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**REPUBLIC OF NAMIBIA**  
**OFFICE OF THE PRIME MINISTER**

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**Department Public Service Management**  
BPI House, Independence Avenue  
PO Box 1117  
**WINDHOEK**

**14 February 2025**

**TO: SECRETARY TO THE CABINET  
ALL EXECUTIVE DIRECTORS  
DEPUTY AUDITOR GENERAL  
DIRECTOR: NAMIBIA CENTRAL INTELLIGENCE SERVICES  
CHIEF ELECTORAL AND REFERANDA OFFICER  
SECRETARIES: NATIONAL ASSEMBLY/NATIONAL COUNCIL**

**CC: PUBLIC SERVICE COMMISSION**

**PSM CIRCULAR NO. B OF 2025**

**VACANCIES IN THE PUBLIC SERVICE OF NAMIBIA**

The vacancies contained in the annexure currently exist on the establishments of various Offices/Ministries/Agencies. You are herewith requested to timeously bring this circular to the attention of all staff members who may qualify within your Office/Ministry/Agency. Candidacy is not limited to Public Servants. Preference will be given to Namibian Nationals.

**INSTRUCTIONS**

1. All requests for internal advertisements are to be forwarded by e-mail to Ms Eelu at [Pombili.Eelu@opm.gov.na](mailto:Pombili.Eelu@opm.gov.na), not later than the 10<sup>th</sup> of each month at 14H00. **The Offices/Ministries/Agencies are requested to ensure that only approved funded essential services posts are forwarded for advertising. Approval must be obtained from the Secretary to Cabinet and the posts must be budgeted for.**
2. Offices/Ministries/Agencies must take full responsibility to ensure that any e-mail sent to the Department is not virus infected because it will not be

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

opened and processed. The consequences will be borne by the Office/Ministry/Agency whose e-mail contains viruses. In the event of any computer dysfunction at the above e-mail address, an alternative e-mail address will be provided.

3. Offices/Ministries/Agencies who have decentralized their human resources functions retain the responsibility of co-coordinating their recruitment and advertising efforts. This office will only deal with the headquarters.
4. All Offices/Ministries/Agencies are urged to make sure that the contents of the requests e-mailed for advertising are correct in all respects because this office will not edit nor take the responsibility for any wrongly placed advert.

**(a) To Candidates**

**NB: Candidacy is not limited to Public Servants only. Preference will be given to Namibian Nationals.**

- (i) **Applications (on form 156043) must be addressed to the Executive Director of the relevant Office/Ministry/Agency at the address indicated in the annexure and must be submitted via the Human Resource Office.**
- (ii) Applications must be accompanied by a **comprehensive curriculum vitae and certified copies of educational qualifications. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).**
- (iii) A separate application must be submitted for each post applied for and the number of the circular as well as the post designation and relevant post number (where applicable) must be clearly indicated on each application form (form 156043).
- (iv) The required appropriate experience referred to in the annexure includes all previous appropriate experience, irrespective of which rank or post it was acquired in, as well as appropriate experience gained whilst employed in the private sector (where applicable).
- (v) Note must be taken that competition for vacancies have been limited. **Staff members must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level** (e.g. a Senior Administrative Officer Grade 10 whose probation is confirmed can apply for a vacancy of Chief Administrative Officer Grade 8).

**(b) To Offices/Ministries/Agencies of Candidates**

(i) Each application that is received by the Human Resource Office must be submitted to the relevant Office/Ministry/Agency at the address indicated in the annexure, under cover of the prescribed form ZO/352(1).

(ii) Representations for retention of services:

- The Public Service Commission considers the movement of staff members on promotion between Offices/Ministries and Agencies as a sound staff practice and it will consider applications for the retention of services only in exceptional circumstances.
- Representations in this connection must, at the time when the prescribed form ZO/352(1) is forwarded, be directed to the Commission. A remark to this effect in remark column is not permissible. The Commission will not receive representations received after it has already made a recommendation for filling of a post, which involved transfer between Offices/ Ministries/Agencies. Once approved the transferred staff member is in the employ of the new Office/Ministry/Agency.
- Any temporary arrangements between the affected two Executive Directors for the short-term retention of the staff member will be mutual agreement between those permanent secretaries. If necessary formal secondment can be resorted to if the situation so dictates (vide PSSR BVII/IX on secondment)

**(c) To the Offices/Ministries/Agencies whose vacancies are contained in the Annexure**

- (i) Applications which do not meet the requirements set out in paragraphs 4(a)(i), (ii) and (iii) as well as paragraph 4(b)(i) above, must be returned without further delay to the relevant Office/Ministry/Agency for rectification.
- (ii) Applications are scheduled on form ZO/353(1) according to the prescriptions contained in PSSR B.II/II.
- (iii) The schedule [form ZO/353(1)] as well as the application form and other relevant documents of all scheduled candidates must be submitted to this department together with the letter of nomination. Full motivation must be provided with regard to the candidates not nominated. The last column on the right-hand side of the schedule [form ZO/353(1)] must be used for this purpose.

## **General**

Candidates as well as Offices/Ministries/Agencies are advised to take cognizance of the provisions of PSSR B.II/II, especially paragraphs 2.6, 2. 7 and 2.8 of the said chapter.

5. All staff members who were appointed/promoted/transferred to job designations or job categories with relaxation of the prescribed educational qualifications will no longer be allowed to advance further in the job categories for which relaxations were granted, unless they obtain the prescribed educational qualifications required for the job designations they are aspiring to.

### **6. CLOSING DATE: 13 MARCH 2025**

***Signed by Susan Ntema***

**SUSAN NTEMA**

**ACTING DEPUTY EXECUTIVE DIRECTOR: DPSM**

## MANAGEMENT CADRE

### MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION

#### DIRECTORATE: ADMINISTRATION DIVISION: FINANCE AND AUXILIARY SERVICES

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Motor Vehicle Allowance</b>	:	N\$102,701 per annum
<b>Housing Benefits</b>	:	N\$121,560 per annum

**Minimum Requirements:** An appropriate B-degree on NQF Level 7 in Accounting, Finance or Commerce or equivalent qualification plus nine (9) years of appropriate experience. Applicant must be at the level **Chief Accountant Grade 6**.

#### **Additional Requirements:**

- Sound Knowledge of State Finance Act, Treasury Instructions, Public Procurement Act, and the Foreign Service Rules, Public Service Staff Rules and Regulations, Labour Act;
- Experience in budget preparation and ability to work under pressure and manage diversity
- Good Communication (written and verbal) negotiation skills.
- Candidate should have extensive knowledge and experience of Revenue, Accounts Payable, DSA, Payroll, Creditors, Tax reconciliation, General Ledger and Government accounting system.
- Candidate should have experience and knowledge of Government procurement, stocktaking, fleet management, computer literate and be able to work independently.
- Candidate should have strong leadership, financial acumen, and a commitment to compliance and transparency to ensure the Ministry's financial sustainability and operational efficiency.

#### **Key Duties and Responsibilities**

- Provides overall leadership in financial planning, control, and budget implementation within the Ministry and serves as the Financial Advisor to the Executive Director/Accounting Officer and Management on all financial matters.
- Monitor expenditure in line with appropriated funds and Treasury Instructions.
- Prepare and submit consolidated financial statements and budgets (recurrent and development).
- Prepare virement submissions for internal and external approval.
- Compile quarterly reports on budget execution for the Accounting Officer.
- Oversee the preparation and timely submission of financial statements for auditing by the Office of the Auditor-General (OAG).
- Address audit findings and recommendations in consultation with the Executive Director.
- Develop strategic and annual plans for the Division, ensuring alignment with the Ministry's objectives.
- Lead and direct the implementation of financial strategies and policies.
- Coordinate and manage procurement activities in strict compliance with the Public Procurement Act, 2015 and its regulations.
- Oversee transport and fleet management within the Ministry and Missions.
- Ensure annual stock-taking is conducted at Headquarters and Missions.
- Oversee accounts, expenditures, and budgets for Foreign Missions.
- Provide financial management guidance to Missions.
- Review and approve financial requests and reports from Missions, ensuring accountability and transparency.
- Ensure efficient allocation and utilization of funds to Missions.
- Perform any other assignments as directed by the Executive Director or Director.

**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  
3<sup>th</sup> Floor, East -wing**

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

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## MANAGEMENT CADRE

### MINISTRY OF URBAN AND RURAL DEVELOPMENT

#### DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT

<b>Post Designation</b>	:	Deputy Executive Director Grade 2
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$600,319 – N\$637,063
<b>Motor Vehicle Allowance</b>	:	N\$149,351 (Capital and Running costs) per annum
<b>Housing Benefit</b>	:	N\$142,104 per annum

**Minimum Requirements:** A B-Degree on NQF Level 7 with nine (9) years appropriate working experience of which five (5) years must be at senior management level (at least a Director in the Public Service).

**Additional Requirements:**

- Good knowledge of national and sectoral policy, legislative and regulatory frameworks and programmes; and
- Transformational managerial and leadership skills and experience in general and particularly in public sector budgeting and financial management, capital project management, housing and human settlement policy development and implementation as well as community (urban and rural) development will be added advantages.

**Job Description:**

This position and the incumbent:

- a) Reports to and is accountable to the Executive Director on the efficient and effective management and operation of the Department in general; and
- b) Is specifically responsible for ensuring:
  - i) Overall strategic leadership, management and coordination over the operations and programmes of the Department, which consists of the Directorate: Habitat and Housing Development; and the Directorate: Rural Development.
  - ii) That the Department and Directorates have developed and are implementing strategic and annual plans that are aligned to the Ministry's overall strategic and annual plans as well as national development plans and initiatives (Vision 2030, NDPs, the Harambee Prosperity Plans, SWAPO Party Election Manifestos and Cabinet directives);
  - iii) Proper coordination of and synergy between the plans and activities of the units (Directorates) of the Department as well as between the Ministry, sub-national governments (Regional Councils and Local Authority Councils), other Offices/Ministries/Agencies, stakeholders and role players in spatial, human settlement planning and development as well as rural development;
  - iv) The development of policy, legal and regulatory frameworks as well as administrative systems that are required to enable the Department/Ministry to effectively perform its mandate and for effective planning and development of land use, human settlements and rural areas in the country; and
  - v) Adequate planning, provision and management of the financial, human and technical resources that are required to enable the Department and the Ministry to effectively perform their mandates;

- vi) Efficiency, effectiveness, monitoring and evaluation, accountability and reporting within and by the Department as well as by other role players in spatial, human settlement and rural planning and development;
- vii) The development and implementation of Performance Management Systems and a High Performance Culture among others by employing or promoting set public service performance standards as well as innovative and business process re-engineering solutions within the Department in particular and the urban and rural development sector in general.
- c) Shall be a member of the Executive Management Team, the Budget Committee and other Management Committees of the Ministry; and
- d) Shall perform any other duties or tasks assigned to him/her by the Accounting Officer.

**Areas of competency and personal attributes:**

- High emotional intelligence;
- Tested leadership and team building skills;
- Analytical and critical thinking;
- Good communication (oral and written) skills and computer literacy; and
- Familiar with trends and development in the fields of strategic management, spatial and human settlement development.

**Please note:**

- Only shortlisted candidates will be contacted and no documents will be returned
  - The top candidates emerging from the final interview process will be subjected to a **Vetting**, which will be a key determining factor in the final selection.
  - Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
  - Failure to complete all items on the application form for employment and to attach the necessary required/supporting documents will lead to a disqualification of the application.
  - Women and people with disabilities who meet the advertised requirements are encouraged to apply.
  - Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
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**DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND  
INFORMATION TECHNOLOGY**

<b>Post Designation</b>	:	Director Grade 3
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$554,603 – N\$588,548
<b>Motor Vehicle Allowance</b>	:	N\$123,633 (Capital Cost and (Running Cost) per annum
<b>Housing Benefits</b>	:	N\$131,280 per annum

**Minimum Requirements:** A Bachelor Degree at NQF Level 7 or equivalent qualification plus nine (9) years appropriate working experience.

**Supplementary Requirements:** Qualifications in one of the following fields: Finance, Human Resources, Administration, Information Technology Management **OR** an appropriate MBA and qualifications and experience in Organizational Development (OD) and Business Management in large organizations with dynamics and characteristics similar to the public sector will serve as an added advantage.

**Main Duties of the Job:**

**Financial Management**

Provide overall leadership and direction to ensure effective financial/budget planning, management, control and the implementation by the Ministry and other stakeholders falling under the Ministry (Vote17). The specific key duties and responsibilities in this regard include:

- Advising the Executive Director/Accounting Officer and Management on all financial matters;
- Ensuring compliance and adherence to Financial Accounting Guidelines/ Ministry; and
- Ensure timely compilation, submission and execution of annual budgets as well as financial statements and accountability reports.

**Human Resources Management:**

Provide overall leadership and direction in the development, implementation and coordination of national policies/legislation, guidelines/standards, staff rules and circulars on personnel and performance management in the Public Service in general and for the effective execution of the Ministry's mandate.

**Administration and Support Services Functions:**

Ensure effective planning, execution and control of the following critical support functions:

**Auxiliary/ Support Services:**

Transport and fleet management, Procurement, Stock and asset planning, control and management, Workplace health and safety (wellness), Document security, management and archiving and the implementation of related initiatives such as Electronic Documents Record Management System (EDRMS) and document security and Provision/ facilitation of requisite office space, equipment and furniture.

**a) Procurement** - Ensure and manage the effective performance of the procurement function of the Ministry in strict compliance with the provisions of the Public Procurement Act, 2015 and its Regulations, and coordinate the compilation and submission of the Annual Procurement Plan to the Executive Director/ Accounting Officer.

**b) Transport** - Ensure effective planning, acquisition, control and management of the vehicle fleet of the Ministry in line with Treasury instructions and national laws and regulations on transport.

**c) Maintenance/ Asset Management** - Ensure effective planning, management, control and maintenance of the Ministry's movable and immovable assets.

**d) Administrative Functions** - Provide leadership in the development and execution of strategic and annual plans as well as ensure that performance targets for the Directorate are aligned to the overall plans and activities of the Ministry and in conformity with the applicable policies, laws and regulations and other compliance standards and requirements of the public service;

**Information Technology** - Ensure an effective ICT infrastructure, systems and support services.

Perform any other responsibilities/ tasks as may be assigned by the Executive Director/ Accounting Officer.

**Notes to Candidates:**

- Only shortlisted candidates will be contacted and no documents will be returned
- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
- Failure to complete all items on the application form for employment and to attach the necessary required/supporting documents will lead to a disqualification of the application.
- Women and people with disabilities who meet the advertised requirements are encouraged to apply.
- Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
- Application (form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director  
Ministry of Urban and Rural Development  
Private Bag 13289  
WINDHOEK**

Or hand delivered to:

**Human Resources Division  
Ministry of Urban and Rural Development  
Office No. 108, First Floor  
Government Office Park, Luther Street**

**Enquiries:** Mr. Nghidinua Daniel, Executive Director, Tel (061) 297 5180 and/or Mr Ericksson Hailaula, Deputy Director: Human Resources Management and Development, Tel (061) 297 5105.

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## MANAGEMENT CADRE

### HARDAP REGIONAL COUNCIL

#### DIRECTORATE: FINANCE AND ADMINISTRATION

<b>Post Designation</b>	:	Director Grade 3
<b>1x Post</b>	:	Mariental
<b>Salary Scale</b>	:	N\$554,603 – N\$588,548
<b>Motor Vehicle Allowance</b>	:	N\$123,633 (Capital Cost and (Running Cost) per annum
<b>Housing Benefits</b>	:	N\$131,280 per annum

**Minimum Requirement:** A B-Degree on NQF Level 7 plus nine (9) years' appropriate experience.

#### Supplementary Requirements:

- Preference will be given to candidates in possession of a Master's degree in Public Management or Business Administration or Human Resource Management/Development or Financial Management on NQF Level 9.
- Candidates must have five (5) years' appropriate experience at the functional level of Grade 4/ similar or higher within the Regional Councils' milieu.
- Must be conversant with assorted computer systems (VIP, Pastel, etc) and should possess a valid driver's License.
- Candidates must have analytical planning skills and strategic management, budgeting, human resources management/development, procurement management, policy development and Public Service Performance Management Systems.

#### Main Duties:

Provide advisory support services to the Chief Regional Officer on Human Resources, Finance and Administration. Ensure the proper implementation of Council decisions. Responsible for the preparation of the Regional Council budget, implementation and control. Consultations with the Regional Council and Local Authorities on the implementation of the decentralization policies. Develop and producing guidelines on human resource matters in collaboration with Regional Council and line ministries including staff training and development. Provide support services to the Regional Council and Settlement areas to ensure compliance with prescribed staff and finance rules and standards. Supervise the functions of the Human Resources, Finance and Administration. Develop the Strategic Plan of the Directorate and oversee its implementation. Participate in the decentralization awareness raising campaign and ensuring the implementation of the Decentralization Action Plan. Ensure correct interpretation and application of all relevant Acts, Treasury Instructions and Personnel Administration Measures (PAM). Articulate the decentralization policy and legislation to all stakeholders. Promoting good governance by developing standards and operational procedures. Carry out inspections within the Regional Council and Settlement areas to ensure compliance with prescribed staff and finance rules and standards. Oversee proper recording of Council minutes. Carry out any other official duties assigned from time to time.

**Enquiries:** Mrs. Sima D. Luipert/ Mrs. K.B. Van Wyk Tel. 063 245800

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#### DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: FINANCE

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Mariental
<b>Salary Scale</b>	:	N\$517,195 – N\$543,728
<b>Housing Allowance</b>	:	N\$121,560 per annum

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**Motor Vehicle Allowance** : N\$110,106 per annum (Capital and Running costs) per annum

**Minimum Requirement:** A B-Degree at NQF Level 7, majoring in Accounting or Finance or Auditing or Business Administration or Management plus nine (9) years appropriate experience.

**Supplementary Requirements:**

- Preference will be given to candidates in possession of an Honors' Degree in Public Accounting or Finance or Auditing or Business Administration or Financial Management on NQF Level 8
- Candidates must have five (5) years appropriate experience at the functional level of Grade 6/ similar or higher within the Regional Council milieu.
- Must be conversant with assorted computer systems, VIP, Pastel Evolution, Auditing and procurement etc.
- Must be in possession of a valid Driver's License

**Main Duties:**

Monitor and regulate Regional Council expenditure with a view to control the monthly cash flow. Responsible for budget preparation, implementation and control. Ensure development of management plans for the Division. Liaise with other Regional Councils Deputy Directors in coordinating the management of finance. Ensure proper financial management of the Council as per delegated functions. Monitor budget expenditure and adhere to Treasury Instructions. Prepare consolidated (recurrent and development) budget of the Regional Councils. Prepare consolidated financial statements of the Regional Councils. Recommend the Regional Council Annual budget to the management committee for approval. Ensure that the financial statements are prepared and presented for auditing. Develop guidelines on accounting systems for Regional Council. Ensure adherence to Financial Accounting Guidelines. Develop and review the Financial Management Policy of Regional Council. Prepare submissions on virementation for approval. Ensure proper utilization of staff, plan, manage and control of the activities of the Division. Submit quarterly reports on budget expenditure to the Director. Participate in the formulation of the Council Strategic Plan. Provide technical input in Divisional operational planning. Manage, coordinate and monitor financial, planning and capacity building support to settlements and constituency offices. Determine divisional staffing needs and evaluate staff performance. Ensure that the staffs in the Finance division are familiar with relevant rules and regulations such as Treasury Instructions, Public Service staff rule etc. Advise the Chief Regional Officer on all financial and other relevant matters. On request or on own initiative rendering advisory or liaison service to staff of the Council on Finance related matters. Liaise with the line Ministry / Stake holders/ institutions on matters relating to the financial activities of the Regional Council. Control the course of Expenditure in relation to appropriated funds and immediately advise the Chief Regional Officer accordingly if the trend of expenditure indicates the incurring possible excess on available funds; and if an excess on a vote or a main classification is unavoidable, take steps in time to obtain prior authorization therefore. Ensure the correctness of the annual financial statements. Give immediate attention to all audit inquiries directed to the Chief Regional Officer. Verification of the submission of the VAT return to the Ministry of Finance. Represent the Regional Council on external committees and at workshops, conferences and symposiums. Prepare Budget Calendar for Regional Council. Carry out any other official duties assigned from time to time

**NB:** All **foreign qualifications** must be submitted with an **evaluation report of qualifications from Namibia Qualifications Authority**. All applications must be done on the **new employment application** form 156043 and 156094 obtainable at all Government Offices together with a **comprehensive CV and certified copies of educational qualifications, proof of identification, testimonials** and any other relevant documents. **Note must be taken that competitions for vacancies in the Public Service have been limited. Public Servants must have completed their probation successfully and may only compete for vacancies, which are on the next higher**

**grade/post level. Failure to complete all items** on the application form for employment and **not attaching the necessary documents** will **disqualify the application. People with disabilities are encouraged to apply.** Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

Applications must be addressed to:

**The Acting Chief Regional Officer  
Hardap Regional Council  
Private Bag 2017  
Mariental**

Or hand delivered at:

**The Human Resources Offices  
Mariental First Floor, West Wing**

**Enquiries:** Mr. Werner W. Coetzee / Mrs. K.B. Van Wyk Tel: 063 245 800

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## MANAGEMENT CADRE

### OMUSATI REGIONAL COUNCIL

#### DIRECTORATE: GENERAL SERVICES

<b>Post Designation</b>	:	Director Grade 3
<b>1x Post</b>	:	Outapi
<b>Salary Scale</b>	:	N\$554,603 –N\$588,548
<b>Housing Benefits</b>	:	N\$123,632 per annum
<b>Transport Allowance</b>	:	N\$131,280 per annum (Capital and Running costs) p.a

**Minimum Requirement:** Bachelor's degree on NQF Level 7 plus 9 years appropriate.

**Supplementary Requirements:** Preference will be given to applicants occupying Middle Management positions in any of the following field; Finance, Administration or Human Resources Management for at least three years.

