration card with the HPCNA (where applicable) as well as certified copies of all their professional qualifications and academic records/transcripts, Identity Document (ID), curriculum vitae must be attached.

Fully completed government application forms together with the above-mentioned documents, should be addressed to:

The Medical Superintendent
Intermediate Hospital Onandjokwe
Private Bag 2016
Ondangwa

Hand delivery at:

The Human Resources Division
Onandjokwe
Oniipa

Enquiries: Dr. Saad S Rwehumbiza Tel: 065 – 280 400 or Mr. DN. Kamati Tel: 065 – 280515

DIRECTORATE: OMUSATI REGION

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI AND OKAHAO
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: NURSING SERVICES
UNIT: EYE CARE

Post Designation	:	Senior Ophthalmic Clinical Officer Grade 7
2x Posts	:	1x Outapi
	:	1x Okahao
Salary Scale	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: Registration as Ophthalmic Clinical Officer plus two (2) years appropriate experience.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES: OKAHAO

Post Designation	:	Pharmacist Grade 7
1x Post	:	Okahao
Salary Scale	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum

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
Fixed Overtime : N\$155,769 per annum

Minimum Requirements: Registration as Pharmacist with Pharmacy Council of Namibia with proof of registration attached.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: NURSING SERVICES
SUBSECTION: INFECTION CONTROL AND DISEASE SURVEILLANCE
UNIT: INCINERATOR SERVICE

Post Designation : Senior Boiler Operator Grade 13
1x Post : Outapi,
Salary Scale : N\$81,645 – N\$102,039
Housing Allowance : N\$10,452 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: None

Additional Requirement: Applicants must be a Boiler Operator Grade 14 with two years appropriate experience and their probation confirmed.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI, OKAHAO AND TSANDI

Post Designation : Senior Cleaner Grade 14
5x Posts : 2x Outapi
1x Onesi Health Centre
1x Okahao
1x Tsandi
Salary Scale : N\$63,522 – N\$80 439
Housing Allowance : N\$10,452 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: None

Additional Requirements: Applicants must be a Cleaner Grade 15 with three years appropriate experience.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES, TSANDI
SUBDIVISION: PRIMARY HEALTH CARE SERVICES

Post Designation : Emergency Care Practitioner Grade 10
(Intermediate)
1x Post : Onesi Health Centre
Salary Scale : N\$159,505 – N\$191,312
Housing Allowance : N\$13,944 per annum

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

Transport Allowance : N\$10,512 per annum
Remoteness Allowance : N\$9,000 per annum

Minimum Requirements: Three (3) years appropriate experience. Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Intermediate) Plus a Code C1 driving license.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI

Post Designation : Emergency Care Practitioner Grade 11 (basic)
1x Post : Outapi
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 the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic) Plus a Code C1 driving license.

Applicants should note the following:

- Candidacy is not limited to the Public Servants only and preferences will be given to Namibian Nationals,
- **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 No 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:

Forward application to:
The Regional Director
Ministry of Health and Social Services
Omusati Region
Private Bag 504
Outapi

Or hand delivery at:
Hospital Premises, Outapi
Tsandi Road

Outapi.

Enquiries: Ms. Maghanaem Nakasole, Tel: 065 – 251809 or Ms. Monika Shilunga, Tel: 065 – 251812.

DIRECTORATE: OTJOZONDJUPA REGION

**SUBDIVISION: DISTRICT HOSPITAL GROOTFONTEIN
SUBDIVISION: RESOURCE MANAGEMENT
UNIT: LAUNDRY SERVICES**

Post Designation : Equipment Attendant Grade 15
1xPost : Grootfontein
Salary Scale : N\$ 44, 050-Ns 55, 117
Housing Allowance : NS 10,452 per annum
Transport Allowance : NS 10,512 per annum

Minimum Requirements: None

Additional requirements: Preference will be given to residents of Grootfontein with proof of residency.

Enquiries: Ms H Kanime/Mr A Swartz, 067-300800/300900

**SUBDIVISION: DISTRICT HOSPITAL OKAKARARA
COMPONENT: EMERGENCY MEDICAL RESCUE SERVICES**

Post Designation : Emergency Care Practitioner Grade 11
1xPost : Okakarara
Scale of salary : N\$ 132,987-NS159, 505
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

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

Enquiries: Mr. S. Shilikomwenyo /Mr. A. Swartz, 067-300800/300900

NB: Applicants within the Public Service should attach proof of confirmation of probation. Applicants from outside the Public Service, must attach proof of their current job level. Failure to attach confirmation of probation letter or proof of current job level the application will not be considered.

Applications must be addressed to:

**The Regional Director
Private Bag 2612
Otjiwarongo**

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

Hand delivery at:
Ministry of Health and Social Services
Human Resource Management Office, Otjiwarongo

DIRECTORATE: OHANGWENA REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: ENGELA

Post Designation : Chief Medical Officer Grade 3
1x post : Engela
Salary Scale : N\$ 554, 603 – N\$ 588, 548
Motor Vehicle Allowance : N\$ 123 633.00 per annum
Fixed Overtime : N\$ 278 643 .00 per annum
Housing Benefit : N\$ 131 280.00 per annum

Minimum Requirement: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus approximately 6 years appropriate experience at supervisory level.

