

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.

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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

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