**Main Duties:**

- Principal Adviser the Accounting Officer on matters related to Finance Administration and Human Resources.
- Enforces the implementation of the Regional Council's resolutions.
- Responsible for the preparation of Regional Council budget implementation and control including Annual Financial Statements.
- Supervise the functions of Finance, Administration and Human Resources.
- Develops the Strategic Plan and Annual Plans of the Directorate and oversee implementation thereof.
- Provide support services to Regional Council, Constituencies and Settlements to ensure compliance with the prescribed staff and Finance rules and standards.
- Ensures correct interpretation and application of all relevant Acts, Policies, Standards, Rules and Regulations.
- Carries out any other duties assigned from time to time.

**NB:**

- Women are encouraged to apply.
- Persons with disabilities are encouraged to apply
- Applications should be made by filling a Revised Application Form 156043 obtainable from Human Resources Offices at all government institutions.
- Foreign qualifications should be accompanied by NQA evaluation. Failure to attach such proofs will lead to disqualification.
- Faxed, e-mailed, and late applications will not be considered.

Applications must be hand delivered or address to:

**The Chief Regional Officer  
Omusati Regional Council  
Private Bag 523  
OUTAPI**

Or hand deliver at:

**Omusati Regional Council  
Erf No 1080, Namaungu Street  
Human Resources Office  
OUTAPI**

**Enquiries:** Ms Hertha N Shimuningeni at 065 251019

## MINISTRY OF AGRICULTURE, WATER AND LAND REFORM

### DIRECTORATE OF GENERAL SERVICES

#### DIVISION: FINANCE

#### SUBDIVISION: ACCOUNTS PAYABLE

<b>Post Designation</b>	:	Accountant Grade 8
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512per annum

**Minimum Requirements:** An appropriate National Diploma on NQF Level 6 majoring in Accounting with knowledge of the State Finance Act, Treasury Instructions and Procurement Act.

#### Main Duties:

- Receipt of invoices, ensuring that invoices are valid for payment
- Processing of invoices on the Integrated Financial Management System (IFMS)
- Verifying of supplier codes and bank account details on the IFMS
- Ensuring that invoices are paid on a daily basis
- Reconciling of payment vouchers
- Providing proof of payments
- Ensuring that proper filling is done

**Enquiries:** Ms. Nancy Kazapundua (061) 208 7871 or Ms. Helen Amupolo (061) 208 7870

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### DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION

#### DIVISION: WATER SUPPLY AND SANITATION COORDINATION NORTH- CENTRAL REGIONS

<b>Post Designation</b>	:	Chief Rural Water and Sanitation Officer Grade 8
<b>1x Post</b>	:	Outapi (Omusati Region)
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Salary Notch</b>	:	N\$238,825 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512per annum

**Minimum Requirements:** An appropriate National Diploma in Community Development OR Adult Education OR Environmental Health Science on NQF Level 6 plus six (6) years of experience in water and sanitation disciplines, of which three (3) should be at the level of Senior Water and Sanitation Officer Grade 9 or equivalent level. He/she must have a sound knowledge and understanding of the Rural Community of a particular region. The applicant must be in possession of a Code 8/BE/B driver's license.

**Enquiries:** Mr. C Tjikundi Tel (065) 251900 or Ms Anna Nakathingo, Tel (061) 208 7374

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### DIVISION RURAL WATER SUPPLY AND SANITATION COORDINATION NORTH-CENTRAL REGIONS

#### (OSHAKATI)

#### SUBDIVISION WATER SUPPLY AND SANITATION OHANGWENA REGION (EENHANA)

#### SECTION WATER SUPPLY AND SANITATION SERVICES (EENHANA)

<b>Post Designation</b>	:	Rural Water and Sanitation Officer Grade 10
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<b>1x Post</b>	:	Engombe (Oshana Region)
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma in Community Development, Adult Education, Environmental Health Science on NQF L6. He/she must have a sound knowledge and understanding of the Rural Community of the particular region. The applicant must be in possession of a Code 8/BE/B driver's license.

**Enquiries:** Mr. J Pataka Tel (065) 221 447 OR Ms Anna Nakathingo, Tel (061) 208 7374

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**DIVISION RURAL WATER SUPPLY AND SANITATION COORDINATION NORTH-CENTRAL REGIONS  
(OSHAKATI)**

**SUBDIVISION: WATER SUPPLY AND SANITATION OSHIKOTO REGION**

<b>Post Designation</b>	:	Works Inspector Grade 9
<b>1x Post</b>	:	Onankali (Oshikoto Region)
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements :** An appropriate National Diploma in Civil OR Mechanical Engineering on NQF L6 OR an appropriate N3 (or equivalent) in Civil, Building and Construction, Bricklaying & Plastering, Plumbing & Pipefitting, Automotive Diesel Mechanic Engineering plus a completed apprenticeship OR the passing of a trade test plus 4 years appropriate experience. Extensive knowledge in maintenance or operational equipment (Solar water, generators and infrastructure). A driver's license Code 8/BE/B.

**Enquiries:** Mr. S. Tuukondjele Tel: 0811563696 or Ms. Alma Ndakolo 061 208 7208

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**DIRECTORATE REGIONAL PROGRAMME IMPLEMENTATION**

**DIVISION LANDS | | KHARAS**

**SUBDIVISION LAND REFORM & RESETTLEMENT**

**SECTION: LAND USE PLANNING AND ADMINISTRATION (LUPA)**

<b>Post Designation</b>	:	Development Planner Grade 8
<b>1x Post</b>	:	Keetmanshoop
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512per annum

**Minimum Requirements:** An appropriate Bachelor Degree in Land Management OR Land Administration OR Natural Resource Management OR Geographical Information System (GIS) OR related Degree on NQF Level 7. Candidate must be computer literate with knowledge in GIS. **A code B valid driver's license is compulsory.**

**Main Duties:**

- Assess agricultural land offered to the State for sale;
- Demarcate Government farms into farming units for resettlement purpose;



- Coordinate the physical allocation of resettlement beneficiaries (i.e., show boundaries of farming units to beneficiaries);
- Carry out land use monitoring for resettlement farms and provide extension services related to land use;
- Participate in the updating and implementation of Regional Integrated Land Use Plan;
- Participate in the Sectoral land uses initiatives;
- Provide support to the | | Kharas Regional Resettlement Committee;
- Assess State owned land applied for leaseholds;
- Perform any other official duties as assigned by the Supervisor or Regional Deputy Director;

**NB:** Due to decentralization, the successful candidate must be prepared to be seconded to the Regional Council.

**Enquiries:** Ms. Tuwilika I. Shidute: 061 - 208 7452 or Mr. Albertus Engelbrecht: 063-222 868 / +264 811668931

**DIVISION LANDS | | KHARAS**  
**SUBDIVISION LAND REFORM & RESETTLEMENT**  
**SECTION: LAND BOARD TENURE AND ADVICE (LBTA)**

<b>Post Designation</b>	:	Development Planner Grade 8
<b>1x Post</b>	:	Keetmanshoop
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512per annum

**Minimum Requirements:** An appropriate Bachelor Degree in Land Management OR Land Administration OR National Resource Management OR Geographical Information System (GIS) OR related Degree on NQF Level 7 with land administration core subjects. Candidates must be computer literate. **A code B valid driver's license is compulsory.**

**Main Duties:**

- Serve as Secretary to the | | Kharas Communal Land Board;
- Provide administrative support to the operations of Communal Land Board;
- Provide technical advice and assist the Communal Land Board on matters pertaining to land dispute and appeals;
- Facilitate logistics of investigations by the Communal Land Board;
- Plan, coordinate and execute regional activities related to the administration of communal land in line with the Communal Land Reform Act (Act No. 5 of 2002) as amended;
- Serve as link between the Communal Land Board and Traditional Authorities with regard to the registration of communal land;
- Conduct awareness on the provisions of the Communal Land Reform Act (Act No. 5 of 2002) as amended in the Region;
- Coordinate communal land registration (verification and mapping of land parcels) in the Region;
- Facilitate the collection of revenue from communal leasehold land rights;
- Facilitate updating and digitizing data for production of land parcels maps and certificates;
- Implement the communal land filing system;
- Database management of the subsection: Land Board;
- Implementation of ministerial policies, plans and programmes at sectional level;
- Perform any other duty as assigned by Supervisor or Regional Deputy Director.

**NB:** Due to decentralization, the successful candidate must be prepared to be seconded to the Regional Council.

**Enquiries:** Ms. Tuwilika I. Shidute: 061-208 7452 or Mr. Albertus Engelbrecht: 063-222 868 / +264 811668931

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**DIRECTORATE: RESETTLEMENT AND REGIONAL PROGRAMME IMPLEMENTATION**  
**DIVISION: LANDS, OHANGWENA**

<b>Post Designation</b>	:	Survey Technician Grade 9
<b>1x Post</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A Degree in Land Surveying OR Geomatics OR Photogrammetry and must be registered with Surveying Council of Namibia (SURCON).

**Additional Requirements:** Candidates must be computer literacy, ability to work in a high production environment, good communication skills (both verbal and written), and knowledge of Communal Land Reform Act, (Act No. 5 of 2002) as amended, good GIS knowledge with respect to the data capture, structuring and manipulation. A driver license will serve as an advantage.

**Main Duties:**

- Conduct field surveys to measure, map, and demarcate communal land boundaries.
- Utilize GPS and other surveying equipment to ensure precise data collection.
- Verify land coordinates and align them with existing cadastral data.
- Make precise measurements to determine property boundaries.
- Assist in the preparation of land registration documents, including maps and boundary descriptions.
- Collaborate with Traditional Authorities and landowners to resolve boundary disputes.
- Provide technical input during community consultations and stakeholder engagements.
- Carry out field verification based on digitize parcels from the orthophoto
- Undertake field surveys
- Compile survey drawings/Maps
- Digitize parcels from aerials image, add attribute data (UPI), cross-check and remove overlaps of parcels
- Ensure proper care and maintenance of surveying tools and equipment.
- Troubleshoot technical issues and recommend repairs or replacements as needed.
- Adhere to legal and technical standards outlined in the Communal Land Reform Act and related

**NB:** The successful candidate should be prepared to be seconded to the Regional Council.

**Enquiries:** Mr. Paulus Amaambo 065-264100 / 0811445367

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**DIRECTORATE REGIONAL PROGRAMME IMPLEMENTATION**

**DIVISION LANDS: OHANGWENA**  
**SUBDIVISION LAND REFORM & RESETTLEMENT**  
**SECTION: LAND BOARD TENURE AND ADVICE**

<b>Post Designation</b>	:	Development Planner Grade 8
<b>1x Post</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512per annum

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

**Minimum Requirements:** Bachelor's Degree at NQF Level 7 in Land Management OR Land Administration OR Geo-Information Systems (GIS) OR Environmental Management OR related fields. Relevant GIS practical experience. Valid driver's license (compulsory). Academic records/transcripts must be attached.

**Additional Requirements:** Computer literacy. Ability to work in a high production environment. Knowledge of Communal Land Reform Act (Act No. 5 of 2002) as amended. Good GIS knowledge with respect to the data capture, and spatial data analysis. A driver license is a must and serve as an advantage.

**Main Duties:**

- Provide technical assistance to the Communal Land Board.
- Manage and administer the Namibia Communal Land Administration System (NCLAS).
- Capture and digitize data in NCLAS, ensuring quality control of land-right applications.
- Maintain and update land rights registers.
- Oversee the verification and mapping of communal land rights.
- Coordinate the printing and distribution of land-right certificates to traditional authorities.
- Responsible for updating leasehold and occupational land rights attributes.
- Implement ministerial policies, plans, and programs at the sectional level.
- Organize and oversee communal land-right registration activities in the region.
- Plan, organize, lead, and control activities related to land use planning and allocation.
- Assist in adjudicating communal land disputes and investigations.
- Support Land Board investigation committees when required.

**NB:** The successful candidate should be prepared to be seconded to the Regional Council.

**Enquiries:** Mr. Paulus Amaambo 065-264100 / 0811445367

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**DIRECTORATE OF VETERINARY SERVICES (DVS)**

**DIVISION: ANIMAL DISEASE CONTROL SOUTH**

<b>Post Designation</b>	:	Veterinarian Grade 6 (P)
<b>1x Post</b>	:	Mariental
<b>Salary Scale</b>	:	N\$407,649 – N\$468,260 (P)
<b>Motor Vehicle Allowance</b>	:	N\$85,063 per annum
<b>Fixed Overtime Allowance</b>	:	N\$131,386 per annum
<b>Housing Allowance</b>	:	N\$13,080 per annum

**Minimum Requirements:** A B. V Science- degree (NQF level 8) or appropriate equivalent qualification. Candidate must be **registered unconditionally** as a Veterinarian with the Namibian Veterinary Council (NVC).

**Main Duties:**

- Effectiveness & efficiency of animal disease diagnosis, control, surveillance and monitoring in the allocated State Veterinary District
- Effectiveness & efficiency of veterinary regulatory enforcement, animal movement control, certification and record keeping
- Frequency & effectiveness of Veterinary Extension to farmers & staff members
- Effectiveness & efficiency of financial and personnel administration, timeliness, completeness and quality of reporting

**Enquiries:** Dr. Simson Ekandjo, tell: (063) 242 171/2 Mr. Riborius E. Tshivute: Tel: 061 208 7371

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## DIRECTORATE OF VETERINARY SERVICES (DVS)

### DIVISION: ANIMAL DISEASE CONTROL- NORTH

<b>Post Designation</b>	:	Chief Animal Health Technician Grade 7
<b>4x Posts</b>	:	Grootfontein, Katima Mulilo, Nkurenkuru & Ondangwa
<b>Salary Scale</b>	:	N\$291,128 –N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma in Agriculture plus a minimum of eight (8) years appropriate experience in Animal Health/Livestock production, animal disease control and surveillance programmes, and any other Veterinary Services related experience. The candidate **must be registered with the Veterinary Council of Namibia** as an Animal Health Technician / Veterinary Technician and must be **in position of a valid Driver's Licence**.

**The following shall be considered as advantages:**

- Computer literacy
- Good knowledge of DVS protocols, Contingency Plans and animal health legislations.
- Good leadership, communication and organisational skills
- Inter-personal skills
- Good knowledge of Namibia Livestock Information Traceability System
- Self- motivated and ability to work in a team

**Main Responsibilities:**

To provide technical, operational, administrative and supervisory support to the State Veterinarian/s in the animal disease prevention, control, surveillance and monitoring programs and activities in the assigned veterinary district/area. To offer veterinary extension and training to the farmers as well as enforcement of all relevant veterinary legislations in the assigned area. Plan and supervise vaccination campaigns and ear tagging programs. Supervise and train sub-ordinates.

**Enquiries:** Dr R. Athingo Tel: (065) 233 855 Dr J. Kapapero Tel: (067) 243 251, Mr. Riborius E. Tshivute: Tel: 061 208 7371

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## DIRECTORATE OF VETERINARY SERVICES (DVS)

### DIVISION: ANIMAL DISEASE CONTROL NORTH EAST & SOUTH

<b>Post Designation</b>	:	Senior Animal Health Technician Grade 8
<b>2x Posts</b>	:	Otavi & Otjinene
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512per annum
<b>Remoteness Allowance</b>	:	N\$9,000 per annum (Otjinene)

**Minimum Requirements:** An appropriate National Diploma (NQF Level 6) in Agriculture plus six (6) years appropriate experience in Animal Health/Livestock production, animal disease control and surveillance programmes, and any other Veterinary Services related experience. **The candidate must be registered with the Veterinary Council of Namibia as an Animal Health Technician/ Veterinary Technician.** Candidate must be in position of a valid Driver's License.

**The following shall be considered as advantages:**

- Computer literacy
- Good knowledge of DVS protocols, Contingency Plans and animal health legislations.

- Good leadership and management skills (must be able to apply rules and regulations; not be afraid to take responsibility).
- Inter-personal skills (liaison skills - be able to communicate with farmers, Animal Health Technicians as well as his/her superiors).
- Self-motivated.

**Nature and scope of work:**

To provide technical and operational services with respect to animal disease prevention, control, surveillance and monitoring programmes & activities in the assigned sub-section. The enforcement of all relevant veterinary legislations and policies in the assigned sub-section. To offer veterinary extension training services to farmers. Supervisory duties over sub-ordinates.

**Enquiries:** Dr. S. Ekandjo Tel: (063) 242 171/2, Dr J. Kapapero Tell: (067) 243253, Mr. Riborius E. Tshivute: Tel: 061 208 7371

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**DIRECTORATE OF VETERINARY SERVICES**

**DIVISION: ANIMAL DISEASE CONTROL SOUTH**

<b>Post Designation</b>	:	Veterinary Technician Grade 9
<b>1x Post</b>	:	Mariental State Veterinary Office
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma in Agriculture NQF Level 6. Candidates with good computer literacy, inter-personal skills, good knowledge of Namibia Livestock Information Traceability System and a valid Driving Licence will be considered as an advantage.

**Nature and scope of work:**

To provide technical and operational services with respect to NamLits. To supervise imports of various veterinary products at different retailer shops in the district. To offer NamLits related training to farmers.

**Enquiries:** Dr S. Ekandjo Tel: (063) 242 141, Mr. Riborius E. Tshivute: Tel: 061 208 7371

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**DIRECTORATE OF VETERINARY SERVICES**

**DIVISION: EPIDEMIOLOGY, IMPORT/EXPORT CONTROL, ADVISORY SERVICES & TRACEABILITY**

**SUBDIVISION: TRACEABILITY, ADVISORY SERVICES/ MEDICINE CONTROL**

<b>Post Designation</b>	:	Computer Technician Grade 11
<b>2x Posts</b>	:	Windhoek and Ondangwa
<b>Salary Scale</b>	:	N\$150,126 – N\$169,472 (P)
<b>Salary Notch</b>	:	N\$150,126 (P) per annum
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum

**Minimum Requirement:** A National Diploma in Information Technology on NQF Level 6.

**Main Duties:**

- The computer Technician is involved at operational level with fault finding, software and hardware installation on computers used at State Veterinary Offices to access Livestock information database.
- Install software and Hardware as per request from the offices through NamLits coordinator.