Enquiries: Mr. Robert Nandjila or Mr. Lasarus D. Amuthenu Telephone: 065 263260

Address:
The Regional Director
Ministry of Health and Social Services
Ohangwena Region
Private Bag 88006
Enhana

OR

Hand deliver to Human Resource Office (RMT)

DIRECTORATE: KAVANGO EAST REGION
DIVISION: REHABILITATION AND SOCIAL WELFARE SERVICES
SUBDIVISION: SOCIAL WELFARE SERVICES

Post Designation : Chief Social Worker, Grade 6
1x Post : Rundu - RMT
Salary scale : N\$ 291 128 -347 926
Housing Allowance : N\$ 17 424 per annum
Transport Allowance : N\$ 10 512 per annum

Minimum Requirements: Registration as a Social Worker with the Health Professional Council of Namibia plus six (6) years appropriate experience of which four years must be at the level of a Senior Social Worker Grade 7.

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.

DIVISION: GENERAL AND FACILITY MANAGEMENT
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTANANCE

Post Designation : Chief Works Inspector, Grade 7
1xPost : RMT-Rundu
Salary scale : N\$ 291,128 –N\$ 347, 926
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 Level 6 Or an appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade plus four (4) years appropriate experience Or an appropriate N1 plus a completed apprentice or the passing of a trade test plus six (6) years' experience.

DIVISION: GENERAL AND FACILITY MANAGEMENT
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY PLANNING

Post Designation : Senior Health Programme Officer, Grade 7
1xPost : RMT-Rundu
Salary scale : N\$ 291,128 –N\$ 347, 926
Housing Allowance : N\$ 17,424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An Appropriate B-Degree or Equivalent qualification on NQF Level 7 on NQF Level 7 plus three (3) years appropriate experience in planning and development.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, ANDARA
SUBDIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SECTION: EMPLOYEE WELLNESS

Post Designation : Registered Nurse, Grade 8
1xPost : Divundu Clinic
Salary scale : N\$ 132,987 –N\$ 159, 505
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum
Remoteness Allowance : N\$ 13,800 per annum

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

Minimum Requirements: Registration as a Registered Nurse/Midwife with the Health Professional Council of Namibia.

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, NYANGANA
SUBDIVISION: PRIMARY HEALTH CARE**

Post Designation : Pharmacist Assistant Grade 10
3xPosts : Katere, Karukuta and Ndonga Clinic
Salary scale : N\$ 159,505 –N\$ 191, 312
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10, 512 per annum
Remoteness Allowance : N\$ 13,800 per annum

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

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, ANDARA
SUBDIVISION: PRIMARY HEALTH CARE**

Post Designation : Pharmacist Assistant Grade 10
1xPost : Divundu Clinic
Salary scale : N\$ 159,505 – N\$191, 312
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10, 512 per annum
Remoteness Allowance : N\$ 13,800 per annum

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

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, ANDARA and NYANGANA
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION; PHYSICAL FACILITY MAINTANANCE**

Post Designation : Artisan Grade 10 (Plumber)
2xPosts : Andara and Nyangana district
Salary scale : N\$ 159,505 – N\$191, 312
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10, 512 per annum
Remoteness Allowance : N\$ 13,800 per annum

Minimum Requirements: Completed apprenticeship OR a Trade Diploma issued in terms of the existing legislation.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, ANDARA

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

SUBDIVISION: SOCIAL WELFARE SERVICES

Post Designation	:	Social Worker Grade 8
1xPost	:	Andara District
Salary scale	:	N\$ 238,825 –N\$ 285, 420
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13,800 per annum

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

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, NYANGANA
SUBDIVISION: SOCIAL WELFARE SERVICES**

Post Designation	:	Social Worker Grade 8
2xPosts	:	Nyangana District
Salary scale	:	N\$ 238,825 –N\$ 285, 420
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13,800 per annum

Minimum Requirements: Registration as a Social Worker with the Health Professional Council of Namibia.

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, ANDARA, NYANGANA
AND RUNDU**

SUBDIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT

SECTION: HUMAN RESOURCES

SUBSECTION: EMPLOYEE WELLNESS

Post Designation	:	Social Worker, Grade 8
3xPosts	:	Andara District
	:	Nyangana District
	:	Rundu District
Salary scale	:	N\$ 132,987 – N\$ 159, 505
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13,800 per annum (Andara & Nyangana district)

Minimum Requirements: Registration as a Social Worker with the Health Professional Council of Namibia.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Failure to include these required documents will result in the application not being considered.

NB: Fully completed applications must be on Form 156043 & 156094. Only candidates who meet the prescribed minimum advertisement requirement will be considered for shortlisting. No documents will be returned. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

Enquiries: Mrs. Idah N. Mendai/Ms. A.K Kakororo Tell: 066 265 504/640

All the above application must address to:

**The Regional Director
Ministry of Health and Social Services
Kavango Region
Private Bag 2094
Rundu**

Or submit the application at RMT, Human Resource Office No. D19

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

ERONGO REGIONAL COUNCIL

DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION DIVISION: REGIONAL PLANNING

Post Designation	:	Development Planner Grade 8
1xPost	:	Swakopmund (Head Office)
Scale of Salary	:	N\$ 238, 825 – N\$ 285, 420
House Allowance	:	N\$ 17, 424.00 per annum
Vehicle Allowance	:	N\$ 10, 512.00 per annum

Minimum requirements: An appropriate B. Degree on NQF L7.

