

MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION

DIRECTORATE: TREATIES AND AGREEMENTS DIVISION: BILATERAL AGREEMENTS

Post Designation	:	Chief Foreign Relations Officer Grade 6
1x post	:	Windhoek
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Vehicle Allowance	:	N\$10,512 per annum

Minimum Requirement: A B-Degree or equivalent qualification in Juris/B. Pro or LLB on NQA Level 7 plus six (6) years appropriate in Law

DIRECTORATE: TREATIES AND AGREEMENT DIVISION: MULTILATERAL AGREEMENTS

Post Designation	:	Chief Foreign Relations Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Vehicle Allowance	:	N\$10,512 per annum

Minimum Requirement: A B-Degree or equivalent qualification in Juris/B. Pro or LLB on NQA Level 7 plus six (6) years appropriate experience in Law

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013

DEPARTMENT: MULTILATERAL RELATIONS AND COOPERATION DIVISION: INTERNATIONAL ORGANIZATIONS

Post Designation	:	Chief Foreign Relations Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Vehicle Allowance	:	N\$10,512 per annum

Minimum Requirement: A B-degree qualification on NQF Level 7 in Diplomatic studies/ Political Science/International Relations/ Economics and Laws, plus six (6) appropriate experience

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013

DIRECTORATE: ADMINISTRATION SUB-DIVISION: HUMAN RESOURCE ADMINISTRATION

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

Minimum Requirements: A B- Degree in Human Resource on NQF Level 7 or equivalent qualification majoring in Human Resource plus three (3) years' appropriate experience in Human Resource Administration, Performance Management System, Industrial Relations, HR Statistics and of Affirmative Actions.

PSM CIRCULAR NO. B OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 FEBRUARY 2025,
CLOSING DATE 13 MARCH 2025

Additional Requirements: Driver's License

All Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation must be attached. The confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant.

Only shortlisted candidate will be contacted and No application form and document will be returned.

Please Note: Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply. Application forms should be hand-delivered or addressed to:

**Executive Director
Ministry of International Relations and Cooperation
Private Bag 13347
Windhoek**

Or hand delivered to:

**Human Resource Office
Ministry of International Relations and Cooperation Office No. 304
3th Floor, East -wing**

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013