- Identify, repair or replace faulty hardware and software's
- Keep track of hardware brought in for repair
- Test equipment returned from vendors
- Provide first level user support
- Hardware trouble shoot and repair
- Software trouble shoot and repair
- Network trouble shoot

**Applicants should note the following:**

- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment. Applicants who are not in the Public Service must attach confirmations of employments from their previous and current employers.
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- Applicants who only partially complete and or do not sign application forms, or who do not attach originally certified Identification Documents, Qualifications and no CVs attached will be disqualified. Hence applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicants must indicate not applicable;
- Applicants must use one (1) application form for each position applied for;
- Applicants in designated groups particularly women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply;
- Only shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents will be returned to the applicants;
- Faxed applications will not be considered and ;
- Applications (Form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director  
Ministry Of Agriculture, Water and Land Reform  
Private Bag 13184  
Windhoek**

Or hand delivered at:

**Ministry Of Agriculture, Water and Land Reform  
Luther Street  
Government Office Park  
Windhoek**

**Enquiries:** Dr Jannet Star Erastus Tel: (063) 242 141, Mr. Riborius E. Tshivute: Tel: 061 208 7371

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## MINISTRY OF DEFENCE AND VETERANS AFFAIRS

### DEPARTMENT: DEFENCE DIRECTORATE: HUMAN RESOURCE DIVISION: HUMAN RESOURCES MANAGEMENT

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

**Minimum Appointment Requirements:** An appropriate Diploma on NQF Level 6 or equivalent qualification.

**Supplementary Selection Requirements:**

- Candidate in possession of an appropriate Degree on NQF Level 7 or higher majoring in Human Resource will have an added advantage.
  - Application must be accompanied by a testimonial and CV.
  - Candidate must possess at least 6 years' appropriate experience in handling misconduct and at the level of Human Resource Practitioner Grade 8.
  - Job description will be available on request.
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### DIRECTORATE: HUMAN RESOURCES SUBDIVISION: HUMAN RESOURCE DEVELOPMENT

<b>Post Designation</b>	:	Learning and Development Officer Grade 8
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirement:** A B-Degree in Human Resources Management or Organizational Development or Industrial Psychology or related field at NQF Level 7.

**Additional Requirements:** Preference will be given to candidates with five (5) years working experience as a Human Resource Practitioner or Learning and Development Officer or Training Officer.

**Key Performance Areas:**

- Identification of training needs
- Facilitate in-house training
- Administration of the staff development fund
- Updating of training information or data, research and update training materials
- Induction and orientation facilitation
- Implement the annual training plan and coordinate Performance Management System (PMS)

**Enquiries:** Ms N. lingwapha 061-204 2215

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**DEPARTMENT: DEFENCE  
DIRECTORATE: DEFENCE CENTRAL STAFF  
DIVISION: DEFENCE SECRETARIAT**

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirement:** An appropriate Diploma or equivalent qualification at NQF L6 in Business Administration, Archives and Record Management, or Information Science.

**Additional Requirements:**

- Preference will be given to candidates with appropriate experience as Senior Administrative Officer Grade 10.
- Knowledge of the Archives Act and other legislation which impact on managing repositories.
- Experience in Electronic Document and Record Management System (EDRMS).
- A sound knowledge in planning, organizing, coordination, and reporting principles and practices.
- Strong organizational, communication and interpersonal skills, teamwork and problem solving skills.
- A driver's license is an added advantage.

**Key Responsibilities:**

- Interpretation and application of the Treasury Instruction, the Archive Act, the Public Service Staff Rule, and other relevant legislative instruments governing Public Service.
- Provide EDRMS M-Files administrative and technical system support.
- Oversee the M-files implementation and system maintenance.
- Keep abreast of and implement new practices and identifying personal development requirements.
- Conduct routine on the job training within the spectrum identified by Archives Act and provide technical guidance.
- Evaluate the performance of Staff members.
- Protect the interests of the public as well as that of the government by placing adequate restrictions on access to Archives or accessions.

**Enquiries:** Mr. Shikongo Tel: (061-204 2034)

Applications must be submitted to the following address:

**The Executive Director  
Ministry of Defence and Veterans Affairs  
Private Bag 13307  
WINDHOEK**

Or hand delivery to:

**The Division  
Human Resource Management  
Ministry of Defence and Veterans Affairs, Bastion 2  
Corner of Sam Nuyoma Drive and Tall Street, Windhoek**

**Enquiries:** Mrs lingwapha Tel: (061) 204 2215

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## MINISTRY OF EDUCATION, ARTS AND CULTURE (HQ)

### DEPARTMENT OF LIFELONG LEARNING, ARTS AND CULTURE

#### DIRECTORATE: ARTS

#### DIVISION: COLLEGE OF THE ARTS AND NATIONAL ARTS EXTENSION PROGRAMME

Post Designation	:	Arts Lecturer Grade 7
1x Post	:	Katutura Community Arts Centre (KCAC)
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate Degree on NQF L7.

**Supplementary Selection Requirements:**

- A Bachelor Degree or equivalent qualification (NQF L7) in Media Studies with a specialization in Television Production.
- Teaching experience in Film and Television Production will be an added advantage.

**Enquiries:** Ms. Jenny Claassen Tel (061 374 105)

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### DEPARTMENT OF FINANCE AND ADMINISTRATION

#### DIVISION: HUMAN RESOURCE ADMINISTRATION

#### SUBDIVISION: STATISTICS AND INDUSTRIAL RELATIONS

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Windhoek (HQ)
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 National Diploma majoring in Human Resources on NQF L6

**Supplementary Selection Requirements:**

- Candidate must possess at least 5 year's appropriate experience in handling/dealing with industrial relations/misconduct at the level of a Human Resource Practitioner Grade 8 or higher (attach reference).
- Competition is limited. Staff must have completed their probation successfully as a Human Resource Practitioner Grade 8 and may only compete for a vacancy, which is on the next higher grade.

Interested applicants should complete the required Application Forms 156043 and Health Questionnaire 156094 (available at any Ministry) and attach the following documents which will be used to determine suitability for further selection:

- a) A detailed and comprehensive Curriculum Vitae (CV);
- b) **Original certified copies** of all educational qualification (s), certificate (s), **academic records/transcript of qualification (s)**;
- c) Testimonial (s), certificate of service, (from former and current employers for any appropriate work experience); and
- d) Original certified copy of Namibian ID (Proof of citizenship).

Candidates in possession of foreign qualification must submit their application together with an evaluation report from the Namibia Qualifications Authority (NQA). Preference will be given to Namibian Nationals. Suitably qualified persons from designated groups are encouraged to apply.

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

**NB:** Failure to complete all items on the Application Form for employment and Health Questionnaire and not attaching the necessary documents will disqualify an applicant.

**NB:** No Faxed, emailed and/or incomplete applications will be accepted and/or considered in the recruitment and selection process.

**Enquiries:** Mr Johannes Egumbo Tel (061 2933266)

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**DEPARTMENT SCHOOLS/FORMAL EDUCATION**

**DIRECTORATE NATIONAL INSTITUTE FOR EDUCATIONAL DEVELOPMENT  
DIVISION: CURRICULUM RESEARCH AND DEVELOPMENT  
SUB-DIVISION: GENERAL SERVICES**

<b>Post Designation</b>	:	Senior Administrative Officer, Grade 10
<b>1x Post</b>	:	Okahandja (NIED)
<b>Salary Scale</b>	:	N\$159,505 - N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience **OR** a Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

**Supplementary Selection Requirements:**

- Candidate must have a National Diploma or Degree in Business Administration or Business Management or Public Administration or Supply Chain or Logistics NQF Level 6 or higher.
- Candidate with 3 years working experience in Building and Maintenance or Transport Management or Stock Control and Inventory Management or Registry or Procurement will have an added advantage (proof must be attached)
- Candidate **MUST** have a driver's license (code B) , older than one (1) year

**Enquiries:** Dr. Patrick Simalumba at: 062-509002 or Ms. Johanna Munkawa tel: 062-509005

**NB:** Failure to complete all items on the Application Form for employment and not attaching the necessary documents will disqualify your application. Interested applicants should complete the necessary Application Forms 156043 and Health Questionnaire 156094 with **original certified** copies of qualification (s) and **academic records/transcript of qualification (s)**, Identity Document, testimonials, confirmation of probation and CV should be addressed to:

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

Or hand delivered to:

**Ministry of Education, Arts & Culture  
Government Office Park, Luther Street  
Human Resource Office, 2nd Floor,  
East Wing, Room No. 275**

**Enquiries:** Ms. Jenny Claassen Tel (061 374 105)

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## MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY

DIRECTORATE: FORESTRY

DIVISION: FOREST MANAGEMENT – CENTRAL AND SOUTHERN REGIONS

SUBDIVISION: FORESTRY HARDAP AND KHARAS REGIONS (MARIENTAL)

Post Designation	:	Chief Forestry Technician Grade 7
1x Post	:	Mariental
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17 452 per annum
Transport Allowance	:	N\$10,512 per annum

**Minimum Requirements:** A 3-year Diploma or 3-year Bachelor's degree in Natural Resource Management (Nature Conservation), Forestry, Agriculture or equivalent at NQF Level 6 or related field with a **minimum of 3 years appropriate experience in forest management activities**. A valid driver's license (Code B/BE).

### Overall Responsibilities:

Supervise technical staff; the planning, implementation, coordination, and directing of forest management activities; conducting fieldwork in rural areas; mentoring staff and students.

**Candidacy is limited to Namibian citizens and persons with disabilities are encouraged to apply.**

An application (on form 156043 obtainable at all government offices) together with Curriculum Vitae and certified copies of educational qualifications and ID must be addressed to:

**The Executive Director**

**Ministry of Environment, Forestry and Tourism**

**P/Bag 13306**

**Windhoek**

**Enquiries:** Mr Michael Otsub, [Michael.Otsub@mefl.gov.na](mailto:Michael.Otsub@mefl.gov.na), Tel 2087291 Mr Festus Shaanika, [Festus.Shaanika@mawlr.gov.na](mailto:Festus.Shaanika@mawlr.gov.na), Tel. 061 2087632

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## MINISTRY OF FINANCE AND PUBLIC ENTERPRISES

### DEPARTMENT: PROCUREMENT POLICY UNIT DIRECTORATE: PROFESSIONALISATION AND CAPACITY STRENGTHENING

<b>Post Designation</b>	:	Private Secretary Grade 9
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$195,216-N\$234,144
<b>Housing Allowance</b>	:	N\$13,994 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF Level 6

**Additional Requirements:** Preference will be given to applicants with National Diploma on NQF L6 in Office Administration or equivalent. Good knowledge of MS Office (Word, Excel, Outlook, PowerPoint,).

#### **Key Performance Area:**

- Managing Office of the Director on daily basis.
- Follow up on action items for Director, schedule and coordinate appointments
- Draft letters, emails, and capture important documents for the Director
- Screening and channeling of telephone calls and visitors.
- Updating of diary for the Director and other sources of reference.
- Making appointments, reservations and travelling arrangement.
- Performing of elementary administration work.
- Taking and relaying messages.
- Filing, safekeeping, scanning and handling incoming and outgoing correspondence.
- Performing of any other duties assigned from time to time by the Director.
- The incumbent will at all times familiarize him/her with the rules, regulations, policies and relevant Acts that has bearing on his/her operation and specifically on his/her duties. This will include liaising with departments/directorates within the Ministry and other Offices, Ministries and Agencies.

**NB: Candidate will be subjected to Security Clearance/Vetting Process**

#### **Application Procedures:**

- Applicants must be Namibian Citizens.
- Application forms 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents.
- All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).
- Applicants who fails to complete all items on the application form (incomplete applications) and failure to attach the necessary and aforementioned documents will disqualify their applications.
- Candidates employed in the Public Service must attach letter of confirmation of probation and those employed outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).
- Only short-listed candidates will be notified, and no documents will be returned.

**NB: In terms of the Affirmative Action Plan of the Ministry of Finance and Public Enterprises, qualifying females and persons with disabilities who meet the prescribed advertisement requirements are encouraged to apply.**

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

Applications must be addresses to:

**The Executive Director  
Ministry of Finance and Public Enterprises  
Private Bag 13295  
Windhoek**

Or hand delivered at:

**Ground Floor East Wing Fiscus Building.**

**Enquiries:** Dr. Jafet Nelongo Tel: 061 209 9413

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## MINISTRY OF FISHERIES AND MARINE RESOURCES

### DIRECTORATE OF AQUACULTURE

#### DIVISION: KAMUTJONGA RESEARCH AND TRAINING CENTRE

#### SUBDIVISION: KATIMA MULILO REGIONAL OFFICE

<b>Post Designation</b>	:	Senior Fisheries Biologist Grade 6
<b>1x Post</b>	:	Katima Mulilo
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,400 per annum
<b>Danger Allowance</b>	:	N\$34,476 per annum

**Appointment Requirements:** An appropriate Degree or equivalent qualification (NQF Level 8) in one or more of the following directions: Aquaculture, Fisheries, Animal Science, Chemistry, Physics, Microbiology, Physiology, Zoology, Botany, Meteorology, Mathematics, Applied Statistics, Biochemistry, or any other related natural sciences that can sustainably advance inland aquaculture production and biodiversity conservation on our inland water bodies and rivers plus **three (3) years'** appropriate experience.

**Additional Requirements:** The incumbent should have sound background in inland aquaculture production and inland fisheries background with at least 3 years appropriate experience with aquaculture inland Fisheries Management (planning, implementing, Controlling and evaluation).

The candidate must be capable of working in the field and be able to capture and process data as well as write scientific reports. The candidate must have a valid code B driver's license. Probation must be confirmed at the level of Fisheries Biologist Grade 8.

**Enquiries:** Ms. Helena K. Shilula, Tel: 061 205 3035/ Mr. Sililo Sitengu, Tel: 066 252200

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### DIVISION: GENERAL SERVICES

#### SUBDIVISION: AUXILIARY SERVICES

#### SECTION: OFFICE SERVICES, TENDERS AND CONTRACTS (MAIN REGISTRY)

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$159,505 - N\$191,312
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$13,944 per annum

**Appointment Requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience or a Grade 12 certificate (NQF Level 3) plus 3 years appropriate experience.

**Additional Requirements:** An appropriate Diploma in Record Management / Archives (NQF level 6) plus 3 years' experience in record Management and Archives. Computer Literacy will serve as an added advantage.

#### Notes to Candidates:

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).

- Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
- Faxed applications will not be considered.
- Only shortlisted candidates will be contacted and no documents will be returned.
- Applicants must be Namibian citizens. Applications for these positions advertised herein, must be made on the **NEW revised** Application for Employment 156043 and Health Questionnaire 156094 which are obtainable at all Government Offices/Ministries/Agencies and must be completed in full. **Failure to complete all items or sections of the application form and not attaching the necessary documents will disqualify the application.** The completed form, together with a comprehensive Curriculum Vitae and **originally certified copies by the Namibian Police** of educational qualifications must be submitted to:

**The Executive Director  
Ministry of Fisheries and Marine Resources  
Private Bag 13355  
WINDHOEK**

Or hand delivery at:

**Block C Brendan Simbwaye Square Cnr. Uhland, Goethe Street,  
Ministry of Fisheries and Marine Resources  
Human Resources Division, Ground Floor, Room 013.**

**Enquiries:** Ms. Hilma Ashaadhila, Tel: 061 205 3019/ Ms. Jessica Soja, Tel: 061 205 3044

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## MINISTRY OF HEALTH AND SOCIAL SERVICES

### DIRECTORATE: SPECIAL PROGRAM DIVISION: SPECIAL DISEASE PROGRAM (HEALTH SECTOR) SUBDIVISION: HIV / AIDS CONTROL

<b>Post Designation</b>	:	Chief Medical Officer Grade 3
<b>1x Post</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$554,603 – N\$588,548
<b>Motor Vehicle Allowance</b>	:	N\$123,633 (Capital and Running costs) per annum
<b>Housing Benefits</b>	:	N\$131,280 per annum
<b>Fixed Overtime</b>	:	N\$278,643 per annum

**Minimum Requirements:** Registration as Medical Practitioner with Medical and Dental Council of Namibia.

**Additional Requirements:** The applicant must have five (5) years appropriate experience as a Medical Officer. Must have relevant experience in Public Health related aspects such as HIV / AIDS & STI. A postgraduate qualification or a Diploma in Public Health or Community Medicine or Tropical Medicine will be an added advantage. Must be in possession of a valid driver's license.

#### Job descriptions

- Provide technical advice and support on aspects relating to HIV / AIDS & STI control, care and management.
- Oversees the implementation of the HIV / AIDS & STI activities as per the Ministerial Strategic Plan
- Supervise and give technical back-stopping to program Officers of HIV/ AIDS & STI subprograms.
- Conduct Performance Review and Performance Agreement with all cadres under the HIV/STI subdivision.
- Review/draft programmatic guidelines and policies.
- Liaise with the Technical Advisory Committee as well as the Case Management Committee to identify topics for operational research.
- Canvas various resources for the clinical management of HIV/AIDS & STI.
- Relates information on Medicines finance, stock levels, supplies and demands.
- Partake actively in compiling of budgets and annual reports.
- Develop a database for Human Resources needs, eg. identify areas for training candidates, institutions and budget implications and provide to the training Support subdivision.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Reference checks will be conducted on the first three highest scorers of the post after the oral interview. Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).



Please take note that only shortlisted candidates will be considered and no personal documents will be returned.

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**DIRECTORATE: SPECIAL PROGRAMS**  
**DIVISION: SPECIAL DISEASE PROGRAM (HEALTH SECTOR)**  
**SUBDIVISION: MALARIA CONTROL**

<b>Post Designation</b>	:	Chief Medical Officer Grade 3
<b>1x Post</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$554,603 – N\$588,548
<b>Motor Vehicle Allowance</b>	:	N\$123,633 (Capital and Running costs) per annum
<b>Housing Benefits</b>	:	N\$131,280 per annum
<b>Fixed Overtime</b>	:	N\$278,643 per annum

**Minimum Requirements:** Registration as Medical Practitioner with Medical and Dental Council of Namibia.

**Additional Requirements:** The applicant must have five (5) years appropriate experience as a Medical Officer. Must have relevant experience in Public Health related aspects such as Malaria and Tropical Diseases. A Master in Public Health or a postgraduate qualification in Community Medicine or Tropical Medicine will be an added advantage. Must be in possession of a valid driver's license.

**Job Descriptions**

- Oversee the implementation of Ministerial Malaria Strategic Plan and Policies
- Provide technical advice about Malaria and Case Management (interventions)
- Supervise and give technical back-stopping to managers of Malaria Programs
- Review/draft programmatic guidelines and policies
- Liaise with the Technical Advisory Committee as well as the Case Management Committee to identify topics for operational research.
- Canvas various resources for the clinical management of Malaria
- Relate information on malaria medicines to finance, stock levels, supplies, and demands
- Partake actively in compiling of budgets and Annual reports
- Develop a database for Human Resources needs e.g. identify areas for training candidates, institutions, and budget implications, and provide to the Training Support Subdivision.
- Ensure the implementation of Malaria Strategic Plan, policies and guidelines.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Reference checks will be conducted on the first three highest scorers of the post after the oral interview. Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).

Please take note that only shortlisted candidates will be considered and no personal documents will be returned.

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**DIRECTORATE: SPECIAL PROGRAMS**  
**DIVISION: SPECIAL DISEASE PROGRAM (HEALTH SECTOR)**  
**SUBDIVISION: TB CONTROL**

<b>Post Designation</b>	:	Chief Medical Officer Grade 3
<b>1x Post</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$554,603 – N\$588,548
<b>Motor Vehicle Allowance</b>	:	N\$123,633 (Capital and Running costs) per annum
<b>Housing Benefits</b>	:	N\$131,280 per annum
<b>Fixed Overtime</b>	:	N\$278,643 per annum

**Minimum Requirements:** Registration as Medical Practitioner with Medical and Dental Council of Namibia.

**Additional Requirements:** The applicant must have five (5) years appropriate experience as a Medical Officer. Must have relevant experience in Public Health related aspects such as EPI, IMCI, HIV/AIDS and TB. A postgraduate qualification in Public Health or Community Medicine or Tropical Medicine will be an added advantage. Must be in possession of a valid driver's license.