Main duties of the job:

- Compile Project Identification Form (PIFs) and project proposals for the Region.
- Monitor and advice 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.
- Carry out any other duties assigned from time to time.

To candidates:

- **Applications must be accompanied by comprehensive curriculum vitae, testimonials and originally certified copies of educational qualifications, academic records/transcripts and other documents.**
- **All foreign qualifications must be accompanied by an evaluation of qualification by the Namibia Qualifications Authority (NQA).**
- **Applicants who only partially complete and /or do not sign application forms (latest revised) will be disqualified. Hence, applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable.**
- **Only shortlisted candidates will be considered and no personal documents will be returned.**

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

- **NB: In terms of the Affirmative Action Act, Act 29 of 1998, women and people with disabilities who meet the advertised requirements are encouraged to apply.**

Applications must be addressed to:

**The Chief Regional Officer
Erongo Regional Council
Private Bag 5019
SWAKOPMUND**

Or Hand deliver at:

**Erongo Regional Council
Human Resources Division
Acacia Building, Tobias Hainyeko Street
Swakopmund**

Enquiries: Ms MJ Nicolao Tel: 064-410 5758 / Mr S Mubila Tel: 064 4105722

KAVANGO WEST REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE
DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: INSPECTORATE
SECTION: CIRCUIT OFFICES

Post Designation	:	Inspector of Education Grade 5
1x Post	:	Nzinze Circuit Office
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: A recognized 4-year tertiary teaching qualification on NQF Level 7 (or equivalent) qualification plus 9 years teaching experience.

Supplementary Selection Requirements:

- Candidate must be in possession of a valid driving License Code B.
 - Computer Literate
-

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: PROFESSIONAL DEVELOPMENT
SECTION: TEACHERS RESOURCE CENTRE (TRC)

Post Designation	:	Senior Education Officer Grade 6 (TRC Manager)
1x Post	:	Nkurenkuru
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: An appropriate degree or equivalent qualification on NQF L7 plus 3 years' experience.

Supplementary Selection Requirements:

- Candidate must be in possession of a valid driving License Code B.
 - Computer Literate
-

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: DIAGNOSIS, ADVISORY AND COUNSELLING SERVICES (DATS)

Post Designation	:	Senior Education Officer Grade 6
1x Post	:	Nkurenkuru Regional Office
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: An appropriate degree or equivalent qualification on NQF L7 plus 3 years' experience.

Supplementary Requirements:

- Candidate must be in possession of a valid driving License Code B.
- Computer Literate

**DIVISION: LIFE LONG LEARNING
SUBDIVISION: CULTURE AND HERITAGE**

Post Designation : Senior Administrative Officer Grade 10
1x Post : Nkurenkuru Regional Office
Salary Scale : N\$159,505 - N\$191,312
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirement: 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 3 years' appropriate experience.

**DIVISION: ARCHIVES AND REGIONAL RECORDS CENTRE
SUBDIVISION: LIBRARY, ARCHIVES AND INFORMATION SERVICES.**

Post Designation : Senior Archivist Grade 7
1xPost : Nkurenkuru Regional Office
Salary Scale : N\$ 291, 128-N\$ 347, 926
Housing allowance : N\$ 17, 424 .00 per annum
Transport allowance : N\$ 10, 512.00 per annum

Minimum Requirement: An appropriate Degree on NQF L7 (or equivalent qualification).

Supplementary Requirement: A B. degree in Archives and Records Management/Information Science/History or related fields on NQF L7 plus a minimum of 3 years working experience as an Archivist.

**DIVISION: LIFE LONG LEARNING
SUBDIVISION: LIBRARY, ARCHIVES AND INFORMATION SERVICES**

Post Designation : Assistant Librarian Grade 10
1xPost : Namavambi Community Library
Salary Scale : N\$159,505 - N\$191,312
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirement: An appropriate National diploma on NQF L6.

Supplementary Requirements: A Diploma on NQF L6. In Library or Information Studies.

SUBDIVISION: HUMAN RESOURCES

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Nkurenkuru Regional Office
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: A National Diploma on NQF L6 majoring in Human Resource Management plus three (3) years appropriate experience.

Supplementary Selection Requirements: Preference will be given to candidates in possession of an appropriate Degree in Human Resource Management on NQF Level 7 or higher and Computer Literate.

SUBDIVISION: FINANCIAL MANAGEMENT

Post Designation	:	Accountant Grade 8
1x Post	:	Nkurenkuru Regional Office
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 L6 majoring in Accounting.

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: SCHOOLS CIRCUIT: KANDJIMI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 8-9)
1x Post	:	Nkurenkuru Combined School
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

CIRCUIT: KANDJIMI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 8-9)
1x Post	:	Simanya Combined School
Salary Scale	:	N\$354,883 - N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

CIRCUIT: NCUNCUNI

Post Designation	:	Head of Department Grade 6 Pre-primary-Grade 3
1x Post	:	Nakazaza Combined School
Salary Scale	:	N\$354,883 - N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

CIRCUIT: MPUNGU

Post Designation	:	Head of Department Grade 6 English and Rukwangali Grade 4-7
1x Post	:	Mukekete Senior Secondary School
Salary Scale	:	N\$354,883 - N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

CIRCUIT: NZINZE

Post Designation	:	Head of Department Grade 6 (Mathematics and Natural Sciences Grade 8 -11)
1x Post	:	Tondoro Combined School
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 recognized three (3) year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 subjects to be taught plus one (1) year teaching qualification plus 6 years teaching experience.

