

MINISTRY OF EDUCATION, ARTS AND CULTURE

DEPARTMENT: FORMAL EDUCATION

DIRECTORATE: NATIONAL INSTITUTE FOR EDUCATIONAL DEVELOPMENT (NIED)

DIVISION: CURRICULUM RESEARCH AND DEVELOPMENT

SUBDIVISION: CRAFT, DESIGN AND TECHNOLOGY

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

- A Bachelor's degree or equivalent qualification with specialization in Performing Arts, Visual Arts or Media studies
- Proven teaching experience of Arts Promotional Subjects (proof must be attached)
- Experience in syllabus development and/ or as Curriculum Panel member at NIED and/ or in-service training of teachers in Arts Promotional Subjects would serve as an added advantage (proof must be attached)
- Marking at national level of Arts Promotional Subjects and/or paper setting/item setting at national level or regional level would serve as an added advantage (proof must be attached)

Enquiries: Ms. Fransina lipumbu, Tel: (062- 509027), Mr. Immanuel Hamulungu Tel: (062-509044)

DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

DIVISION: EXAMINATION CERTIFICATION, DATA, CORRESPONDENCE AND ENQUIRES

SUBDIVISION: EXAMINATION CERTIFICATION AND DATA

Post Designation	:	Chief Education Officer Grade 5
1xPost	:	Windhoek (DNEA)
Salary Scale	:	N\$ 432, 601 –N\$ 517, 195
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years of appropriate experience

OR

An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

PSM CIRCULAR NO. C OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 MARCH 2025, CLOSING DATE 11 APRIL 2025

Supplementary Selection Requirements:

- Knowledge of national and international examination standards and certification policies.
- Experience in quality assurance, validation, and verification of examination results and certificates.
- Strong understanding of National Qualifications Frameworks (NQF) and international equivalency frameworks.
- Knowledge of data protection laws and security protocols related to examination data and certification records.
- Understanding of data privacy regulations and experience in data quality management and compliance.
- Proficient in computer applications with advanced knowledge of Microsoft Office Suite, especially Microsoft Word and Excel. Demonstrates strong skills in creating, editing, and formatting documents and spreadsheets, as well as efficiently utilizing advanced features and functions within these tools.
- Excellent communication, teamwork, and problem-solving abilities, with the capacity to document and present data insights effectively.

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

DIVISION: GENERAL SERVICES AND EXAMINATION ADMINISTRATION
SUBDIVISION: EXAMINATION ADMINISTRATION
SECTION: EXAMINATION PAPER REPRODUCTION AND ORGANISATION

Post Designation	:	Chief Administrative Officer Grade 8
1xPost	:	Windhoek (DNEA)
Salary Scale	:	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 or equivalent qualification (NQF Level 6) plus appropriate experience.

Supplementary Selection Requirements: Proficient in computer applications with advanced knowledge of Microsoft Office Suite, especially Microsoft Word and Excel. Demonstrates strong skills in creating, editing, and formatting documents and spreadsheets, as well as efficiently utilizing advanced features and functions within these tools. A qualification in the legal field and law enforcement will be considered an added advantage.

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

DEPARTMENT: FINANCE AND ADMINISTRATION
DIRECTORATE: PLANNING AND DEVELOPMENT (PAD)
DIVISION: CORPORATE PLANNING AND DEVELOPMENT

PSM CIRCULAR NO. C OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 MARCH 2025, CLOSING DATE 11 APRIL 2025

**SUBDIVISION: STRATEGIC PLANNING, POLICY ANALYSIS AND RESEARCH AND
PROGRAMME MONITORING AND EVALUATION**

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

Prescribed 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:

- Preference will be given to applicants with degree specializing in Economics
- Knowledge and experience in Budget Planning and Execution
- Knowledge and experience with Performance Management System and Monitoring and Evaluation

Enquiries: Mr. Laurentius Shilongo Tel: (061 2933331) / Mr. Cavin Muchila Tel: (061 2933341)

**DIVISION: CORPORATE PLANNING AND DEVELOPMENT
SUBSECTION: SECRETARIAL SERVICES**

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

Prescribed Requirements: A Grade 12 Certificate (NQF Level 3) with 20 points over five (5) subjects including an E symbol in English.

Supplementary Selection Requirements: Preference will be given to candidates with Computer literacy.

Enquiries: Mr. Laurentius Shilongo, Tel: (061-2933331) / Mr. Cavin Muchila Tel: (061-2933341)

Note: All interested applicants should complete the necessary Application Forms 156043 and Health Questionnaire 156094 (obtainable at any government office), attach a detailed comprehensive Curriculum Vitae (CV), **original certified** copies of qualification (s) with **transcript of qualification (s)**, Identity Document, testimonials and confirmation of probation if applicable. All foreign qualification (s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). In terms

of Affirmative Action Plan, suitably qualified racially disadvantaged persons, persons with disabilities and women are encouraged to apply.

Applications should be addressed to:

**Ministry of Education, Arts & Culture
Human Resource Office
Private Bag 13186
Windhoek**

Or hand deliver at:

**Government Office Park, Luther Street
Human Resource Office, 2ND Floor,
East Wing, Room No. 275**