**Job Descriptions**

- Oversee the implementation of Ministerial Malaria Strategic Plan for TB and TB/HIV
- Provide technical advice about TB (interventions)
- Supervise and give technical back-stopping to managers of TB programs
- Review/draft programmatic guidelines and policies
- Liaise with the Technical Advisory Committee as well as the Case Management Committee to identify topics for operational research
- Canvas various resources for the clinical management of TB
- Relate information on medicine, finance, stock levels, supplies with programs and management.
- Partake actively in compiling of budgets and Annual reports
- Develop a database for Human Resources needs e.g. identify areas for training candidates, institutions, and budget implications, and provide to the Training Support Subdivision

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Reference checks will be conducted on the first three highest scorers of the post after the oral interview. Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).

Please take note that only shortlisted candidates will be considered and no personal documents will be returned.

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**DIRECTORATE: SPECIAL PROGRAMS**  
**DIVISION: SPECIAL DISEASE PROGRAM (HEALTH SECTOR)**  
**SUBDIVISION: HIV/AIDS CONTROL**

<b>Job Designation</b>	:	Chief Health Program Officer Grade 6
<b>1x Post</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$354, 883 - N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum Requirements:** An appropriate B-degree or equivalent qualification on NQF L7 plus five (5) years appropriate experience.

**Additional Requirements:** Candidate should be registered with Health Professions of Council of Namibia. Postgraduate degree in Public Health or Community Health or Project Management plus three (3) years' experience in HIV/AIDS, STI prevention and care programmes. Computer literacy with sound knowledge of Microsoft Office (Word, Excel, Power Point).

#### **Job Description**

- Oversee all activities related to HIV Prevention, Treatment, Care and support as per the HIV Strategic Plan.
- In collaboration with the Sub-division team, develops annual plan for HIV/AIDS and STI control programs for deployment within the Health Sector integrating regional support needs
- Coordinates and monitor all National HIV/AIDS, STI control - related programmes within the Health Sector
- Monitors all planned HIV/AIDS, STI activities within the Health Sector and submits a monthly report on status and progress, measured against the annual plan and budget, to the Chief Medical Officer
- Monitors all resources for HIV/AIDS, STI control within the Health Sector and submits monthly/quarterly and annual reports on status and progress, measured against the annual plan and budget, to the Chief Medical Officer
- In collaboration with the Senior Health Program Administrators, NHTC and TSC, revise training curriculum and develop education materials, relating to HIV/AIDS, STI control and awareness.
- Ensure implementation and monitoring of the PMS for Health Sector Staff members.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Reference checks will be conducted on the first three highest scorers of the post after the oral interview. Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).

Please take note that only shortlisted candidates will be considered and no personal documents will be returned.

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**DIRECTORATE: SPECIAL PROGRAMS**  
**DIVISION: EXPANDED NATIONAL AIDS RESPONSE COORDINATION (MULTI-SECTORAL)**  
**SUBDIVISION: RESPONSE MONITORING & EVALUATION**

<b>Job Designation</b>	:	Control Health Program Officer Grade 5
<b>1x Post</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Housing Benefit</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate B-degree or equivalent qualification on NQF L7 plus five (5) years appropriate experience in Monitoring and Evaluation.

**Additional Requirements:** Computer literacy with working knowledge of Microsoft Office (Excel), MIS, HIS, GIS and Data Base.

#### **Job Descriptions**

- Oversee all Monitoring and Evaluation activities for the Directorate: Special programs.
- To oversee the framework for monitoring, evaluation and research for the National TB/HIV/AIDS/STI/Malaria responses country-wide.
- Understand the flow of data, level by level, from a single youth peer educator or grandmother supporting orphans, to a national information system.
- Literacy in management of information systems to specify the systems needed and to review systems commissioned.
- Combing epidemiological, conducting program data reviews and evaluation.
- Be able to devise an integrated system that generates and links verified primary biological, behavioural, programme and financial data.
- Committed to simple, low-cost, low-technology approaches that may be widely applied in the field.)
- Ensure implementation and monitoring of the PMS for staff members under RM&E.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Reference checks will be conducted on the first three highest scorers of the post after the oral interview. Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).

Please take note that only shortlisted candidates will be considered and no personal documents will be returned.

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**DIRECTORATE: SPECIAL PROGRAMS**  
**DIVISION: EXPANDED NATIONAL AIDS RESPONSE COORDINATION (MULTI-SECTORAL)**  
**SUBDIVISION: EXPANDED NATIONAL AIDS RESPONSE SUPPORT**

<b>Job Designation</b>	:	Control Health Program Officer Grade 5
<b>1x Post</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Housing Benefit</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate B-degree or equivalent qualification on NQF L7 plus appropriate experience in HIV/AIDS, STI, TB & Malaria.

**Additional Requirements:** A postgraduate degree in Policy and Planning or Institutional Development or Management or Social and Community Development. Computer literacy with working knowledge of Microsoft Office and relevant publishing software.

**Job Descriptions:**

- Plan and support the availability of resources for all planned HIV/AIDS, STI, Malaria and TB-related response.
- Spearhead a forum for HIV/AIDS, STI, and Malaria committee representative of all Multi-Sectoral stakeholders.
- Responsible for strategic, annual and quarterly planning of the subdivision
- Coordinates policy development and policy review.
- Responsible for the compilation of the draft sub divisional work plan and budget.
- Oversee the Mainstreaming of HIV/AIDS, STI, Malaria and TB in sectoral strategic work plans.
- Ensures planning and budgeting of the Multi-sectoral and workplace program.
- Implement PMS for the subdivision.
- Supervise the quality and timelines of ENARS products contracted out.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Reference checks will be conducted on the first three highest scorers of the post after the oral interview. Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).

Please take note that only shortlisted candidates will be considered and no personal documents will be returned.

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**DIRECTORATE: SPECIAL PROGRAMS**  
**DIVISION: EXPANDED NATIONAL AIDS RESPONSE COORDINATION (MULTI-SECTORAL)**  
**SUBDIVISION: TRAINING SUPPORT COORDINATION (NAEC SECRETARIAT)**

<b>Job Designation</b>	:	Chief Health Programme Administrator Grade 6
<b>1x Post</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$354, 883 - N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum requirements:** A B-degree in Nursing or Public Health or Biomedical Technology or equivalent qualification on NQF L7 plus five (5) years appropriate experience in public health.

**Additional requirements:** Must have an appropriate registration with relevant councils. Must have relevant experience in Malaria control programmes. Postgraduate qualification in medical Parasitology will be an advantage. Must have Computer literacy with sound knowledge of Microsoft Office (Word, Excel, and Power Point).

**Job Description**

- Assists the Chief Medical Officer in the formulation of the annual sub-divisional planning and budget preparations and implementation.
- Builds capacity for diagnosis and disease prevention at levels of care.
- Undertakes Operational research, e.g. Therapeutic efficacy testing, Disease Prevalence.
- Responsible for Parasitology laboratory management
- Overall coordination of diagnosis of all vector-borne diseases.
- Research Drug resistance and probe for resistance markers
- Research Parasite prevalence (all vector-borne diseases)
- Translate research progress into field applications.
- Ensure the implementation of monitoring and evaluation of the program activities based on the Strategic Plan.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Reference checks will be conducted on the first three highest scorers of the post after the oral interview. Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).

Please take note that only shortlisted candidates will be considered and no personal documents will be returned.

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**DIRECTORATE: SPECIAL PROGRAMS**  
**DIVISION: SPECIAL DISEASE PROGRAM (HEALTH SECTOR)**  
**SUBDIVISION: MALARIA CONTROL**

<b>Job Designation</b>	:	Chief Health Program Officer Grade 6
<b>1x Post</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$354, 883 - N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum Requirements:** An appropriate B-degree in Nursing or Public Health or Biomedical Technology or equivalent qualification on NQF L7.

**Additional Requirements:** Must have five (5) years appropriate experience in HIV/TB and other health program coordination and budgeting. Must have Computer literacy with sound knowledge of Microsoft Office (Word, Excel, and Power Point).

**Job Description**

- Facilitate networking and information sharing among and between stakeholders.
- Provide necessary support to the Technical Advisory Committee.
- Support efforts geared to facilitating domestic and international resource mobilization.
- Facilitates and manages the implementation assessment within the sectors (NGOs, FBOs, Parastatals, Private, and Public).
- Facilitate the convening of NAEC meetings.
- Coordinate the follow-up and implementation of decisions of NAEC.
- Undertake day-to-day coordination and management of the multi-sectoral HIV and AIDS response. Ensure the revision of HIV capacity development materials to facilitate HIV mainstreaming in sectors.
- Assists the Control Health Programme Officer in developing the National Strategic Capacity building plan for HIV/AIDS, TB, and STI-related competencies.
- Assist the Control Health Programme Officer in compiling recurrent budgets for the subdivision.
- Support HR to ensure implementation of capacity-building courses as per the PMS for employers in the directorate.
- In collaboration with the Programs, NHTC and training institutions support the revision of training curriculum and the development of education materials, relating to HIV/AIDS, STI, TB and Malaria control and awareness.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Reference checks will be conducted on the first three highest scorers of the post after the oral interview. Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).

Please take note that only shortlisted candidates will be considered and no personal documents will be returned.

Applications must be addressed to:

The Executive Director  
Ministry of Health and Social Services, Head Office  
Private Bag 13198  
Windhoek.

Or hand delivery to:

Human Resources Management office  
Ministerial Building (Head Office) Harvey Street  
Windhoek.

**Enquiries:** Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032189.

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### **INTERMEDIATE HOSPITAL KATUTURA**

**DIRECTORATE: KHOMAS REGION**  
**DIVISION: INTERMEDIATE HOSPITAL KATUTURA**  
**SUBDIVISION: PROFESSIONAL SERVICES**  
**DUTY STATION: WINDHOEK**

<b>Post Designation</b>	:	Medical Officer Grade 5 ( <b>Emergency Care Unit</b> )
<b>1x Post</b>	:	Windhoek (Intermediate Hospital Katutura)
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Motor Vehicle Allowance</b>	:	N\$85,063 (Capital and Running Costs) per annum
<b>Fixed Overtime</b>	:	N\$231,513 Per annum

**Minimum Requirements:** Must be registered as a Medical Practitioner with the Health Professional Council of Namibia. A valid HPCNA registration Certificate and maintenance registration card (proof must be provided) plus at least three (3) years working experience as a Medical Officer in the related field. Candidates with a working experience at the training hospital have an added advantage.

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**DIRECTORATE: KHOMAS REGION**  
**DIVISION: INTERMEDIATE HOSPITAL KATUTURA**  
**SUBDIVISION: PROFESSIONAL SERVICES**  
**SECTION: PHARMACEUTICAL SERVICES**

<b>Post Designation</b>	:	Senior Pharmacist Grade 6 (Tutor)
<b>1x Post</b>	:	Intermediate Hospital Katutura
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,400 per annum
<b>Fixed Overtime</b>	:	N\$189,882 per annum

**Minimum Requirements:** Registration as Pharmacist with the Health Professional Council of Namibia plus three (3) years' experience. A valid HPCNA registration Certificate and maintenance registration card (proof must be provided). Candidate in the Public Service must be confirmed as Pharmacist Grade 7. Copy of confirmation of probation must be attached.

**Additional Requirements:** Candidate with working experience as Pharmacist in Public Health facilities especially at the training hospital have an additional advantage.

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



**NB: all supporting documents (ID, Passport and Qualification) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation.**

**Staff members in the Public Service must have completed their probation successfully and may only compete for vacancies which are on the next higher grade/post level.**

**Please note: Application (forms 156043 and 156094 can be obtained at all Government offices) must be fully completed accompanied by Compressive Curriculum Vitae, certified copies of educational qualifications must be submitted to the following address:**

**The Medical Superintendent  
Intermediate Hospital Katutura  
Private Bag 13215  
Windhoek**

Or hand delivery at:

**Human Resources  
First Floor  
Intermediate Hospital Katutura**

**Enquiries:** Dr. N. T. Amagulu, Tel 061-203 4004 / Dr. F. M. Shiweda, Tel 061-203 4005.

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## **DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES**

### **DIVISION: WINDHOEK CENTRAL HOSPITAL**

#### **SUBDIVISION: NURSING SERVICES**

#### **SECTION: OPERATING THEATRE AND RECOVERY ROOM & CENTRAL STERILE SUPPLIES DEPOT**

<b>Post Designation</b>	:	Chief Registered Nurse Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,400 per annum

**Minimum Requirements:** Registration with the Health Professional Council of Namibia

**Additional Requirements:** Bachelor Degree OR Diploma in General Nursing Science + Midwifery. PLUS Post graduate Diploma in Operational Theatre or Critical Care or Post graduate Basic Education in Health Service Management, AN Approximately appropriate five (5) years' experience of which two (2) years must be on Supervisory level. The Health Professional Council of Namibia Registration maintenance card for 2025-2026 to be attached.

**Enquiries** / Ms. C. Kambode 061-203 3022.

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**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES**  
**DIVISION: WINDHOEK CENTRAL HOSPITAL**  
**SUBDIVISION: PROFESSIONAL SERVICES**  
**SECTION: PARAMEDIC AND CLINICAL SUPPORT SERVICES SUBSECTION: SUBSECTION:**  
**RADIOTHERAPY**

**Post Designation** : Radiation Radiographer Grade 7  
**2x Posts** : Windhoek  
**Salary Scale** : N\$291,129 — N\$347,926  
**Transport Allowance** : N\$10,521 per annum  
**Housing Allowance** : N\$17 424 per annum

**Minimum Requirements:** Registration as a Radiation Radiographer with the Health Professional Council of Namibia.

**Additional Requirements:** Must be Proficient in English, Must be Computer Literate, Up to date with Advanced Technology in Radiation Therapy.

**Enquiries:** Ms J.H Duiker 061-203 3567.

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**DIRECTORATE: TERTIARY HEALTH CARRE & CLINICAL SUPPORT SERVICES**  
**DIVISION: WINDHOEK CENTRAL HOSPITAL**  
**SUBDIVISION: PROFESSIONAL SERVICES**  
**SECTION: PARAMEDIC & CLINICAL SUPPORT SERVICES**  
**SUBSECTION: ORTHOPAEDIC TECHNICAL SERVICES**

**Post Designation** : Artisan Handyman Grade 13  
**1xPost** : Windhoek  
**Salary Scale** : N\$81,645 – N\$102,039  
**Salary Notch** : N\$81,645 per annum  
**Housing Allowance** : N\$10,452 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** A Grade Certificate (or equivalent) on NQF Level 1. With 24 point in seven (7) subjects with D – symbol in English.

**Additional Requirements:** An approximately appropriate two (2) years' experience in high powered heavy duty industrial sewing machines.

**Enquiries:** Mr. O. Heita, Tel: 061 203 2737

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**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES**  
**DIVISION: WINDHOEK CENTRAL HOSPITAL**  
**SUBDIVISION: INTEGRATED HEALTH CARE INFORMATION MANAGEMENT SYSTEM (IHCIMS)**

**Post Designation** : Computer Technician Grade 11  
**2x Posts** : Windhoek  
**Scale of Salary** : N\$150,126 - N\$169,492 (P)  
**Salary notch** : N\$150,126 per annum  
**Transport Allowance** : N\$10,521 per annum  
**Housing Allowance** : N\$10,452 per annum

**Minimum Requirements:** A National Diploma or equivalent qualification in Information Technology on NQF Level 6

**Additional Requirements:** Candidates with experience in Help - desk Services and End- User PC support will have an advantage

Applications must be completed on form 156043 (obtainable at all Government offices) and should be accompanied by originally certified copies of educational qualifications, Identity document and detailed CV. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA). Applicants who fail to complete all items on the application form (incomplete applications) and not attaching the necessary documents will disqualify the application.

Applications must be addressed to:

**The Executive Director  
Ministry of Health and Social Services  
Private Bag 13198  
Windhoek**

Or hand delivered to:

**Human Resource Management Office (Basement)  
Windhoek Central Hospital.**

**Enquiries:** Mr. M. Haukena, Tel: 061-203 3021

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## **DIRECTORATE: OSHANA REGION**

### **DIVISION: INTERMEDIATE HOSPITAL OSHAKATI SUBDIVISION: ADMINISTRATIVE & SUPPORT SERVICES**

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1x Post</b>	:	Oshakati
<b>Salary Scale</b>	:	N\$354, 883 - N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum Requirements:** A National Diploma in Business Administration/Business Management /Public management or equivalent qualification (NQF Level 6) plus 6 years appropriate experience of which at least three (3) years should be at the level of Chief Administrative Officer Grade 8

**Additional Requirements:** Preference will be given to candidates with A- B-tech /Bachelor Degree in Public Management / Public Administration or Business Administration or Postgraduate Diploma in Procurement Management.

#### **Duties and Responsibilities:**

- Provide overall leadership and direction on the effective execution of administration and support (auxiliary) functions and services that are critical for the effective performance of the core functions of the hospital.
- Supervise and direct administrative functions in all sections in the Subdivision Auxiliary Services.
- Responsible for the implementation of the Asset Maintenance Plan.
- Ensure that Procurement and Stock Control Procedures are adhered to.
- To oversee all procurement matters and ensure contract management
- Coordinate compilation of monthly, quarterly and annual reports for all sections under him/her.
- Ensure that an asset register is updated.
- To supervise and direct Administrative functions in all sections: Auxiliary services (transport, procurement, stores and stock).
- Overseeing the Domestic Services functions (Housing, Catering, Cleaning & Laundry)

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- Overseeing the Patient Services functions (Switchboard, Admissions & Porters)
- Implementation of related initiatives such as Electronic Documents Record Management System (EDRMS)
- Overseeing the Hospital budget preparation, presentation, reporting and monitoring expenditure
- Financial planning and Control
- Compiling of Financial reports

**NB:** The candidate should have strong organizational skills, communication skills, Teamwork, Interpersonal skills and problem-solving skills.

**Applicants should note the following:**

- Applications form for employment **156043 and 156094** obtainable at all Government offices should be fully completed together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and academic records/ transcripts.
- Applicants with foreign qualifications must attach proof of evaluation report from Namibia Qualification Authority (NQA).
- Applicants within the Public Service must attach proof of confirmation of probation
- Faxed and emailed applications will not be considered.
- Only shortlisted candidates will be contacted and no documents will be returned.
- **Failure to complete all items on the application form for employment and not attaching all the required documents will disqualify the application.**

Applications should be submitted to the following address:

**The Medical Superintendent  
Intermediate Hospital Oshakati  
Private Bag 5501  
Oshakati**

Or hand delivered at:

**The Human Resource Office  
Intermediate Hospital Oshakati  
Administration block, 1<sup>st</sup> Floor**

**Enquiries:** Dr. Ruben S. Kanime (065) 2233143 or Mr. Gerhard Ashipala (065) 2233049

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**DIRECTORATE: OMUSATI REGION**

**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI  
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES  
SECTION: HEALTH CENTRE OMONA WATJIHOZU**

<b>Post Designation</b>	:	Senior Pharmacist Assistant Grade 9
<b>1x Post</b>	:	Okahao
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$13,944 per annum

**Minimum Requirements:** Registration as Pharmacist Assistant with Pharmacy Council of Namibia plus three (3) years appropriate experience. Confirmation of probation should be attached.

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**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI**  
**SUBDIVISION: DISTRICT HOSPITAL OUTAPI**  
**SECTION: PROFESSIONAL SERVICES**  
**SUBSECTION: DENTAL SERVICES**

<b>Post Designation</b>	:	Dental Therapist Grade 8
<b>1x Post</b>	:	Outapi
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Registration as Dental Therapist with the Medical and Dental Professional Council of Namibia.