NB: Complete a prescribed application form in full **“Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application”**

The possibility is not excluded that errors might have been made in the compilation of the request for advertising of these vacancies, or that a post has been advertised, which should not have been so advertised. If such errors occurred and later discovered, the **Ministry reserves the right not to fill such posts.**

NB: Prospective applicants who **do not meet** the appointment requirements as outlined above are advised **not to apply**. Only Candidates who meet the prescribed appointment requirements will be considered for possible short listing.

Please send applications on prescribed forms to:

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

**The Regional Director
Directorate of Education, Arts and Culture
Subdivision Human Resource
Private Bag 6193
Nkurenkuru**

Or hand delivery at:
**Kavango West Regional Education Office
Nkurenkuru (Matukuchila complex behind Shoprite)
HR Office.**

Inquiries: Mr. Nicolaus Nambase Mipasi Tell: 066-274 2000

//KHARAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation : Chief Hostel Matron Grade 12
2xPosts : Horison Boys Hostel (Keetmanshoop)
Lordville Hostel (Karasburg)
Salary Scale : N\$ 107, 753-N\$ 129,240 per annum

Appointment requirement: A Grade 10 with 24 points within seven (7) subjects or equivalent qualification on NQF L2 and a D Symbol in English.

Supplementary Requirements: Five (5) years appropriate experience as a Hostel Matron Grade 13 (**Confirmation of probation letter must be attached**).

Enquiries: Ms. Emily M. Likeke /Ms. Emilia N. Mbalili, Tel: 063-227073/227017

Address:
Regional Director
Directorate of Education, Arts and Culture
//kharas Regional Council
Private Bag 2160
Keetmanshoop

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5
1x Post	:	Academia Secondary School
Salary Scale	:	N\$ 432, 601 – N\$ 517, 195
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum 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 (s) to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Supplementary Requirement:

- Candidates in possession of 5 years (or more) experience at the functional level Grade 6 (or higher) at school or in a related work environment. **(Proof must be attached)**
- 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 for the phase he or she applies for in terms of the provision of the National Curriculum for Basic Education (2016)

Enquiries: The Human Resource Office Tell no: 061- 293 9411

DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION CIRCUIT 3

Post Designation	:	Head of Department Grade 6 (Re-advertisement)
1x Post	:	Centaurus High School
	:	Science Department [Mathematics and Physics or Chemistry Grade 8 - AS]
Salary Scale	:	N\$ 354, 883 – N\$ 424 119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION CIRCUIT 4

Post Designation	:	Head of Department Grade 6 (Re-advertisement)
1x Post	:	Namibia Primary School

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

	:	Languages Department [English and Afrikaans Grade 0 – 3]
Salary Scale	:	N\$ 354, 883 –N\$ 424 119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	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**

KUNENE REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5
2xPosts	:	Okanguati Primary School (Pre-Primary – Grade 7) Epupa Circuit
	:	Okapundja Primary School (Pre-Primary – Grade 7) Opuwo Circuit
Salary scale	:	N\$ 432, 601 – N\$ 517,195
Salary Notch	:	N\$ 432, 601 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Incentive Allowance	:	As applicable to the duty station if applicable

Appointment requirements: A recognized 3-year teaching qualification on 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 1-year teaching qualification plus 7 years teaching experience

Supplementary Selection Requirements:

- Candidates must ensure that copy of their confirmation of probation in their current position is attached.
- Candidates must have been on the level of Head of Department Grade 6 or equivalent level.
- Candidate must have a qualification that can allow him/her to teach at the Senior Primary Phase (Pre-Primary - Grade 7).

General Instructions

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

OHANGWENA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE SUBDIVISION: LIFE LONG LEARNING SUB-SECTION: CULTURE

Post Designation	:	Artisan Handyman Grade 13
1x Post	:	Eenhana
Salary Scale	:	N\$ 81,645 - N\$102,039
Transport Allowance	:	N\$14,520 per annum
Housing Allowance	:	N\$8,760 per annum

Minimum Requirements: A Grade 10 Certificate (or equivalent) on NQF Level 1 with twenty-four (24) points over 7 subjects including a D symbol in English.

Supplementary Requirements: A vocational certificate in plumbing/electrical (Level 2) will be added advantage.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: SCHOOLS

Post Designation	:	Principal Grade 5
8x Posts	:	Onyofi Combined School (Ohangwena Circuit) St. Mary's Odibo High School (Ohangwena Circuit) Eshakeno Primary School (Epembe Circuit) Shakela Shimbwa Primary School (Epembe Circuit) Festus Ikanda Primary School (Ohakafiya Circuit) Ohamaala Primary School (Ondobe Circuit) Veiko Nekundi Primary School (Otunganga Circuit) Atuheyamwe Primary School (Otunganga Circuit)
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirement: 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 subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Take note: Candidates must have a professional teaching qualification that would enable him/her to teach at the appropriate phase (e.g. Junior Primary/ Junior Secondary /Senior Secondary Phase).

