

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

DIRECTORATE: LABOUR MARKET SERVICES

DIVISION: KHOMAS REGION

SUBDIVISION: EMPLOYMENT SERVICES

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

Appointment requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in either Human Resources Management, Marketing, Public Administration/Management and Business Administration/Management plus three (3) years appropriate experience.

Additional requirements: Computer skills, presentation skills, communication skills and strong supervisory and leadership skills will be an added advantage. Applicants must be in possession of a valid driver's license older than two (2) years.

Enquiries: Mr. A. Ngeama or Mr. S. Amupolo, Tel: 061-206 6237, Tel: 061-206 6204

DIVISION: PLANNING AND ADMINISTRATION

SUBDIVISION: SYSTEMS DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE

SECTION: SUPPORT SERVICES AND HELP DESK

Post Designation	:	Chief Computer Technician Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$215,965 – N\$258,514 (P)
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: A National Diploma or equivalent qualification in Information Technology on NQF Level 6 plus three (3) years of appropriate experience in PC/Computer Technician and User Support.

Additional requirements: Windows domain services management skills will be an added advantage. Applicants must be in possession of a valid driver's license older than two (2) years.

Enquiries: Ms. N. Gerson or Ms. D. Ndafenongo, Tel: 061-206 6308, Tel: 061-206 6207

Applicants should note the following:

- 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 **confirmation of employment or testimonial (s) / certificate of service** from former and current employers in respect of work experience and current job level.

- Applicants in designated groups especially women and persons living with disabilities who are able to perform the required duties are strongly encouraged to apply.
- All foreign qualifications must be submitted with proof of evaluation from the Namibia Qualification Authority (NQA).
- Failure to complete all items or sections on the application form for employment and health questionnaire and not attaching the necessary/required documents to the application form will disqualify the application. Any parts of the application form that do not apply to you please indicate as such by writing **not applicable**.
- Please take note that only shortlisted candidates will be contacted and no personal documents will be returned to unsuccessful applicants.
- Applications received after the closing date will not be accepted.
- Completed application form for employment 156043 and health questionnaire form 156094 (obtainable at all Government Offices) together with comprehensive curriculum vitae, original certified copies of educational qualifications as well as academic records, testimonial (s) or/ certificate of service, driver's license and identity document must be submitted to the following address:

**The Executive Director
Ministry of Labour, Industrial Relations and Employment Creation
Private Bag 19005
Khomasdal
WINDHOEK**

OR

**Hand-delivered at the: Ministry of Labour, Industrial Relations and Employment
Creation
32 Mercedes Street, Khomasdal, Windhoek
Human Resource Office**