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**DIRECTORATE: OMUSATI REGION**  
**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI & OSHIKUKU**  
**SUBDIVISION: SOCIAL WELFARE SERVICES**

<b>Post Designation</b>	:	Social Worker Grade 8
<b>2x Posts</b>	:	Outapi and Oshikuku
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum

**Minimum Requirements:** Registration as a Social Worker with Social Work and Psychology Council of Namibia.

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**DIRECTORATE: OMUSATI REGION**  
**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI**  
**SUBDIVISION: DISTRICT HOSPITAL OUTAPI**  
**SECTION: EMERGENCY MEDICAL RESCUE SERVICES**

<b>Post Designation</b>	:	Emergency Care Practitioner - Intermediate Grade 10
<b>1x Post</b>	:	Outapi
<b>Salary Scale</b>	:	N\$151,520 – N\$182,202
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$11,616 per annum

**Minimum Requirements:** Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Intermediate) plus a Code C1 driver's license. Three (3) years appropriate experience and applicants in the Public Service must attach a confirmation of probation as Emergency Care Practitioner Grade 11 (Basic)

**Applicants should note the following:**

- Candidacy is not limited to the Public Servants only and preferences will be given to Namibian Nationals,
- **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 testimonial, certificate of service from former and current employer in respect of work experience.**
- **All foreign qualifications must be submitted with an evaluation of qualification from the Namibia Qualification Authority (NQA).**

- **Failure to complete all items on the Application Form for Employment and not attaching the required documents will disqualify the application. Any part of the application form that do not apply to you please indicate as such by writing N/A**
- **Please, take note that only shortlisted candidates will be contacted, and no personal documents will be returned.**

Application form for employment No 156043 and Health Questionnaire form 156094 (obtained from any Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational Qualifications as well as academic records, identity document and certificate of service or testimonials (if any) must be addressed to:

Forward application to:

**The Regional Director  
Ministry of Health and Social Services  
Omusati Region  
Private Bag 504, Outapi.**

Or hand delivery at:

**Hospital Premises  
Outapi  
Tsandi Road**

**Enquiries:** Ms. Maghanaem Nakasole, Tel: 065 – 251809 or Ms. Monika Shilunga, Tel: 065 – 251812.

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## 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

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### 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

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### 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

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### 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.

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**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  
3<sup>th</sup> Floor, East -wing**

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

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## MINISTRY OF URBAN AND RURAL DEVELOPMENT

### DIRECTORATE: REGIONAL, LOCAL GOVERNMENT AND TRADITIONAL AUTHORITIES COORDINATION (RLGTAC)

#### DIVISION: LOCAL AUTHORITIES COORDINATION

#### SUBDIVISION: LOCAL AUTHORITIES ADMINISTRATIVE SUPPORT SERVICES

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** National Diploma or equivalent qualification (NQF Level 6) plus three (3) years appropriate experience.

**Additional Requirements:** A National Diploma on NQF Level 6 in the following fields: Business Administration, Business Management, Public Management, Administration Local Government Studies or related/equivalent fields will serve as an added advantage. A sound knowledge in Local Authority administration and Sub National Governance issues and must be Computer literate (MS Access and Power Point) will serve as an added advantage.

#### **Key Areas of Responsibility:**

- Oversee the implementation of Standing Rules of Order and Code of Conduct by local authorities;
- Scrutinise local authorities meeting minutes;
- Prepare ministerial submissions in regard to promotion and demotion of local authorities, promulgation of new local authorities, cabinet submissions with regard to amendments of statutes;
- Prepare promulgation of vacancies in local authority councils (political seats); and
- Facilitate Twinning Agreements between local authorities and to facilitate Capacity Building for local authorities.

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<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirement:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience **OR** a Grade 12 Certificate (NQF Level 3) plus three (3) years appropriate experience.

**Additional Requirements:** A sound knowledge in Local Authorities Administration and Sub National Governance issue and must be Computer literate (MS Access and Power Point) will serve as an added advantage

#### **Key Areas Responsibility:**

- Scrutinise and summarise critical issues in the minutes of Council meetings and follow-up irregularities;
- Arrange the promulgation of regulations and model regulations;
- Assist with the promulgation of newly created local authority areas;
- Prepare submissions for the approval of Joint Venture agreements;
- Facilitate training on legal matters;
- Routine monitoring of efficiency and compliance with operational legislative provisions;

- Liaise with Government Attorney and Legal Drafters concerning draft legislations / by law, proclamation and General Notices; and
- Prepare submission for the tabling of all regulations by the Minister in the National Assembly, which are aimed at improving the capacity of the officials at Sub-National levels.

**Notes to Candidates:**

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**
- Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
- Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
- The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director  
Ministry of Urban and Rural Development  
Private Bag 13289  
WINDHOEK**

Or hand delivered to:

**Human Resources Division  
Ministry of Urban and Rural Development  
Office No. 108, First Floor  
Government Office Park, Luther Street**

**Enquiries:** Ms. Frieda Andreas Tel: 061 297 5286

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## MINISTRY OF WORKS AND TRANSPORT

### DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES DIVISION SECURITY AND RISK MANAGEMENT SERVICES

<b>Post Designation</b>	:	Chief Security Operations Officer Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$354, 883 - N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum Requirements:** A National Diploma in either Security Management **OR** Police Science **OR** Correctional Service **OR** Military Science on NQF Level 6 plus approximately six (6) years appropriate experience.

**General Requirements:** An appointment in this Job Category, irrespective of the functional level, is subject to vetting. Completed police, military, correctional services or security management basic training, irrespective of the functional level. Confirmation of probation is subject to the successful completion of the following training by Namibia Central Intelligence Services (NCIS): Advance Security Awareness training for the 2<sup>nd</sup> entry post to the 2<sup>nd</sup> promotion post.

**Additional Requirements:** A valid driver's licence will be an added advantage. A valid Certificate of conduct not older than six (6) months must be submitted.

**Enquiries:** Mr. Johannes Nantinda: +264 81 /Ms. Martha Silas: +264 61-208 8108

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### DEPARTMENT OF WORKS DIRECTORATE MAINTENANCE DIVISION TECHNICAL AND MAINTENANCE SERVICES SECTION MAINTENANCE & INSPECTIONS: HARDAP

<b>Post Designation</b>	:	Engineering Technician Grade 9
<b>1x Post</b>	:	Mariental
<b>Salary Scale</b>	:	N\$195,216– N\$234,144
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF L6 **OR** Registration as Engineering Technician at the Engineering Council of Namibia.

**Enquiries:** Mr. J Mahunga: +264 63 345150/Mr. N Kaishungu: +264 61-208 8139

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### DEPARTMENT OF WORKS DIRECTORATE MAINTENANCE DIVISION TECHNICAL AND MAINTENANCE SERVICES SECTION MAINTENANCE & INSPECTIONS: OSHANA

<b>Post Designation</b>	:	Senior Artisan Foreman Grade 8 (Multi)
<b>1x Post</b>	:	Ondangwa
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus six (6) years appropriate experience.

**Additional Requirements:** A valid driver's licence will be an added advantage.

**Enquiries:** Mr. K N Kandowa +264 65-221197/ Ms. H Amwiigidha: +264 61-208 8103

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**DEPARTMENT OF WORKS  
DIRECTORATE MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE & INSPECTIONS: OSHANA  
SUBSECTION WORKSHOP**

<b>Post Designation</b>	:	Artisan Grade 10 (Plumber)
<b>1x Post</b>	:	Oshakati
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in plumbing issued in terms of existing legislation.

**Additional Requirements:** A valid driver's licence will be an added advantage.

**Enquiries:** Mr. K N Kandowa +264 65-221197/ Ms. H Amwiigidha: +264 61-208 8103

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**DEPARTMENT OF WORKS  
DIRECTORATE MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE & INSPECTIONS: OSHIKOTO**

<b>Post Designation</b>	:	Works Inspector Grade 9 (Mechanical Refrigeration & Air Conditioning)
<b>1x Post</b>	:	Omuthiya
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$13 944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF L6 **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus four (4) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience.

**Additional Requirements:** An appropriate National Vocational Diploma (IV) **OR** Certificate Level III plus a Certificate Level II issued in terms of existing legislation plus four (4) years appropriate experience.

**Enquiries:** Mr. J N Iita: +264 65 - 244400/ Ms. H Amwiigidha: +264 61-208 8103

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**DEPARTMENT OF WORKS  
DIRECTORATE MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE & INSPECTIONS: OSHIKOTO**

<b>Post Designation</b>	:	Operator Driver Grade 12
<b>1x Post</b>	:	Omuthiya
<b>Scale of Salary</b>	:	N\$107,753 – N\$129,240
<b>Housing allowance</b>	:	N\$13,944 per annum

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**Transport allowance** : N\$10,512 per annum

**Minimum Requirements:** Grade 10 or equivalent Certificate (NQF Level 2) with 24 points over 7 subjects including English, with a D symbol in English, and a valid Code CE driving licence.

**Enquiries:** Mr. J N Iita: +264 65 - 244400/ Ms. H Amwiigidha: +264 61-208 8103

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**DEPARTMENT OF WORKS  
DIRECTORATE OF MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE AND INSPECTIONS: OMAHEKE**

**Post Designation** : Artisan Foreman Grade 9 (Multi)  
**1x Post** : Tallismanus  
**Salary Scale** : N\$195,216 – N\$234,144  
**Housing Allowance** : N\$13,944 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

**Additional Requirements:** A valid driver's licence will be an added advantage.

**Enquiries:** Mr. G Mumbango: +264 62- 577100/Ms. P Ambondo: +264 61-208 8135

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**DEPARTMENT OF WORKS  
DIRECTORATE OF MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE AND INSPECTIONS: KAVANGO-EAST**

**Post Designation** : Artisan Foreman Grade 9 (Multi)  
**1x Post** : Rundu  
**Salary Scale** : N\$195,216 – N\$234,144  
**Housing Allowance** : N\$13,944 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

**Additional Requirements:** A valid driver's licence will be an added advantage.

**Enquiries:** Mr. G Sikoka: +264 812413899/Ms. B Malambo: +264 61-208 8125

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**DEPARTMENT OF WORKS  
DIRECTORATE MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE & INSPECTIONS: KAVANGO-WEST  
SUBSECTION WALVISBAY SUB-OFFICE**

**Post Designation** : Chief Works Inspector Grade 7 (Civil)  
**1x Post** : Nkurenkuru  
**Salary Scale** : N\$291,128 – N\$347,926  
**Housing Allowance** : N\$17,424 per annum  
**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF L6 plus four (4) years appropriate experience **OR** an appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience **OR** an appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus ten (10) years' appropriate experience.

**Additional Requirements:** An appropriate National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus a Certificate Level II plus eight (8) years appropriate experience.

**Enquiries:** Mr. P Kgotlang: +264 81 2351844 /Ms. B Malambo: +264 61-208 8125

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**DEPARTMENT OF WORKS  
DIRECTORATE OF MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE AND INSPECTIONS: KAVANGO-WEST**

<b>Post Designation</b>	:	Artisan Foreman Grade 9 (Multi)
<b>1x Post</b>	:	Nkurenkuru
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

**Additional Requirements:** A valid driver's licence will be an added advantage.

**Enquiries:** Mr. G Sikoka: +264 812413899/Ms. B Malambo: +264 61-208 8125

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**DEPARTMENT OF WORKS  
DIRECTORATE MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE & INSPECTIONS: ZAMBEZI**

<b>Post Designation</b>	:	Senior Works Inspector Grade 8 (Multi)
<b>1x Post</b>	:	Kongola
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF L6 plus two (2) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience.

**Additional Requirements:** An appropriate National Vocational Diploma (IV) **OR** Certificate Level III plus a Certificate Level II issued in terms of existing legislation plus six (6) years appropriate experience.

**Enquiries:** Mr. J Siyauya +264 66-253016/ Ms. B Malambo: +264 61-208 8125

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**DEPARTMENT OF WORKS  
DIRECTORATE MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE & INSPECTIONS: ZAMBEZI**

<b>Post Designation</b>	:	Artisan Grade 10 (Carpenter)
<b>1x Post</b>	:	Ngoma
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Electrical issued in terms of existing legislation.

**Additional Requirements:** A valid driver's licence will be an added advantage.

**Enquiries:** Mr. J Siyauya +264 66-253016/ Ms. B Malambo: +264 61-208 8125

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**DEPARTMENT OF WORKS  
DIRECTORATE MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE & INSPECTIONS: KUNENE**

<b>Post Designation</b>	:	Senior Artisan Foreman Grade 8 (Multi)
<b>1x Post</b>	:	Opuwo
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus six (6) years appropriate experience.

**Additional Requirements:** A valid driver's licence will be an added advantage.

**Enquiries:** Mr. I T Hamutumbangela: +264 67- 331337/ Ms. P Ambondo: +264 61-208 8124

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**DEPARTMENT OF WORKS  
DIRECTORATE OF MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE AND INSPECTIONS: OTJOZONDJUPA  
SUBSECTION OKAKARARA SUB-OFFICE**

<b>Post Designation</b>	:	Artisan Foreman Grade 9 (Multi)
<b>1x Post</b>	:	Okakarara
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

**Additional Requirements:** A valid driver's licence will be an added advantage.

**Enquiries:** Mr. S Hatutale: +264 81 122304/Ms. S Kalukolo: +264 61-208 8113

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**DEPARTMENT OF WORKS  
DIRECTORATE OF MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE AND INSPECTIONS: KHARAS  
SUBSECTION KARASBURG SUB-OFFICE**

<b>Post Designation</b>	:	Artisan Foreman Grade 9 (Multi)
<b>1x Post</b>	:	Karasburg
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

**Additional requirements:** A valid driver's licence will be an added advantage.

**Enquiries:** Mr. C D Swartz: +264 63 - 270015/Mr. N Kaishungu: +264 61-208 8139

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**DEPARTMENT OF WORKS  
DIRECTORATE MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE & INSPECTIONS: OMUSATI  
SUBSECTION RUACANA SUB-OFFICE**

<b>Post Designation</b>	:	Senior Artisan Foreman Grade 8 (Multi)
<b>1x Post</b>	:	Ruacana
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus six (6) years appropriate experience.

**Additional Requirements:** A valid driver's licence will be an added advantage.

**Enquiries:** Ms. T Hashipembe: +264 812575799/ Ms. A Matheus: +264 61-208 8126

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**DEPARTMENT OF WORKS  
DIRECTORATE OF MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE AND INSPECTIONS: ERONGO  
SUBSECTION WALVIBAY SUB-OFFICE**

<b>Post Designation</b>	:	Artisan Foreman Grade 9 (Multi)
<b>1x Post</b>	:	Walvisbay
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

**Additional Requirements:** A valid driver's licence will be an added advantage.



**Enquiries:** Mr. L Shinyenga: +264 64- 202887/Ms. P Simataa: +264 61-208 8126

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**DEPARTMENT OF WORKS  
DIRECTORATE OF MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE AND INSPECTIONS: ERONGO**

<b>Post Designation</b>	:	Artisan Foreman Grade 9 (Multi)
<b>1x Post</b>	:	Swakopmund
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

**Additional Requirements:** A valid driver's licence will be an added advantage.

**Enquiries:** Mr. L Shinyenga: +264 64- 202887/Ms. P Simataa: +264 61-208 8126

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**DEPARTMENT OF WORKS  
DIRECTORATE OF MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SECTION MAINTENANCE AND INSPECTIONS: KHOMAS  
SUBSECTION HOSPITAL SUB-OFFICE**

<b>Post Designation</b>	:	Artisan Foreman Grade 9 (Electrical)
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

**Additional Requirements:** A valid driver's licence will be an added advantage.

**Enquiries:** Mr. F I Husfieldt: +264 81 1479871/ Ms. J Hangula: +264 61-2088135

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**DEPARTMENT OF WORKS  
DIRECTORATE OF MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SUBDIVISION CONTROL AND TRAINING**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1-year appropriate experience **OR** a Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

**Additional Requirements:** A valid driver's licence will be an added advantage.

**Enquiries:** Mr. N Kashaka: +264 61-2088620/Ms. J Hangula: +264 61-2088135

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**DEPARTMENT OF WORKS  
DIRECTORATE MAINTENANCE  
DIVISION TECHNICAL AND MAINTENANCE SERVICES  
SUBDIVISION TECHNICAL INSPECTIONS AND TENDERS**

<b>Post Designation</b>	:	Chief Works Inspector Grade 7 (Civil)
<b>1x Post</b>	:	Windhoek – Head Office
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF L6 plus four (4) years appropriate experience **OR** an appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience **OR** an appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus ten (10) years' appropriate experience.

**Additional Requirements:** An appropriate National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus a Certificate Level II plus eight (8) years appropriate experience.

**Enquiries:** Mr. M Nicodemus: +264 61- 2088602/Ms. J Hangula: +264 61-2088135

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**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES  
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES  
DIVISION INFORMATION TECHNOLOGY**

<b>Post Designation</b>	:	Analyst Programmer Grade 9
<b>1 x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A Diploma in Programming on NQF L6 (or equivalent).

**Additional Requirements:** The candidates should be able to program in Java and have knowledge and skills of Relational Database Management System (RDBMS) such as MSQl, and PostgreSQL. Programming skills in PHP and C/C will be an added advantage.

**Enquiries:** Ms. J Pohamba: +264 61- 208 8646 /Ms. Martha Silas: +264 61-208 8108

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**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES  
DIVISION GOVERNMENT GARAGE  
SUBDIVISION WORKSHOP  
SUBSECTION WINDHOEK WORKSHOP**

<b>Post Designation</b>	:	Artisan Grade 10 (Auto/Diesel Mechanic)
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation in Auto/Diesel Mechanic.

**Additional Requirements:** A valid driver's licence and computer literacy will be an added advantage.

**Enquiries:** Mr. M Ameya: +264 61- 294 6205/Ms. M Nailenge: +264 61-208 8116

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**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES  
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES  
DIVISION GOVERNMENT GARAGE  
SUBSECTION GROOTFONTEIN WORKSHOP**

<b>Post Designation</b>	:	Senior Artisan Foreman Grade 8 (Auto/Diesel Mechanic)
<b>1x Post</b>	:	Grootfontein
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus six (6) years appropriate experience.

**Additional Requirements:** A valid driver's licence will be an added advantage.

**Enquiries:** Mr. N J-W Amakali: +264 81 1241053/Ms. E Fikeipo: +264 61-208 8112

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**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES  
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES  
DIVISION GOVERNMENT GARAGE  
SUBSECTION KATIMA MULILO WORKSHOP**

<b>Post Designation</b>	:	Senior Artisan Foreman Grade 8 (Auto/Diesel Mechanic)
<b>1x Post</b>	:	Katima Mulilo
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus six (6) years appropriate experience.

**Additional Requirements:** A valid driver's licence will be an added advantage.

**Enquiries:** Mr. Ameya: +264 61-294 6205/Ms. B Amukwaya: +264 61-208 8116

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**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES  
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES  
DIVISION CENTRALIZED SERVICES  
SUBDIVISION STOCK PROVISION  
SECTION PROCUREMENT AND BIDS**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1x Post</b>	:	Windhoek

<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) in Business Administration **OR** Management **OR** Procurement **OR** Logistic **OR** Supply Chain Management **OR** Project Management **OR** Marketing plus 1 year appropriate experience **OR** A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

**Additional Requirements:** A B-Degree in Business Administration **OR** Management **OR** Procurement **OR** Logistic **OR** Supply Chain Management **OR** Project Management **OR** Marketing will be an added advantage, with 5 years appropriate experience in procurement and bids, logistics, marketing and supply chain. Must be computer literate.

**Enquiries:** Ms. A Shoopala: +264 61-208 6143/Ms. H M Uushona: +264 61-208 8143

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**DEPARTMENT OF TRANSPORT  
DIRECTORATE OF MARITIME AFFAIRS  
DIVISION LEGAL AND INTERNATIONAL MATTERS**

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** National Diploma or equivalent qualification (NQF Level 6) in Business Administration **OR** Public Administration or plus six (6) years appropriate experience in administration of which three (3) should be on the level of Chief Administrative Officer Grade 8.