Post Designation	:	Head of Department Grade 6
29x Posts	:	Okatope Secondary School (English and Oshikwanyama Grade 8-11) (Ondobe Circuit)

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Onankali North Combined School
Junior Primary Phase (Oshindonga Mol)
(Otunganga Circuit)

Usko Nghaamwa Special School **(Mathematics and Life Science Grade 4-9) (Eenhana Circuit) Re-advertisement**

Kauluma Combined School **Junior Primary Phase (Oshindonga Mol) (Otunganga Circuit)**

Elia Weyulu Combined School **(Mathematics and Physics Grade 10-11) (Okongo Circuit) Re-advertisement**

Onanona Combined School **(Mathematics and Biology Grade 4-11) (Otunganga Circuit)**

Kornelia Shilunga Primary School **Junior Primary Phase (Oshikwanyama Mol) (Oshikunde Circuit)**

Onghala Combined School **(English and Oshikwanyama Grade 4-9) (Ohangwena Circuit)**

Engela Junior Secondary School **(Mathematics and Physical Science Grade 8-11) (Ohangwena Circuit)**

Lazarus Haufiku Combined School **(Junior Primary Oshikwanyama Mol) (Oshikunde Circuit)**

Hilja Nelulu Combined School **(Mathematics and Natural Science Grade 4-9) (Ondobe Circuit)**

Oshisho Combined School **(Mathematics and Physical Science Grade 4-11) (Okongo Circuit) Re-advertisement**

Oluwaya Combined School **(Mathematics and Natural Sciences Grade 4-11) (Oshikunde Circuit) Re-advertisement**

Olivia Nakale Primary School **(English and Oshikwanyama Grade 4-7) (Eenhana Circuit)**

Hituwamata Combined School **Junior Primary Phase (Oshikwanyama Mol) (Eenhana Circuit)**

Eenhana Primary School **Junior Primary Phase (English Mol) (Eenhana Circuit)**

Elundu Combined School **Social Sciences (History and Geography Grade 4-9) (Ohakafiya Circuit)**

Ounyenye Combined School **Junior Primary Phase (Oshikwanyama Mol) (Ohakafiya Circuit)**

Nafidi Project School **Junior Primary Phase (English Mol) (Ohangwena Circuit)**

Oshikango Combined School **Junior Primary Phase (Oshikwanyama Mol) (Ohangwena Circuit)**

Nakambuda Combined School **Junior Primary Phase (English Mol) (Ohangwena Circuit)**

Nghifikwa Ndailikana Primary School **Junior Primary Phase (Oshikwanyama Mol) (Okongo Circuit)**

Oidiva Combined School **(English and Oshikwanyama Grade 4-9) (Okongo Circuit)**

Emilia Shimweefeleni Combined School **Junior Primary Phase (Oshikwanyama Mol) (Ondobe Circuit)**

Edundja Primary School **(Mathematics and NSHE Grade 4-7) (Ondobe Circuit)**

Ehenene Primary School **Junior Primary Phase (Oshikwanyama Mol) (Eenhana Circuit)**

Oshifitu Combined School **(English and Oshikwanyama Grade 4-9) (Oshikunde Circuit)**

Haihambo Combined School **Junior Primary Phase (Oshikwanyama Mol) (Oshikunde Circuit)**

Eino Haitembu Combined School **(English and Oshikwanyama Grade 4-9) (Epembe Circuit)**

Salary Scale : N\$354,883 - N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirement: A recognized three (3) year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 subjects to be taught plus one (1) year teaching qualification plus 6 years teaching experience.

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Take note: Candidates must have a professional teaching qualification that would enable him/her to teach at the appropriate phase (e.g. Junior Primary/ Junior Secondary /Senior Secondary Phase).

The shortlisting of Heads of Department posts will be done in terms of the major fields of study.

NB: Candidates applying for Usko Nghaamwa should attach proof of Namibian Sign Language.

NB: Complete a prescribed application form in full “Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application”

Applicants should note the following: Applications for employment on form (156043) and Health Questionnaire (156094) obtainable from all government offices, must be accompanied by a comprehensive CV, two recent testimonials from **2023 to date**, certified copies of Namibian ID or proof of citizenship, educational qualifications, academic records/transcripts and proof of previous experience. Proof of confirmation of probation must be attached.

Preference will be given to Namibian nationals. Suitably qualified persons from designated groups are encouraged to apply. Faxed or emailed applications will not be accepted. Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualification Authority (NQA). Only shortlisted candidates will be contacted. No documents will be returned.

NB: Prospective applicants who **do not meet** the appointment requirements as outlined above are advised **not to apply**. Only Candidates who meet the prescribed appointment requirements will be considered for possible short listing.

Please send applications on prescribed forms to:

**The Director
Directorate of Education, Arts and Culture
Sub-Division: Human Resource
Private Bag 88005
Eenhana**

OR

Hand Delivery:

**Ohangwena Education Office
Eenhana
HR office
1st Floor**

Enquiries: Ms. Sara H L T Ndeshimona and Mr. Shilongo Amuanyena Tell: 065 290 215

OMUSATI REGIONAL COUNCIL

DIVISION: GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE SUBDIVISION: GENDER EQUALITY AND WOMEN EMPOWERMENT

Post Designation	:	Community Liaison Officer Grade 9
2xPosts	:	Outapi
Scale of Salary	:	N\$ 195,216-N\$ 234, 144
Housing Allowance	:	N\$13, 944 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirement: A National Diploma or equivalent qualification on NQF Level 6 in Adult Education and Community Development or Education for Development.

