



REPUBLIC OF NAMIBIA

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE
SUBDIVISION HUMAN RESOURCES

INTERNAL ADVERTISEMENT

DIRECTORATE GENERAL SERVICES

DIVISION: FINANCE

SECTION: REVENUE AND BUDGET CONTROL

Post Designation : Administrative Officer Grade 12
One (1) Post : Windhoek
Salary Scale : N\$107 753 – N\$129 240
Housing Allowance : N\$13 944.00 per annum
Transport Allowance : N\$ 10 512.00 per annum

Appointment Requirements: A Grade 12 Certificate at (NQF Level 3) with 20 points over five (5) subjects and E- symbol in English.

Enquiries:

Mrs. Linda Kwenani: Tel. 0811220082
Mr. Twekulineekela M.M. Haiduwa: Tel. 0811463423

Please Note: Application on Form 156043, obtainable from all Government offices, must be accompanied by comprehensive curriculum vitae, original certified copies of educational qualifications and ID. All foreign qualifications must be accompanied by the Namibian Qualification Authority (NQA) evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant. Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Only shortlisted candidates will be contacted and no application forms and documents will be returned. Emailed and/or faxed applications will not be accepted.

Application should be Address to:

Postal Address:	Delivery Address:
The Executive Director, Ministry of Sport, Youth and National Service, Private Bag 13391, Windhoek	Human Resource Office Ministry of Sport, Youth and National Service, Government Offices Park, Ministry of Education Building, 2 nd Floor, Room 201, West Wing, Windhoek

CLOSING DATE: 07 APRIL 2025

NB: Only staff members currently employed by the Ministry of Sport, Youth and National Service can apply.

All official correspondence must be addressed to the Executive Director