**Enquiries:** Mr. C S Fikunawa: +264 61-448500/Ms. A Matheus: +264 61-208 8126

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**DEPARTMENT OF WORKS  
DIRECTORATE CAPITAL PROJECT MANAGEMENT  
DIVISION QUANTITY SURVEYING SERVICES  
SUBDIVISION ADMINISTRATIVE SERVICES  
SECTION TENDER AND CONTRACT MANAGEMENT**

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** National Diploma or equivalent qualification (NQF Level 6) plus three (3) years appropriate experience.

**Additional Requirements:** Applicant must have knowledge in procurement tenders and contract management. A valid driver's licence will be added advantage.

**Enquiries:** Mr. M Endjala: +264 61- 208 8666/Ms. S Tjiwemu: +264 61-208 8129

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**DEPARTMENT OF WORKS  
DIRECTORATE CAPITAL PROJECT MANAGEMENT  
DIVISION QUANTITY SURVEYING SERVICES  
SUBDIVISION ADMINISTRATIVE SERVICES**

## SECTION BUDGET CONTROL

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma equivalent qualification (NQF Level 6) in Business Administration **OR** Management **OR** Procurement **OR** Logistic **OR** Supply Chain Management **OR** Project Management **OR** Marketing plus 1-year appropriate experience **OR** A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

**Additional Requirements:** A valid driver's licence will be an added advantage.

**NB! Only shortlisted candidates will be contacted and no personal documents will be returned. All supporting documents (ID's, Qualifications, and References) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents will disqualify the application.**

Racially disadvantaged persons, women and persons with disabilities are encouraged to apply. 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 testimonial, certificate of service from former and current employer in respect of work experience. Any part of the application form that do not apply to you please indicate as such by writing N/A. Application form for employment No 156043 and Health Questionnaire form 156094 (obtained from any Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational Qualifications as well as academic records, identity document and certificate of service or testimonials (if any) must be addressed to:

**The Executive Director  
Ministry of Works and Transport  
Private Bag 13341  
Ausspannplatz  
Windhoek**

**OR hand delivered to:**

**The Human Resource Office  
Ministry of Works and Transport  
Registry Office - Room 101  
First floor**

**Enquiries:** Mr. M Endjala: +264 61- 208 8666/Ms. S Tjiwemu: +264 61-208 8129

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## ERONGO REGIONAL COUNCIL

**DIRECTORATE: FINANCE AND ADMINISTRATION**  
**DIVISION: ADMINISTRATION**  
**SUBDIVISION: AUXILLIARY SERVICES**  
**SECTION: PUBLIC RELATIONS AND MEETINGS**

<b>Post Designation</b>	:	Senior Public Relation Officer Grade 7
<b>1x Post</b>	:	Swakopmund
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate B Degree or equivalent qualification on NQF L7, plus four (4) years appropriate experience.

**Additional Requirements:** Preference will be given to applicants with a B. (Honours) Degree at NQF Level 8 in Journalism, Public Relations and Communication. Prior experience with Media or Public Relations, Graphic Design Abilities, Audio Visual Production Skills, Basic knowledge of computer software (Microsoft office), knowledge of social content, excellent writing, oral presentations, and communication skills will serve as added advantage. A valid Driver's License (a certified copy must be attached and license must be at least two (2) years old).

**Applicants should note the following:**

- Applications must be accompanied by comprehensive curriculum vitae, and original certified copies of educational qualifications, academic records/transcripts.
- 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 / testimonial (s) / certificate of service** from former and current employers in respect of work experience and current job level.
- All foreign qualifications must be accompanied by an evaluation of qualification by the Namibia Qualifications Authority (NQA).
- Applicants who only partially complete and /or do not sign application forms (latest revised) will be disqualified. Hence, applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable.
- Only shortlisted candidates will be considered and no personal documents will be returned.
- NB: In terms of the Affirmative Action Act, Act 29 of 1998, women and people with disabilities who meet the advertised requirements are encouraged to apply.

**Enquiries:** Ms NM Simasiku/ Ms Susanna //Hoebes Tel: 064-410 5719 or Tel: 064 4105752

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**DIRECTORATE: FINANCE AND ADMINISTRATION**  
**DIVISION: ADMINISTRATION**  
**SECTION: PROCUREMENT AND STOCK CONTROL**

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1x Post</b>	:	Swakopmund
<b>Scale of Salary</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma on NQF L6 in Business Administration/Management, Public Administration/Management, Procurement Management, Logistics and Supply Chain Management or equivalent qualification on NQF Level 6 plus five (5) years appropriate experience of which three (3) years should be at the level of Senior Administrative Officer Grade 10 or equivalent (applicants from outside the Public Service).

**Additional Requirements:** Preference will be given to applicants with a Bachelor Degree in Business Administration/Management, Public Administration/Management, Procurement Management, Logistics and Supply Chain Management or equivalent qualification on NQF Level 7. Driving licence will be an added advantage.

**Applicants should note the following:**

- Applications must be accompanied by comprehensive curriculum vitae, and original certified copies of educational qualifications, academic records/transcripts.
- 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 / testimonial (s) / certificate of service** from former and current employers in respect of work experience and current job level.
- All foreign qualifications must be accompanied by an evaluation of qualification by the Namibia Qualifications Authority (NQA).
- Applicants who only partially complete and /or do not sign application forms (latest revised) will be disqualified. Hence, applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable.
- Only shortlisted candidates will be considered and no personal documents will be returned.

NB: In terms of the Affirmative Action Act, Act 29 of 1998, women and people with disabilities who meet the advertised requirements are encouraged to apply.

**Enquiries:** Mr J Amasiku/ Ms Maria Mikkael Tel: 064-410 5756 or Tel: 064 4105741

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**DIRECTORATE: FINANCE AND ADMINISTRATION  
DIVISION: FINANCE**

<b>Post Designation</b>	:	Accountant Grade 8
<b>1x Post</b>	:	Swakopmund
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate Diploma on NQF L6 majoring in accounting.

**Additional Requirements:** An appropriate B. Degree on NQF L7.

**To Candidates:**

- Applications must be accompanied by comprehensive curriculum vitae, and original certified copies of educational qualifications, academic records/transcripts.
- 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 / testimonial (s) / certificate of service from former and current employers in respect of work experience and current job level.
- All foreign qualifications must be accompanied by an evaluation of qualification by the Namibia Qualifications Authority (NQA).
- Applicants who only partially complete and /or do not sign application forms (latest revised) will be disqualified. Hence, applicants must fully complete the application form

including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable.

- Only shortlisted candidates will be considered and no personal documents will be returned.
- NB: In terms of the Affirmative Action Act, Act 29 of 1998, women and people with disabilities who meet the advertised requirements are encouraged to apply.

Application must be submitted to:

**The Chief Regional Officer  
Erongo Regional Council  
Private Bag 5019  
SWAKOPMUND**

Or Hand delivery at:

**Erongo Regional Council  
Human Resources Department  
Acacia Building, 461 Tobias Hainyeko Street  
Swakopmund**

**Enquiries:** Mr AP Abner / Ms T Gaugoas Tel: 064-410 5726 or Tel: 064 4105742

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**DIRECTORATE OF EDUCATION, ARTS AND CULTURE  
SCHOOL MANAGEMENT POSTS**

<b>Post Designation</b>	:	Principal Grade 5
<b>4x Posts</b>	:	De Duine Secondary School (Walvis Bay Circuit) Namib Primary School (Swakopmund Circuit) Kamwandi Secondary School (Swakopmund Circuit) Martin Luther High School (Omaruru Circuit)
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10 512 per annum

**Appointment Requirements:** A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) qualification plus 7 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

**Supplementary Selection Requirements:**

- Candidate must possess at least 5 years (or more) experience at the functional level Grade 6 (or higher).
  - Candidate must have a professional teaching qualification that would enable him/her to teach at the appropriate phase.
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<b>Post Designation</b>	:	Head of Department Grade 6 ( <b>Re-advert</b> ) <b>Area of specialization; Sciences: Mathematics and Physics/Chemistry, Grade 8 -11</b>
<b>1x Post</b>	:	Kolin Foundation Secondary School (Swakopmund Circuit)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,199
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

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<b>Post Designation</b>	:	Head of Department Grade 6 ( <b>Re-advert</b> ) <b>Area of specialization: Technical Studies: Woodwork/Motor Mechanics/Metalwork and Welding Grade 8 -10</b>
<b>1x Post</b>	:	Coastal High School (Swakopmund Circuit)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,199
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
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<b>Post Designation</b>	:	Head of Department Grade 6 ( <b>Re-advert</b> ) <b>Area of specialization: Languages: English and Khoekhoegowab Grade 4 -7</b>
<b>1x Post</b>	:	Vrede Rede Primary School (Swakopmund Circuit)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,199
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
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<b>Post Designation</b>	:	Head of Department Grade 6 ( <b>Re-advert</b> ) <b>Area of specialization Sciences: Mathematics and Physics/Chemistry, Grade 8-11</b>
<b>1x Post</b>	:	Matutura Secondary School (Swakopmund Circuit)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,199
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
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<b>Post Designation</b>	:	Head of Department Grade 6 ( <b>Re-advert</b> ) <b>Area of specialization Commerce: Accounting and Business Studies/Entrepreneurship, Grade 8-11</b>
<b>1x Post</b>	:	Martin Luther High School (Omaruru Circuit)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,199
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
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<b>Post Designation</b>	:	Head of Department Grade 6 <b>Area of specialization: Languages: English and Afrikaans/Khoekhoegowab, Grade 8-11</b>
<b>1x Post</b>	:	Kamwandi Secondary School (Swakopmund Circuit)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,199
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
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<b>Post Designation</b>	:	Head of Department Grade 6 <b>Area of specialization Commerce: Accounting and Entrepreneurship/Business Studies, Grade 8-11</b>
<b>1x Post</b>	:	Kamwandi Secondary School (Swakopmund Circuit)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,199
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
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Post Designation	:	Head of Department Grade 6 <b>Area of specialization Sciences: Mathematics and Natural Sciences and Health Education, Grade 4-7</b>
1x Post	:	Festus !Gonteb Primary School (Swakopmund Circuit)
Salary Scale	:	N\$354,883 – N\$424,199
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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Post Designation	:	Head of Department Grade 6 <b>Area of specialization Social Sciences: History and Geography, Grade 8-11</b>
1x Post	:	Matutura Secondary School (Swakopmund Circuit)
Salary Scale	:	N\$354,883 – N\$424,199
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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Post Designation	:	Head of Department Grade 6 <b>Area of specialization Junior Primary: English and Afrikaans/Oshindonga/ Khoekhoegowab</b>
1x Post	:	Matutura Primary School (Swakopmund Circuit)
Salary Scale	:	N\$354,883 – N\$424,199
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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Post Designation	:	Head of Department Grade 6 <b>Area of specialization Commerce: Accounting and Entrepreneurship/Business Studies/ Economics, Grade 8-11</b>
1x Post	:	Westside High School (Swakopmund Circuit)
Salary Scale	:	N\$354,883 – N\$424,199
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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Post Designation	:	Head of Department Grade 6 <b>Area of specialization Social Sciences, Grade 4-7</b>
1x Post	:	John /Awaseb Primary School (Swakopmund Circuit)
Salary Scale	:	N\$354,883 – N\$424,199
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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Post Designation	:	Head of Department Grade 6 <b>Area of specialization Junior Primary: English and Afrikaans</b>
1x Post	:	John /Awaseb Primary School (Swakopmund Circuit)
Salary Scale	:	N\$354,883 – N\$424,199
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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Post Designation	:	Head of Department Grade 6 <b>Area of specialization Junior Primary: English and Khoekhoegowab</b>
1x Post	:	Ebenhaeser Primary School (Omaruru Circuit)
Salary Scale	:	N\$354,883 – N\$424,199
Housing Allowance	:	N\$17,424 per annum

Transport Allowance	:	N\$10,512 per annum
Post Designation	:	Head of Department Grade 6 <b>Area of specialization Sciences: Mathematics and Life Sciences/ Biology, Grade 8-11</b>
1x Post	:	Gaob Dr Justus //Garoeb High School (Omaruru Circuit)
Salary Scale	:	N\$354,883 – N\$424,199
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Post Designation	:	Head of Department Grade 6 <b>Area of specialization Sciences: Mathematics and Natural Sciences and Health Education, Grade 4-7</b>
1x Post	:	Omaruru Primary School (Omaruru Circuit)
Salary Scale	:	N\$354,883 – N\$424,199
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Post Designation	:	Head of Department Grade 6 <b>Area of specialization Social Science: History and Geography/Development Studies, Grade 8-11</b>
1x Post	:	Flamingo Secondary School (Walvis Bay Circuit)
Salary Scale	:	N\$354,883 – N\$424,199
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Post Designation	:	Head of Department Grade 6 <b>Area of specialization Junior Primary: English and Afrikaans</b>
1x Post	:	High Hope Primary School (Walvis Bay Circuit)
Salary Scale	:	N\$354,883 – N\$424,199
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Post Designation	:	Head of Department Grade 6 <b>Area of specialization Junior Primary: English and Oshindonga</b>
1x Post	:	Seaside Primary School (Walvis Bay Circuit)
Salary Scale	:	N\$354,883 – N\$424,199
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Post Designation	:	Head of Department Grade 6 <b>Area of specialization Junior Primary: English and Afrikaans</b>
1x Post	:	Kuisebmond Primary School (Walvis Bay Circuit)
Salary Scale	:	N\$354,883 – N\$424,199
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Post Designation	:	Head of Department Grade 6 <b>Area of specialization Commerce: Accounting and Entrepreneurship/Business Studies/ Economics/ Office Practice, Grade 8-11</b>
1x Post	:	Tutalen High School (Walvis Bay Circuit)
Salary Scale	:	N\$354,883 – N\$424,199
Housing Allowance	:	N\$17,424 per annum

<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Post Designation</b>	:	Head of Department Grade 6 <b>Area of specialization Languages: English and Afrikaans, Grade 8-11</b>
<b>1x Post</b>	:	Kuisebmond Secondary School (Walvis Bay Circuit)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,199
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Post Designation</b>	:	Head of Department Grade 6 <b>Area of specialization Languages: English and Afrikaans, Grade 4-7</b>
<b>1x Post</b>	:	Narraville Primary School (Walvis Bay Circuit)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,199
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Post Designation</b>	:	Head of Department Grade 6 <b>Area of specialization Junior Primary: English and Afrikaans</b>
<b>1x Post</b>	:	Narraville Primary School (Walvis Bay Circuit)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,199
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Post Designation</b>	:	Head of Department Grade 6 <b>Area of specialization Languages: English and Afrikaans, Grade 8-11</b>
<b>1x Post</b>	:	De Duine Secondary School (Walvis Bay Circuit)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,199
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Post Designation</b>	:	Head of Department Grade 6 <b>Area of specialization Commerce: Accounting and Entrepreneurship/Business Studies/Economics, Grade 8-11</b>
<b>1x Post</b>	:	Walvis Bay Private High School (Walvis Bay Circuit)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,199
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

**Supplementary Requirements:**

- The shortlisting of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
- Preference will be given to candidates who have proven teaching experience at the appropriate phases.

**DIVISION: PROGRAMMES AND QUALITY ASSURANCE**  
**SUBDIVISION: PROFESSIONAL DEVELOPMENT**  
**SECTION: ADVISORY SERVICES**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 ( <b>Re-advert</b> ) <b>Area of specialization Junior Primary: English and Khoekhoegowab</b>
<b>1x Post</b>	:	Omaruru TRC Office
<b>Salary Scale</b>	:	N\$354,883 – N\$424,199
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience **OR** an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

**Supplementary Requirements:**

- Suitability will be determined on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Preference will be given to candidates who have **five (5) years proven teaching experience** in English or Khoekhoegowab (**proof must be attached**).

**Applicants Should Note The Following:**

- All foreign qualifications must be accompanied by an evaluation report from the Namibia Qualifications Authority (NQA).
- Failure to complete **all items** on the application form for employment (**indicate not applicable where appropriate**) and not attaching the necessary/required documents will **disqualify** the application.
- **Please note that only documents certified by the Namibian Police will be accepted.**
- Please note that only shortlisted candidates will be contacted and no application forms for employment, CVs and other supporting documents shall be returned to the applicants.

Application for employment form 156043 and Health Questionnaire 156094 with **original certified** copies of qualification (s) and **academic records/transcript of qualification(s)**, Identity Document, testimonials, confirmation of probation and CV should be addressed to:

**The Regional Director**  
**Directorate of Education, Arts & Culture**  
**Human Resources Administration**  
**Private Bag 5024**  
**Swakopmund**

Or hand delivery at:

**Vacancy Box available at the entrance of the building.**  
**Regional Office**  
**Swakopmund**

**Enquiries:** Ms Elizabeth S. Shikongo/Mr. Rehabeam Halwoodi Tel: 064 4105149/064 4105148

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## HARDAP REGIONAL COUNCIL

### DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: HUMAN RESOURCE MANAGEMENT

<b>Post Designation</b>	:	Chief Human Resource Practitioner Grade 6
<b>1x Post</b>	:	Mariental
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,400 per annum

**Minimum Requirements:** A National Diploma majoring in human resources on NQF L6 plus six (6) years appropriate experience in Human Resource Administration of which Candidate must be on the level of Senior Human Resource Practitioner Grade 7.

**Additional Requirements:** Preference will be given to candidates with a Bachelor's Degree in Human Resources Management or Business Administration Majoring in Human Resource Management at NQF Level 7, Candidate must be conversant with **the Sage VIP Premier Payroll System and ESS leave module administration** as well as Performance Management System (PMS) misconduct procedures. Should be in possession of a valid driver's (attach certified proof of certificates).

#### **Main Duties:**

Liaise with relevant line ministries and the Ministry of Finance and the Office of the Prime Minister in particular on Policy issues pertaining to fiscal and personnel decentralization. Interpret and ensure implementation of policy frameworks at regional and local authorities in line with approved legislation.

Ensure communication, coordination and awareness of HR policies and procedures impacting on decentralization amongst line ministries, Regional Councils and Local Authorities. Facilitate implementation of plans within defined timeframe and limited resources. On a monthly, quarterly and annual basis, review progress against individual and divisional plans and against budgets. Provide strategic guidance and leadership to the administration of the Regional Council. Supervise, control and coordinate the implementation of Regional Councils decisions and programmes. Ensure that assessment for institutional review and capacity building are undertaken for the Regional Council. Determine staffing needs, evaluate and recommend staff appointment. Coordinate and facilitate staff movement. Interview and/or select for appointments/promotion. Advise on (or assisting with) the compiling of request/proposals. Program and coordinate the activities of the HR office with that of the Council.

Assess the staffing needs of the Regional Council and have the necessary establishment proposal drafted for consideration by the Office of the Prime Minister. Plan manpower to cater for long- and short-term needs. Handle grievances, representations, misconducts and labour related issues. Provide counseling and guidance, regarding the maintenance and development of human resources. Liaise and consulting directly with the OPM / MRLGHRD on all HR administration matters. Budget or controlling of expenditure applicable to HR offices. Determine deviations from current rules and regulations and submit proposals to OPM. Interpret and apply: Policies, Cabinet Directives/Delegations, rules and regulations. Audit and approve salary advices to Division Finance. Responsible for presentation of monthly report to the Deputy Director: Human Resources. Assist HRP 3AL2 with coordination of in-house training for the HR Division. Assist the Deputy Director Human Resources Management with the compilation of monthly, quarterly and annual reports of the Regional Council. Responsible for day-to-day running / operation of the subdivision HR. Monitor and evaluate annual work plan and report progress to the Deputy Director Human Resources Management. Monitor and evaluate HR budget. Ensure the recovering of departmental debt. Administer compensation, benefits and performance management system. Identify staff vacancies and recruit, interview and select suitable candidate. Advise CRO and other line managers on organizational HR policy and matters. Ensure compliance with legal requirements.