Supplementary requirements: Preference will be given to applicants in possession of a valid code B Driver's license which is at least one (1) year old.

Main Duties

- Promote and ensure implementation of the National Gender Policy (NGP) and National Plan of Action (NGPA) in the Constituencies.
- Identify training needs, organize and coordinate gender sensitization and training workshops.
- Provide budgetary input for the implementation of gender activities in the region.
- Organize and coordinate the celebration and commemoration of the International and National days at the Regional Level
- Submit monthly reports to the Chief Community Liaison Officer, Gender Equality and Women Empowerment
- Perform any work-related duties assigned from time to time by the supervisor.

Enquiries: Mr. Valde N Nghuushi @ 065251141 or Ms Ester Shindinge @ 061-283 3170

DIVISION: GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE SUBDIVISION: COMMUNITY DEVELOPMENT AND POVERTY ERADICATION

Post Designation	:	Community Liaison Officer Grade 9
1xPost	:	Okahao
Scale of Salary	:	N\$ N\$ 195,216-N\$ 234 144
Housing Allowance	:	N\$13, 944 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirement: A National Diploma or equivalent qualification majoring in Adult Education and Community Development or Education for Development.

Supplementary requirements: Preference will be given to applicants in possession of a valid code B Driver's license which is at least one (1) year old.

Main Duties

- Facilitate the establishment of Early Childhood Development Committee and Women in Business Association.

- Assist with the identification of Community Developmental project, coordinate and liaise with the stakeholders for possible support and funding.
- Assist the communities to identify needs, prioritize and take actions to address their needs through tools such as PRA
- Monitor and evaluate community development projects in the constituency.
- Supervise the Assistant Community Liaison Officer.
- Facilitate the identification of the staff members and community project members' training needs and provide training.
- Develop and implement an annual work plan.
- Promote and implement the Early Childhood Development (ECD) policy and Income Generating Activities (IGA) guidelines.
- Provide budgetary input for the implementation of communities' development activities in the region.
- Facilitate the commemoration /celebration of the national and international days at the constituency level.
- Act as a resource person for the directorate at the constituency level.
- Perform any work-related duties assigned from time to time by the supervisor.

Enquiries: Mr Jafet Ilonga @ 065251141 or Ms Ester Shindinge @ 061-283 3170

**DIVISION: GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE
SUBDIVISION: CHILD CARE AND PROTECTION**

Post Designation	:	Social Worker Grade 8
1xPost	:	Outapi
Scale of Salary	:	N\$ 238, 825-N\$ 285 420
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirement: Registration as a Social Worker with the Namibian Social Work and Psychology of Namibia with a valid practice card.

Supplementary requirements: Preference will be given to applicants in possession of a Police Clearance Certificate (Certificate of Conduct) not older than six (6) months and a valid code B Driver's license which is at least one (1) year old.

Main Duties:

- Ensure the implementation of law/policies and regulations on children's rights.
- Advocate and sensitize the communities on rights and responsibilities of children
- Organize national and regional days on the rights of children.
- Conduct investigations regarding the Children Care Protection Act, Act 3 of 2015& prepare statutory and non-statutory reports.
- Plan and coordinate Child Care Service in the region through Children Care Protection Forum (CCPF)

Enquiries: Ms Kakinda Kapata @ 065251141 or Ms Ester Shindinge @ 061-283 3170

DIVISION: GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE
SUBDIVISION: SOCIAL PROTECTION SERVICES

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

Minimum Requirement: A Grade 12 Certificate with a minimum of 20 points over 5 Subjects including at least an E Symbol in English.

Supplementary requirements: Preference will be given to applicants with computer literacy and a proven knowledge of Namibia sign language.

Main Duties:

- Implementation of the National Pension Act, (Act No 10 of 1992).
- Report monthly to the National Level on the status of the beneficiaries and the office in general.
- Administration of Old Age, Disability Grants and Funeral Claims.
- Review grants twice a year (once every six months).
- Conduct outreach visits to verify the existence of beneficiaries and update records.
- Perform any work-related duties assigned from time to time by the supervisor.

Enquiries: Mr Demas D Nghitomoka @ 065 250900 or Ms Ester Shindinge @ 061-283 3170

NB!

- Applicant with foreign qualifications must attach evaluation letter of their qualification from Namibia Qualification Authority.
- Failure to complete all items of the application form for employment and not attaching all the necessary documents will disqualify the application.
- Fax, e-mail and late applications will not be considered.

Application must be submitted on a new revised Application Form of Employment 156043 (obtainable from any Government/Public Offices) and should be accompanied by a comprehensive CV and original certified copies of Educational Qualifications (Including transcripts/academic records) Identity documents.

Applications must be hand delivered or addressed to:

**The Chief Regional Officer
Omusati Regional Council
Private Bag 523**

Or hand deliver:

**Omusati Regional Council
Erf No. 1080
Namaungu Street
Human Resource Office No. D3
Outapi**

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

CIRCUIT: OKAHAO

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 9)
1x Post	:	Junias Etuna Kandjeke Combined School
Salary Scale	:	N\$ 432, 601-N\$ 517, 195
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-years 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.

CIRCUIT: OKAHAO

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 7)
1x Post	:	Oshuulagulwa Primary School
Salary Scale	:	N\$ 432, 601-N\$ 517, 195
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-years 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.

CIRCUIT: OTAMANZI

Post Designation	:	Principal Grade 5 (Phase: Grade 1- 3)
1x Post	:	Ndeutala Angolo Primary School
Salary Scale	:	N\$ 432, 601-N\$ 517, 195
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-years 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

CIRCUIT: OTAMANZI

Post Designation : Principal Grade 5 (Phase: Pre-Grade 10)
1x Post : Holden Uulenga Combined School
Salary Scale : N\$ 432, 601-N\$ 517, 195
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-years 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

CIRCUIT: OUTAPI

Post Designation : Principal Grade 5 (Phase: Pre-Grade 7)
1x Post : Outapi Primary School
Salary Scale : N\$ 432, 601-N\$ 517, 195
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-years 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.

CIRCUIT: TSANDI

Post Designation : Principal Grade 5 (Phase: Grade 1-7)
1x Post : Onashitendo Primary School
Salary Scale : N\$ 432, 601-N\$ 517, 195
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

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OR

An appropriate recognized 3-years 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

CIRCUIT: ETAYI

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase Pre-Grade 3, Mol; Oshikwanyama)
1x Post	:	Akayupa Primary School
Salary Scale	:	N\$ 354, 883-N\$ 424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

**CIRCUIT: OKAHAO
(Re-advertisement)**

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 10-12)
1x Post	:	Niilo Taapopi Secondary School
Salary Scale	:	N\$ 354, 883-N\$ 424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements;

- Candidates must be able to teach Mathematics, Physics and Chemistry Grade 10-12
- Preference will be given to candidates who have taught Advanced Subsidiary or Higher Level and proof must be attached.

CIRCUIT: OKALONGO

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 8-12)
1x Post	:	Haudano Secondary School
Salary Scale	:	N\$ 354, 883-N\$ 424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements; Candidates must able to teach Mathematics and Physics/Chemistry Grade 8-12

CIRCUIT: RUACANA (Re-advertisement)

Post Designation	:	Head of Department Grade 6 (Languages: English and Otjiherero Grade 8-11)
1x Post	:	IK Tjimuhiva Combined School
Salary Scale	:	N\$ 354, 883-N\$ 424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

CIRCUIT: TSANDI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 4-9)
1x Post	:	Okathitu Combined School
Salary Scale	:	N\$ 354, 883-N\$ 424, 119

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Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements;

- Candidates must able to teach Mathematics and Physical Science Grade 8-9
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CIRCUIT: TSANDI

Post Designation : Head of Department Grade 6 (Languages: English and Oshindonga Grade 4-11)
1x Post : Oshipeto Combined School
Salary Scale : N\$ 354, 883-N\$ 424, 119
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements;

- Candidates must able to teach English and Oshindonga Grade 8-11
-

CIRCUIT: TSANDI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 8-12)
1x Post	:	Shikongo Iipinge Secondary School
Salary Scale	:	N\$ 354, 883-N\$ 424 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements;

- Candidates must be able to teach Mathematics and Physics/Chemistry Grade 8-12

NB:

- 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 all items on the application form for employment and not attaching all the necessary documents will disqualify the application**
- **Originally certified copies** of Highest Educational Qualifications, Identity Document (ID), Curriculum Vitae (CV), certificate of service from the previous employers/ testimonials must be attached to the applications. Proof of successful completion/confirmation of probation must be attached
- All foreign qualifications must be submitted with evaluation report from Namibia
- Qualifications Authority (NQA)
- Only shortlisted candidates will be contacted. No documents will be returned

Applications must be addressed to:

Omusati Regional Council
Directorate of Education, Arts and Culture
Private Bag 529
OUTAPI

Or had deliver at:

Omusati Regional Office
Reception

Enquiries: Ms. Anna Andumba /Mr. Oiva Toivo NamweleTel: 065-251700

OSHANA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: PROGRAMMES AND QUALITY ASSURANCE

Post Designation	:	Principal Grade 5
5xPosts	:	Ankambo Primary School (Onamutai Circuit) Ashitenga Primary School (Oluno Circuit) Charles Anderson Combined School (Ompundja Circuit) Iipumbu Secondary School (Oshakati Circuit) Kapembe Secondary School (Eheke Circuit)
Salary Scale	:	N\$ 432,601 – N\$ 517, 195
Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512-00 per annum

Appointment requirement: A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus seven (7) years teaching experience

Supplementary Requirements:

- **For the Primary and Combined School** preference will be given to candidates who are currently Principal Grade 5 or Head of Department Grade 6 or equivalent post with qualification that enable them to teach from Pre- Primary to Grade 9.
- **For Secondary Schools** preference will be given to candidates who are currently Principal Grade 5 or Head of Department Grade 6 or equivalent post with qualification that enable them to teach from Grade 8 to Grade 12.