Plan, direct, supervise and coordinate work activities of the subordinates. Analyze training needs to design employee development, health and safety programmes. Maintain staff record and compile statistical reports concerning personnel related data such as hires, transfers, performance appraisals and absenteeism rates. Carry out any other official duties assigned from time to time.

**Enquiries:** Mr. Werner Coetzee/ Ms. Zellery De Klerk Tel. 063 245800

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**DIRECTORATE: FINANCE AND ADMINISTRATION**  
**DIVISION: ADMINISTRATION**  
**SUBDIVISION: CONSTITUENCY SUPPORT GIBEON**

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1x Post</b>	:	Gibeon
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,400 per annum
<b>Remoteness Allowance</b>	:	N\$9,000 per annum

**Minimum Requirement:** National Diploma or equivalent qualification (NQF Level 6) plus 6 years' appropriate experience of which three years should be on Supervisory Level Grade 8.

**Supplementary Requirements:** Preference will be given to candidates with experience in Local Government Administration. Must be in possession of a valid Driver's License

**Main Duties:** Ensures the implementation of the Annual Work Plan. Creates platforms to solicit inputs from CDC on project proposals. Submit budget proposals to supervisor. Ensure the existence of inventory registers at Constituency Office. Ensure the reconciliation of transport transactions and produce monthly reports. Organize proper handling of correspondences (incoming/outgoing mail). Identify staffing needs/ resources. Identify constituency training needs and submit proposals to the supervisor. Ensure the existence of proper filing systems. Organize community meetings on instructions. Ensure minute-taking and submission of CDC minutes to the Regional Council. Ensure that all purchases at Constituency Office are done according to the approved procurement procedure. Inform IT personnel of any IT related problems. Provide support services in relation to emergency management activities. Communicate customer complaints/inputs / suggestions on basic services to relevant service providers. Coordinate development projects at constituency level and communicate any relevant concerns to the Directorate Planning. Assist the Directorate Planning and Development on issues relating to OVCs, Decentralized Build Together Programme etc. Assist in the distribution of food and non-food items at constituency office. Implement relevant Regional Council; policies, rules and regulations and advise staff accordingly. Provide secretarial services at CDC meetings. Ensure that stock-taking takes place occasionally. Ensure the supervision of staff at Constituency office. Monitor and evaluate annual work plan and produce monthly progress reports. Monitor and evaluate Constituency Office budget and ensure compliance. Oversee the cleanliness and image of CDC / Settlement building and premises.

**NB:** All **foreign qualifications** must be submitted with an **evaluation report of qualifications from Namibia Qualifications Authority**. All applications must be done on the **new employment application** form 156043 and 156094 obtainable at all Government Offices together with a **comprehensive CV and certified copies of educational qualifications, proof of identification, testimonials** and any other relevant documents. **Note must be taken that competitions for vacancies in the Public Service have been limited. Public Servants must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. People with disabilities are encouraged to apply.** Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

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

Applications must be addressed to:

**The Acting Chief Regional Officer  
Hardap Regional Council  
Private Bag 2017  
Mariental**

Or hand delivered at:

**The Human Resources Offices  
Mariental First Floor, West Wing**

**Enquiries:** Mr. P. A. Skrywer/ Mrs. Katrina B. Van Wyk Tel: 063 245 800

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## **DIRECTORATE OF EDUCATION, ARTS AND CULTURE**

### **SECTION CIRCUIT OFFICES CIRCUIT: OANOB CIRCUIT**

<b>Post Designation</b>	:	Inspector of Education Grade 5
<b>1x Post</b>	:	Rehoboth
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A recognized 4-year tertiary teaching qualification on NQF Level 7 plus 9 years teaching experience.

**Supplementary Requirement:** An appropriate qualification on NQF Level 8 will be an added advantage. Candidates should be in possession of a valid Driver's license.

**Enquiries:** Ms. Asumptha Kaoseb Chief: Education Officer Tel (063) 245700 or Ms. Anel Beukes Human Resources Practitioner Tel (063) 245749

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### **SUBDIVISION: PROFESSIONAL DEVELOPMENT SECTION: ADVISORY SERVICES**

<b>Post Designation</b>	:	Senior Education Officer Grade 6
<b>1x Post</b>	:	Mariental (Junior Primary Phase (MOI) Khoekhoegowab)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,400 per annum

**Minimum Requirements:** An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years of appropriate experience or an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years of appropriate experience.

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<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Mathematics)
<b>1x Post</b>	:	Mariental
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,400 per annum



**Minimum Requirements:** An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years of appropriate experience or an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years of appropriate experience

**Supplementary Requirement:** Specialization and proven experience in Mathematics in the senior secondary education will be an added advantage.

**Enquiries:** Ms. Juanita Motinga Chief Education Officer Tel (063) 245705 or Ms. Anel Beukes Human Resources Practitioner Tel (063) 245749

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#### **SUBDIVISION: GENERAL SERVICES**

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1x Post</b>	:	Mariental
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,400 per annum

**Minimum Requirements:** A National Diploma or equivalent qualification on NQF Level 6 plus six (6) years approximate appropriate experience in Administration of which three (3) should be on Chief Administrative Officer Grade 8 or supervisory level for applicants outside the Public Service.

**Supplementary Requirements:**

- A Degree in Business Administration/Supply Chain/Logistic/Management studies / Public Administration or Management / Procurement.
  - Knowledge and experience in the application of the Public Procurement Act, Fleet Management and Stock Control as well as infrastructure and Valid Driver's License.
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#### **SUBSECTION: SECRETARIAL SERVICES**

<b>Post Designation</b>	:	Private Secretary Grade 9
<b>1x Post</b>	:	Mariental
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent on NQF Level 6.

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#### **SUBDISVISION: FINANCIAL MANAGEMENT**

<b>Post Designation</b>	:	Accountant Grade 8 (Salaries and Allowance)
<b>2x Posts</b>	:	Mariental
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate Diploma (or equivalent) at NQF Level 6 majoring in Accounting.

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<b>Post Designation</b>	:	Accountant Grade 8 (Inspection and Pay Office Control)
<b>1x Post</b>	:	Mariental
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate Diploma (or equivalent) at NQF Level 6 majoring in Accounting.

**Additional Requirements:** Applicants should have a valid driver's license.

**Enquiries:** Mr. Alpo Jonathan Senior Accountant Tel (063) 245739 Ms. Anel Beukes Human Resources Practitioner Tel (063) 245749

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#### **SCHOOL MANAGEMENT POSTS**

##### **AUOB CIRCUIT**

<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	Mariental (Sonop P/ School Grade 4 -7 Languages (English and Afrikaans)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum if applicable
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Remoteness Allowance</b>	:	N\$9,000 per annum

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##### **NAUKLUIT CIRCUIT**

<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	Gibeon (Captain Rev Hendrik Witbooi P/School Grade 4 -7 Languages (English and Khoekhoegowab or Afrikaans)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum if applicable
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Remoteness Allowance</b>	:	N\$9,000 per annum

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<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	Gibeon (C//Oaseb S/School Mathematics and Science Grades 8 -12 (AS)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum if applicable
<b>Transport Allowance</b>	:	N\$10,512 per annum

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<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	Nabasib (Nabasib Primary School Junior Primary: Pre Primary to Grade 3 (MOI) Afrikaans or Khoekhoegowab
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum if applicable
<b>Transport Allowance</b>	:	N\$10,512 per annum

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##### **OANOB CIRCUIT**

<b>Post Designation</b>	:	Principal Grade 7
<b>1x Post</b>	:	Rehoboth (Rehoboth Project School Pre Primary – Grade 7)
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Remoteness Allowance</b>	:	N\$13,800 per annum

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<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	Rehoboth (Rehoboth S/School Mathematics and Science: Grades 8-12 (AS)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum if applicable
<b>Transport Allowance</b>	:	N\$10,512 per annum
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<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	Rehoboth (M&K Gertze H/School Technical subjects (Woodwork and metalwork and welding or Motor Mechanics Grade 8 -12 (AS)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum if applicable
<b>Transport Allowance</b>	:	N\$10,512 per annum
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<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	Rehoboth (St. Joseph's P/School Pre Primary to grade 3 (English) MOI)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum if applicable
<b>Transport Allowance</b>	:	N\$10,512 per annum
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<b>Post Designation</b>	:	Head of Department Grade 6
<b>1x Post</b>	:	Rehoboth (Vooruitsig P/School Pre Primary to Grade 3 (English MOI)
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum if applicable
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An Appropriately recognized 3 –year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience, OR an Appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1 – year teaching qualification plus six (6) years teaching experience.

**Supplementary Requirements:** Appropriate Qualifications within the correct phases indicated will be an added advantage.

Candidates should be qualified and experienced in at least two (2) subjects/languages in a given subject combination.

**Note:**

**All foreign qualifications must be evaluated (attach NQA evaluation report)**

**Complete a prescribed application form in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. Testimonials with experience specifications is a must.**

**The possibility is not excluded that errors might have been made in compilation of the request for advertising of these vacancies, or that a post has been advertised, which should not have been advertised. If such errors occurred and later discovered, the Ministry reserves the right not to fill such posts. Applicants within the Public service applying for promotional posts must attach letters of confirmation of probation in current positions.**

**Perspective applicants who do not meet the appointment requirements as outlined above are advised not to apply. Only candidates who meet the prescribed appointment requirements will be considered for possible shortlisting and will notified accordingly.**

**Please note that applications posted should reach this office before the closing dates to avoid delaying recruitment processes.**

***Please note that the Hardap Directorate of Education, Arts and Culture is delegated to the Hardap Regional Council and successful candidates should be willing to sign a secondment agreement.***

Applications must be forwarded to:

**The Regional Director  
Directorate of Education, Arts and Culture  
Hardap Regional Council  
Subdivision Human Resources  
Private Bag 2122  
MARIENTAL**

Or hand delivered to:

**Hardap Regional Council  
Directorate of Education, Arts and Culture  
Subdivision Human Resources  
MARIENTAL**

**Enquiries:** Ms. Anel Beukes Human Resources Practitioner Tel (063) 245749

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## **| | KHARAS REGIONAL COUNCIL**

### **DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: LIFELONG LEARNING, LIBRARIES AND ARCHIVES SERVICES**

<b>Post Designation</b>	:	Assistant Librarian Grade 10
<b>1x Post</b>	:	Rosh Pinah Community Library
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An Appropriate National Diploma on NQF L6.

**Supplementary Requirements:** A Diploma in Library or Information Studies.

- A Diploma in Library and Information Science.
- Good command in English both written and speaking.
- Excellent communication and interpersonal skills to be able to interact with the community and to perform under pressure.
- Computer literacy in Microsoft Word, Excel and Power Point.

**Applicants should note the following:**

- **Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualification Authority (NQA).**
- **Applicants who only partially complete and /or do not sign application forms, or did not attached certified copies of all documents, will not be considered.**
- **Applicants in designated groups are encouraged to apply.**

**Enquiries:** Ms. Emilia N. Mbalili Tel: (063) 227073 or Ms. Grace H. Cloete Tel: (063) 22 7029

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### **DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: LIFELONG LEARNING, LIBRARIES AND ARCHIVES SERVICES**

<b>Post Designation</b>	:	Assistant Librarian Grade 10
<b>1x Post</b>	:	Karasburg Community Library
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An Appropriate National Diploma on NQF L6.

**Supplementary Requirements:** A Diploma in Library or Information Studies.

- A Diploma in Library and Information Science.
- Good command in English both written and speaking.
- Excellent communication and interpersonal skills to be able to interact with the community and to perform under pressure.
- Computer literacy in Microsoft Word, Excel and Power Point.

**Applicants should note the following:**

- **Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualification Authority (NQA).**
- **Applicants who only partially complete and /or do not sign application forms, or did not attached certified copies of all documents, will not be considered.**
- **Applicants in designated groups are encouraged to apply.**

**Please note: Only shortlisted candidates will be contacted and preference will be given to Namibian Citizens.**

**Enquiries:** Ms. Emilia N. Mbalili Tel: (063) 227073 or Ms. Grace H. Cloete Tel: (063) 22 7029

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**DIRECTORATE: | | KHARAS REGION**

**SECTION: FINANCIAL MANAGEMENT  
SUBSECTION: DAILY SUBSISTENCE ALLOWANCE**

<b>Post Designation</b>	:	Accountant Grade 8
<b>1x Post</b>	:	Keetmanshoop Regional Office
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum Requirements:** An appropriate Diploma at NQF Level 6, majoring in Accounting.

**Supplementary Requirements:** Computer literacy in Microsoft Word, Excel and Power Point.

**Applicants should note the following:**

- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualification Authority (NQA).
- Applicants who only partially complete and /or do not sign application forms, or did not attached certified copies of all documents, will not be considered.
- Applicants in designated groups are encouraged to apply.

**Please note: Only shortlisted candidates will be contacted and preference will be given to Namibian Citizens.**

Applications may be submitted at the following address:

**The Regional Director  
Directorate of Education, Arts and Culture  
| | Kharas Region  
Human Resource Administration Section  
Private Bag 2160  
Keetmanshoop**

Or hand deliver at:

**Directorate of Education, Arts and Culture  
Wheeler Street  
Keetmanshoop:  
| | Kharas Region.**

**Enquiries:** Ms. Emilia N. Mbalili Tel: (063) 227073 or Ms. Grace H. Cloete Tel: (063) 22 7029

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## KAVANGO WEST REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, ARTS AND CULTURE SUBDIVISION HUMAN RESOURCES DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: SCHOOLS

<b>Post Designation</b>	:	Principal Grade 5
<b>1x Post</b>	:	Katwitwi Senior Primary School
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirement:** A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience **Or** An appropriate recognized 3 – year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus 7 years teaching.

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#### CIRCUIT: KANDJIMI

<b>Post Designation</b>	:	Head of Department Grade 6 (Mathematics and Natural Sciences Grade 8 - 11)
<b>1x Post</b>	:	Nkurenkuru Combined School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

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<b>Post Designation</b>	:	Head of Department Grade 6 (Mathematics and Natural Sciences Grade 8 - 11)
<b>1x Post</b>	:	Simanya Combined School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

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<b>Post Designation</b>	:	Head of Department Grade 6 Languages (Rukwangali Grade 8-9 and English Grade 8-11)
<b>1x Post</b>	:	Simanya Combined School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

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<b>Post Designation</b>	:	Head of Department Grade 6 Social Sciences (History and Geography Grade 8-12)
<b>1x Post</b>	:	Nkurenkuru Secondary School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

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<b>Post Designation</b>	:	Head of Department Grade 6 (Social Studies Grade 4-7)
<b>1x Post</b>	:	Kulisuka Primary School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

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**CIRCUIT: NCUNCUNI**

<b>Post Designation</b>	:	Head of Department Grade 6 Social Sciences (History and Geography Grade 8-11)
<b>1x Post</b>	:	Mupini Combined School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

<b>Post Designation</b>	:	Head of Department Grade 6 (Rukwangali Pre- Primary-Grade 3)
<b>1x Post</b>	:	Nakazaza Combined School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**CIRCUIT: NCAMAGORO**

<b>Post Designation</b>	:	Head of Department Grade 6 (Mathematics and Natural Sciences Grade 4-7)
<b>1x Post</b>	:	Ekondjo Primary School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

<b>Post Designation</b>	:	Head of Department Grade 6 Languages (Rukwangali Grade 8-9 and English Grade 8-11)
<b>1x Post</b>	:	Ncagcu Combined School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

<b>Post Designation</b>	:	Head of Department Grade 6 (Mathematics and Natural Sciences Grade 8-11)
<b>1x Post</b>	:	Ncagcu Combined School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**CIRCUIT: NZINZE**

<b>Post Designation</b>	:	Head of Department Grade 6 (Junior Primary Rukwangali Pre – Primary Grade 3)
<b>1x Post</b>	:	Sikongo Joseph Sivaku Primary School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

<b>Post Designation</b>	:	Head of Department Grade 6 (Mathematics and Natural Science Grade 4-7)
<b>1x Post</b>	:	Nzinze Combined School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

<b>Post Designation</b>	:	Head of Department Grade 6 (Mathematics and Natural Sciences Grade 8 -11)
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1x Post	:	Tondoro Combined School
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Post Designation	:	Head of Department Grade 6 Social Sciences (History and Geography Grade 8-11) <b>(Re- advertisement)</b>
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1x Post	:	Tondoro Combined School
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

#### CIRCUIT: BUNYA

Post Designation	:	Head of Department Grade 6 (Junior Primary Rukwangali Pre- Primary Grade 3)
1x Post	:	Siya Combined School
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Post Designation	:	Head of Department Grade 6 Social Sciences (History and Geography Grade 8-11)
1x Post	:	Rupara Combined School
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

#### CIRCUIT: KATJINAKATJI

Post Designation	:	Head of Department Grade 6 Languages (English and Rukwangali Grade 4-9)
1x Post	:	Mpora Combined School
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

#### CIRCUIT: MPUNGU

Post Designation	:	Head of Department Grade 6 (English and Rukwangali Grade 4-7)
1x Post	:	Mukekete Senior Primary School
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

**Appointment Requirements:** A recognized three (3) year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience **Or** An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus one (1) year teaching qualification plus 6 years teaching experience.

**NB:** Complete a prescribed application form in full **“Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application”**

The possibility is not excluded that errors might have been made in the compilation of the request for advertising of these vacancies, or that a post has been advertised, which should not have been

so advertised. If such errors occurred and later discovered, the **Ministry reserves the right not to fill such posts.**

**NB:** Prospective applicants who **do not meet** the appointment requirements as outlined above are advised **not to apply**. Only Candidates who meet the prescribed appointment requirements will be considered for possible short listing.

Please send applications on prescribed forms to:

**The Regional Director  
Directorate of Education, Arts and Culture  
Subdivision Human Resource  
Private Bag 6193  
Nkurenkuru**

Or hand delivery at:

**Kavango West Regional Education Office  
Nkurenkuru (Matukuchila complex behind Shoprite)  
HR Office.**

**Enquiries:** Mr. Nicolaus Nambase Mpasu Tell: 066-274 2000

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## KHOMAS REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION SUBDIVISION PROGRAMMES AND QUALITY ASSURANCE

Post Designation	:	Chief: Education Officer Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$517,195 – N\$543,728
Motor Vehicle Benefit	:	N\$110,917 (Running and Capital Cost per annum)
Housing Benefit	:	N\$121,560 per annum

**Minimum Requirements:** An appropriate Degree (or equivalent qualification) on NQF L7 or 8 plus 9 years appropriate experience.

**Supplementary Requirement:**

- Candidate must possess at least 9 years (or more) appropriate experience in **Education field (proof must be attached)**.
- Candidate must be at the functional level Grade 5 (or higher) or in a related work environment
- Competition is limited. **Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.**
- Candidates in possession of qualification and working experience in the Education field in terms of the minimum appointment requirements will have an added advantage. **(Proof must be attached)**;
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
- Computer Literacy will be an added advantage.

**Enquiries:** The Human Resource Office Tell no: 061- 293 9411

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### DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION SUBDIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: CIRCUIT OFFICES

Post Designation	:	Inspector of Education Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

**Minimum Requirements:** A recognized 4-year tertiary teaching qualification on NQF L7 **plus** 9 years teaching experience

**Supplementary Requirement:**

- Candidates must possess at least 5 years (or more) appropriate experience at functional level Grade 6 (or higher). **(Proof must be attached)**
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable period.
- Candidate must be computer literate

**Enquiries:** The Human Resource Office Tell no: 061- 293 9411

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### DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION SUBDIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: CIRCUIT OFFICES PROFESSIONAL DEVELOPMENT

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Generalist)
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate Degree (or equivalent qualification) on NQF L8 plus 3 years appropriate experience **OR** an appropriate Degree (or equivalent qualification) on NQF L7 plus 5 years appropriate experience.