NB:

- Candidates must ensure that copies of confirmation of probation in their current position is attached, if appropriate.
- All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/transcript of their qualifications.
- Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Head of Department Grade 6 Languages (English and Oshindonga) Grade 4-7
1xPost	:	Ehenye Primary School (Oshakati Circuit)
Salary Scale	:	N\$ 35, 883 – N\$ 424 119
Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512-00 per annum

Appointment Requirements: A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (6) years teaching experience

OR

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An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus one year teaching qualification plus 6 years teaching experience

NB:

- Candidates must ensure that copies of confirmation of probation in their current position is attached, if applicable.
- All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/transcript of their qualifications.
- Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Head of Department Grade 6: Junior Primary (MOI-Oshindonga) Grade 0-3
3xPosts	:	Omuhamu Combined School - Ompundja Circuit
	:	Oshitayi Primary School - Oluno Circuit
	:	Shapwa Primary School (MOI-Oshikwanyama) Ompundja-Circuit
Salary Scale	:	N\$ 354,883 –N\$ 424, 119
Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512-00 per annum

Appointment Requirements: A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (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 subjects to be taught plus one year teaching qualification plus 6 years teaching experience

NB:

- Candidates must ensure that a copies of confirmation of probation in their current position is attached, if applicable
- All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/transcript of their qualifications.
- Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation:	Head of Department Grade 6: Languages (English & Oshindonga) Grade 8-9
1xPost	: Otala Combined School (Onamutai Circuit)
Salary Scale	: N\$ 354,883 –N\$ 424, 119
Housing Allowance	: N\$ 17, 424-00 per annum
Transport Allowance	: N\$ 10, 512-00 per annum

Appointment Requirements: A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (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 subjects to be taught plus one year teaching qualification plus 6 years teaching experience

Supplementary Requirements: Candidate must be able to supervise Grade 4-7

NB:

- Candidates must ensure that a copies of confirmation of probation in their current position is attached, if applicable
- All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/ transcript of their qualifications.
- Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

Public Service application form for employment 156043 and health questionnaire form 156094 together with comprehensive curriculum vitae and all relevant certified copies of all educational / academic qualifications and the proof of Namibian citizenship must be addressed to:

Oshana Regional Council
Directorate of Education, Arts & Culture
Private Bag 5518
OSHAKATI

Or Hand delivered at:

Human Resource Office
Directorate of Education, Arts and Culture
906 Sam Nuyoma Road
Old Complex (Oshakati Yown Council)

Enquiries: Klaudia T. Shindondola/ Kaarina L Iiyenda, Tel: 065-229800

OSHIKOTO REGIONAL COUNCIL

**DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT**

Post designation	:	Senior Administrative Officer Grade 10 (Re – Advertisement)
1xPost	:	Omuntele Constituency Office
Scale of salary	:	N\$ 159,505 – N\$ 191,312
Housing allowance	:	N\$ 13,944.00 per annum
Transport Allowance	:	N\$ 10,512.00 per annum
Remoteness Allowance	:	N\$ 13,800 per annum

Minimum requirements: A Grade 12 Certificate or equivalent qualification (NQF Level 3), plus three (3) years appropriate experience in administration. OR A National Diploma or equivalent qualification (NQF Level 6), plus one (1) year appropriate experience in administration.

Supplementary selection requirements: Preferences will be given to candidates with National Diploma at NQF Level 6 with five (5) years' experience in Administration or Bachelor's Degree at NQF Level 7 with three (3) years' experience in Administration. The fields to be considered are Business/Public Administration; Business Management; Logistics and Supply Chain Management; Transport Management plus a valid driver's license older than one (1) year.

NB: 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, driving license together with comprehensive Curriculum Vitae and copy of the confirmation of probation letter. Candidates with foreign qualification should have their qualifications evaluated by the Namibian Qualifications Authority; otherwise, their applications will be disqualified automatically.

PERSONS LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.

Enquiries: HRM Tel: (065) 244 849/852/853

Applications must be addressed or Hand deliver to:

**The Chief Regional Officer
Oshikoto Regional Council
P. O. Box 19247
OMUTHIYA**

**Oshikoto Regional Council Buildings
Penda YaNdakolo Street
Registry Office (1st Floor, Office No 110) or HR Office
OMUTHIYA**

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post 1

Post Designation	:	Head of Department Grade 6 (Mathematics and Natural Sciences Mathematics & Physical Science Grade 8-11
1x Post	:	Onankali South Combined School (Onankali Circuit)
Salary Scale	:	N\$ 354 883 – 424 119
Housing Allowance	:	N\$ 17 424.00 per annum
Transport Allowance	:	N\$ 10 512.00 per annum
Remoteness Allowance	:	N\$ 9 000.00 per annum

Post 2 (Re- Advertised)

Post Designation	:	Head of Department Grade 6 (Mathematics and Natural Sciences) Mathematics & Physical Science Grade 8-11
1xPost	:	Omuthiya Iipundi Secondary School (Omuthiya Circuit)
Salary Scale	:	N\$ 354 883 – 424 119
Housing Allowance	:	N\$ 17 424.00 per annum
Transport Allowance	:	N\$ 10 512.00 per annum

Appointment Requirements: A recognized 3 years tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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.

Take note:

Applicants must attach certified copies of all their professional qualifications and academic records/transcripts and all foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority, Identity Document (ID), Curriculum Vitae, two recent testimonials (not more than 2 years) and confirmation of probation letter. Incomplete form will disqualify your application.

Public Service application form for employment 156043 and health questionnaire form 156094 together with the above mentioned documents should be addressed to:

The Regional Director
Human Resource Office
Private Bag 2028, Ondangwa

OR Hand Delivery to: Human Resource Office
Oshikoto Education Directorate
Former Ondangwa West Building, Ondangwa

ENQUIRIES : Ms EM Shilumbu/ Mr. RS Kambonde 0819500600

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