**Supplementary Requirement:**

- Candidates must possess an appropriate qualification in the Education field. **(Proof must be attached);**
  - Candidates with experience of handling and/administration of Textbooks at School level will have an added advantage (Proof must be attached);
  - Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
  - Computer Literacy will be an added advantage.
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**DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION  
SUBDIVISION: PROGRAMMES AND QUALITY ASSURANCE  
SECTION: EXAMINATIONS**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Regional Examination Officer: REXO)
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate Degree (or equivalent qualification) on NQF L8 plus 3 years appropriate experience **OR** an appropriate Degree (or equivalent qualification) on NQF L7 plus 5 years appropriate experience.

**Supplementary Requirement:**

- Candidates with experience as Head of Centre (JSC/NSSCO/NSSCAS Examinations) or in a related work environment will have added advantages. **(Proof must be attached).**
- Candidates in possession of a qualification in the Education field will have an added advantage. **(Proof must be attached)**
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable period. The Regional Examination Officer must extensively travel within the Khomas Region for inspection of examination centers and examination facilities/, investigate malpractices during examination.
- Candidate must be computer literate.

**Enquiries:** The Human Resource Office Tell no: 061- 293 9411

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**DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION  
SUBDIVISION HUMAN RESOURCES**

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

**Minimum Requirements:** An appropriate Diploma on NQF Level 6 (or equivalent qualification)

**Supplementary Requirement:**

- Candidate must possess at least 5 years appropriate experience at the level of a Human Resource Practitioner Grade 8 (or higher) **(Proof must be attached)**.
- Candidates in possession of an appropriate Degree on NQF Level 7 or higher majoring in Human Resource Development/ Management will have an added advantage.
- Competition is limited. Staff members must have completed their probation successfully as a Human Resource Practitioner Grade 8 and may only compete for a vacancy, which is on the next higher grade.

**Notes to Candidates:**

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applications must be accompanied by comprehensive curriculum vitae, testimonials and certified copies of educational qualifications, academic records and identity documents.
- All foreign qualifications must be evaluated and certify letter(s) from Namibia Qualification Authority (NQA) must be attached.
- Confirmation of probation letter in current post must be attached.

**NB Complete prescribed application forms in full** "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application". Only shortlisted candidates will be considered.

Applications must be submitted to the following address:

**Khomas Regional Council  
Directorate of Education, Arts and Culture  
Private Bag 13236  
WINDHOEK**

Or deliver by hand at:

**The Registry Office  
6th Floor, Dr. Frans Indongo Gardens  
WINDHOEK**

**Enquiries:** The Human Resource Office Tell no: 061- 293 9411

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## KUNENE REGIONAL COUNCIL

### DIRECTORATE: EDUCATION, ARTS AND CULTURE SECTION: HUMAN RESOURCE ADMINISTRATION

<b>Post Designation</b>	:	Principal Grade 5
<b>1x Post</b>	:	Okondanue CS (Pre-Primary-Grade 9) <b>Epupa Circuit</b>
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Salary Notch</b>	:	N\$432,601 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 7 years teaching experience **OR** an appropriate recognised 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus 7 years teaching experience.

**Supplementary Selection Requirements:**

- Candidates must ensure that copy of their confirmation of probation in their current position is attached.
  - Candidates must have been on level of Head of Department Grade 6 or equivalent level.
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<b>Post Designation</b>	:	Head of Department Grade 6 (Re-Advertisement) Languages: English Grade 8-12 and Otjiherero Grade 8-9
<b>1x Post</b>	:	Mureti High School- Opuwo Circuit
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Salary Notch</b>	:	N\$353,883 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,400 per annum

**Appointment Requirements:** A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognised 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus 6 years teaching experience.

**Supplementary Selection Requirements:**

Candidates must ensure that copy of their confirmation of probation in their current position is attached. Candidates must have a teaching qualification that would enable him/her to teach English at Senior Secondary Phase and Otjiherero Junior Secondary Phase, Area of Specialization Otjiherero and English.

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<b>Post Designation</b>	:	Head of Department Grade 6 (Mathematics and Physical Science or Physics or Chemistry or Biology or Agriculture) Grade 10-11
<b>5x Posts</b>	:	Alpha Combined School – <b>Opuwo Circuit</b> Mureti High School – <b>Opuwo Circuit</b> Kaoko-Otavi Combined School – <b>Opuwo Circuit</b> Ombombo Combined School – <b>Epupa Circuit</b> Okanguati Combined School – <b>Epupa Circuit</b>
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Salary Notch</b>	:	N\$354,883
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,400 per annum
<b>Incentives Allowance</b>	:	As per the duty station

**Appointment Requirements:** A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognised 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus 6 years teaching experience.

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<b>Post Designation</b>	:	Head of Department Grade 6 (Junior Primary: Mol English and Khoekhoegowab or Oshindonga)
<b>1x Post</b>	:	Queen Sophia of Spain Primary School- Outjo Circuit
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Salary Notch</b>	:	N\$354,883
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,400 per annum
<b>Incentives Allowance</b>	:	N\$21,000 per annum

**Appointment Requirements:** A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognised 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus 6 years teaching experience.

**Supplementary Selection Requirements:**

- Candidates must ensure that copy of their confirmation of probation in their current position is attached.
  - Candidates must have a teaching qualification that would enable him/her to teach at Junior Primary Phase, Area of Specialization Khoekhoegowab/ Oshindonga.
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<b>Post Designation</b>	:	Chief Hostel Matron Grade 12
<b>1x Post</b>	:	Mureti High School- Opuwo Circuit
<b>Salary Scale</b>	:	N\$107,753 – N\$129,240
<b>Salary Notch</b>	:	N\$107,753 per annum
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** A Grade 10 certificate on NQF Level 2 with 24 points in seven (7) subjects with a D symbol in English or standard 8 Certificate.

**Supplementary Requirements:** Candidates in possession of standard 8 Certificate must meet the requirement of F (HG) symbol in English.

The candidates must have 3-years' experience as Hostel Matron Grade 13 and probation must be confirmed at that level. **(Proof must be attached)**

**Note:** All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable from any Government Offices. **Incomplete application forms will lead to automatic disqualification.** Originally certified copies of Qualifications, Identity Document (ID), Curriculum Vitae (CV), service certificate/ two testimonials (not older than 2 years) must be attached to the applications. All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA). In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted. No documents will be returned.

Applications must be sent to:

**Human Resource Office  
Kunene Regional Council  
Directorate of Education, Arts & Culture  
Private Bag 2007  
Khorixas**

Or hand delivered at:

**Directorate of Education, Arts & Culture**  
**Human Resource Office**  
**Khorixas**

**Enquiries:** Mr. Moses N. Hendrik /Ms. Kaino N. Itewa Tel: 067-335000

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## OMUSATI REGIONAL COUNCIL

### DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES DIVISION: PLANNING AND DEVELOPMENT SECTION: HIV/AIDS

<b>Post Designation</b>	:	Senior Community Liaison Officer Grade 8
<b>1x Post</b>	:	Outapi
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirement:** An appropriate National Diploma or equivalent qualification at NQF Level 6 in any of the following fields: HIV/AIDS Management, Community Development/Adult Education /Sociology or Psychology, plus 3 years appropriate.

**Supplementary Requirements:** At least a code B driver's license which is older than a year.

#### **Main Duties:**

- Actively popularize the National HIV policy, promote, strengthen and implement a multi-sectoral approach to HIV/AIDS.
- Coordinate regional HIV/AIDS activities and provide secretarial functions to RACOC Secretariat.
- Collaborate with other institutions on workplace programmes.
- Supervise the implementation of HIV programmes in the region.
- Prepare and present HIV/AIDS Annual Plan and budget to RACOC and to the Regional Council for approval.
- Responsible for writing proposals for funding HIV/AIDS activities, prepare quarterly and financial reports for submission to the supervisor.
- Monitor and evaluate the HIV/AIDS activities in the region through System for Program Monitoring.
- Coordinate relevant events within the region in collaboration with the Directorate of Special Programmes in Ministry of Health and Social Services.
- Facilitate the provision of logistical and technical support to national events in collaboration with the stakeholders.
- Carry out any other duties as may be assigned from time to time.

#### **NB!**

- Applicants with foreign qualifications must attach evaluation letters of their qualifications from the Namibia Qualification Authority.
- Failure to complete all items of the application form for employment and not attaching all the necessary documents will disqualify the application.
- Fax, e-mail and late applications will not be considered.

Application must be submitted on a new revised Application Form of Employment 156043 (obtainable from any Government/Public Offices) and should be accompanied by a comprehensive CV and original certified copies of Educational Qualifications (Including transcripts/academic records) and Identity documents.

**Applications must be hand delivered or addressed to:**

**The Chief Regional Officer  
Omusati Regional Council  
Private Bag 523  
Outapi**

Or hand deliver at:

**Omusati Regional Council**  
**Human Resource Office No. D3**  
**Outapi**

**Enquiries:** Mr Natanael A Amadhila/ Ms Hertha N. Shimuningeni at: 065 251019

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**DIRECTORATE OF EDUCATION, ARTS AND CULTURE**

**DIVISION: PROGRAMMES AND QUALITY ASSURANCE**  
**SECTION: PROFESSIONAL DEVELOPMENT**

<b>Post Designation</b>	:	Chief Education Officer Grade 5
<b>1x Post</b>	:	Outapi, Omusati Region
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Housing Benefit</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment 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 Requirement:** Preference will be given to candidates with an appropriate B. Degree on NQF Level 8 in Education plus four (4) years appropriate experience at the functional level of Grade 6 or similar and contactable references must be furnish.

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**DIVISION: PROGRAMMES AND QUALITY ASSURANCE**  
**SECTION: SPECIAL EDUCATION**

<b>Post Designation</b>	:	Senior Education Officer Grade 6
<b>1x Post</b>	:	Outapi, Omusati Region
<b>Salary Scale</b>	:	N\$354, 883 - N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Appointment 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 Requirement:** Applicants should have a teaching qualification majoring in Inclusive Education or Education Psychology and should have taught Life Skills for at least three (3) years and proof must be attached.

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**DIVISION: LIFELONG LEARNING, ARTS AND CULTURE**

<b>Post Designation</b>	:	Senior Archivist Grade 7
<b>1x Post</b>	:	Outapi, Omusati Region
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** An appropriate Degree on NQF Level 7 (or equivalent qualification).

**Supplementary Requirements:** Preference will be given to candidates with an appropriate Degree in Archives and Records Management on NQF Level 7 plus four (4) years appropriate experience.

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**CIRCUIT: ELIM**

<b>Post Designation</b>	:	Principal Grade 5 (Phase: Pre-Grade 9)
<b>1x Post</b>	:	Utsima Combined School
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience **OR** an appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 7 years teaching experience

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**CIRCUIT: ETAYI**

<b>Post Designation</b>	:	Head of Department Grade 6 ( <b>Junior Primary Phase Pre-Grade 3, Mol; Oshindonga</b> )
<b>1x post</b>	:	Akayupa Primary School
<b>Salary Scale</b>	:	N\$354, 883 - N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Appointment Requirements:** A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

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**CIRCUIT: OKALONGO**

<b>Post Designation</b>	:	Principal Grade 5 (Phase: Pre-Grade 7)
<b>1x Post</b>	:	ST Gabriel Primary School
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience **OR** an appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

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**CIRCUIT: OKALONGO**

<b>Post Designation</b>	:	Head of Department Grade 6 ( <b>Mathematics and Science Grade 4-7</b> )
<b>1x Post</b>	:	Lukas I. Dama Primary School
<b>Salary Scale</b>	:	N\$354,883 - N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

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### CIRCUIT: OKALONGO

<b>Post Designation</b>	:	Head of Department Grade 6 <b>(Languages: English and Oshindonga Grade 4-9)</b>
<b>1x Post</b>	:	Epoko Combined School
<b>Salary Scale</b>	:	N\$354, 883 - N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Appointment Requirements:** A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

**Supplementary Requirements:** Candidates must able to teach English and Oshindonga Grade 8-9

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### CIRCUIT: OTAMANZI

<b>Post Designation</b>	:	Head of Department Grade 6 <b>(Languages: English and Oshindonga Grade 4-11)</b>
<b>1x Post</b>	:	Simon ileka Combined School
<b>Salary Scale</b>	:	N\$354, 883 - N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Appointment Requirements:** A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

**Supplementary Requirements:** Candidates must able to teach English and Oshindonga Grade 8-11.

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### CIRCUIT: OSHIKUKU

<b>Post Designation</b>	:	Head of Department Grade 6 <b>(Junior Primary Phase Pre-Grade 3, Mol; Oshindonga)</b>
<b>1x Post</b>	:	Mupewa Combined School
<b>Salary Scale</b>	:	N\$354, 883 - N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Appointment Requirements:** A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

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### CIRCUIT: OUTAPI

<b>Post Designation</b>	:	Head of Department Grade 6 <b>(Mathematics and Science Grade 4-9)</b>
<b>1x Post</b>	:	Ompakoya Combined School
<b>Salary Scale</b>	:	N\$354, 883 - N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Appointment Requirements:** A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

**Supplementary requirements:** Candidates must be able to teach Mathematics and Physical Science Grade 8-9

**NB:**

- All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable from any Government Offices
- **Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application**
- **Originally certified copies** of Highest Educational Qualifications, Identity Document (ID), Curriculum Vitae (CV), certificate of service from the previous employers/ testimonials must be attached to the applications. Proof of successful completion/confirmation of probation must be attached
- All foreign qualifications must be submitted with evaluation report from Namibia
- Qualifications Authority (NQA)
- Only shortlisted candidates will be contacted. No documents will be returned

**Omusati Regional Council  
Directorate of Education, Arts and Culture  
Private Bag 529  
OUTAPI**

Or hand delivery at:

**Omusati Regional Office Reception**

**Enquiries:** Ms. Anna Andumba /Mr. Oiva Toivo Namwele Tel: 065-251700

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## OSHANA REGIONAL COUNCIL

### DIRECTORATE: FINANCE AND ADMINISTRATION

### DIVISION: ADMINISTRATION

### SUBDIVISION: CONSTITUENCY SUPPORT UUVUDHIYA

<b>Post Designation</b>	:	Control Administrative Officer, Grade 6
<b>1x Post</b>	:	Uuvudhiya Constituency
<b>Salary Scale</b>	:	N\$354, 883 - N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum Requirements:** National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience.

**Supplementary Requirements:** Candidate should have 5 years appropriate experience of which three (3) should be at the level of Grade 8 or equivalent at supervisory level. Preferences will be given to candidates with Bachelor Degree or equivalent qualification in the field of Public Administration or Public Management or Business Administration or Procurement Management or Logistics or Economics. A valid Driver's license older than one year.

#### Main Duties:

- Coordinate development projects at constituency level
  - Implement, monitor and evaluate annual work plan and produce monthly progress report
  - Create platforms to solicit inputs from Constituency Development Committee on projects proposals.
  - Organize community meetings on request of the Constituency Councilor.
  - Provide monthly reports both to the Regional Councilor responsible for the Constituency and Deputy Director Administration
  - Ensure that stock-taking takes place annually and inventory registers are in existence and updated regularly
  - Provide support services to the Regional Emergency Management Unit
  - Provide budget inputs to the Deputy Director Administration
  - Ensure the supervision of staff at the Constituency Office.
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<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1x Post</b>	:	Uuvudhiya Constituency
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1-year appropriate experience or a Grade 12 Certificate (NQF Level 3) plus 3 years' appropriate experience.

**Supplementary Requirements:** Candidate with National Diploma or equivalent qualification should have three (3) years appropriate experiences while those with Grade 12 should have six (6) years' appropriate experience. Knowledge on procurement process and stock control will serve as an advantage.

#### Main Duties:

- Organize community meetings on the requests of the Control administrative officer
- Provide inputs for the compilation of the Constituency Development Committee monthly reports.
- Assist with purchases at Constituency office
- Responsible for minute-taking at Constituency Development Committee meetings on request

- Assist in compilation of monthly, quarterly and annual reports

NB: Interested candidate should attach their copy of confirmation of probation letter. Candidates with foreign qualification should have their qualifications evaluated by the Namibia qualification authority, if not, their applications will be disqualified automatically. **Please attach original certified copy of ID, Qualification(s) plus Academic Transcript and all other necessary documents.**

**Please take note, no documents will be returned**

Application to be forward to:

**The Chief Regional Officer  
Oshana Regional Council,  
Private Bag 5543  
Oshakati**

**Enquiries:** Ms. Fiina Akawa or Ms. Liina Uusiku @ 065 2288200

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## **DIRECTORATE OF EDUCATION, ARTS AND CULTURE**

### **DIVISION: PROGRAMMES AND QUALITY ASSURANCE**

<b>Post Designation</b>	:	Principal Grade 5
<b>6x Posts</b>	:	Onamayongo Junior Primary School (Oluno Circuit)
	:	likuku Junior Primary School (Ompundja Circuit)
	:	Nevonga Junior Primary School (Ompundja Circuit)
	:	Ompundja Junior Primary School (Ompundja Circuit)
	:	Engombe Junior Primary School (Oshakati Circuit)
	:	Endombo Junior Primary School (Ompundja circuit)
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus seven (7) years teaching experience

**Supplementary Requirements:** Preference will be given to candidates who are currently Principal Grade 5 or Head of Department Grade 6 or equivalent post with qualification that enable them to teach from Pre- Primary to Grade 7

**NB:**

- Candidates must ensure that copy of confirmation of probation in their current position is attached
  - All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/ transcript of their qualifications.
  - Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.
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## **DIRECTORATE OF EDUCATION, ARTS AND CULTURE**

<b>Post Designation</b>	:	Chief Hostel Matron Grade 12
<b>1x Post</b>	:	lipumbu Secondary School
<b>Salary Scale</b>	:	N\$107,753 – N\$129,240
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

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

**Appointment Requirement:** A Grade 10 Certificate on NQF Level 2 with 24 points in seven (7) subjects including English with D symbol / Standard 8 Certificate

**Supplementary Requirements:** Preference will be given to candidates who are currently serving as Hostel Matron Grade 13 with Grade 12 or Standard 10 Certificate and four (4) years appropriate experience **(proof must be attached)**

Public Service application form for employment 156043 and health questionnaire form 156094 together with comprehensive curriculum vitae and all relevant certified copies of all educational / academic qualifications and the proof of Namibian citizenship must be addressed to:

**Human Resource Office  
Oshana Regional Council  
Directorate of Education, Arts & Culture  
Private Bag 5518  
OSHAKATI**

Or hand delivery

**Directorate of Education, Arts & Culture  
Human Resource Office  
906 Sam Nuyoma Road  
Old Complex (Oshakati Town Council)**

**Enquiries:** Kaarina L Iiyenda Tel 065-229800 Ms. Klaudia T. Shindondola 065 229800

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## OTJOZONDJUPA REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, ARTS AND CULTURE

#### DIVISION: LIFELONG LEARNING

#### SECTION: REGIONAL SCHOOL LIBRARIES

<b>Post Designation</b>	:	Senior Librarian Grade 7
<b>1x Post</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** A Bachelor degree (or equivalent qualification) on NQF Level 7.

**Supplementary Requirements:** Preference will be given to candidates with a qualification on NQF L7 in Library and Information Science plus four (4) years' experience as a Librarian Grade 9 or appropriate experience.

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#### DIVISION: LIFELONG LEARNING SECTION: OKAHANDJA PUBLIC LIBRARY

<b>Post Designation</b>	:	Senior Librarian Grade 7
<b>1x Post</b>	:	Okahandja
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** A Bachelor degree (or equivalent qualification) on NQF Level 7.

**Supplementary Requirements:** Preference will be given to candidates with a qualification on NQF L7 in Library and Information Science plus four (4) years' experience as a Librarian Grade 9 or appropriate experience.

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#### DIVISION: LIFELONG LEARNING SECTION: GROOTFONTEIN PUBLIC LIBRARY

<b>Post Designation</b>	:	Senior Librarian Grade 7
<b>1x Post</b>	:	Grootfontein
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** A Bachelor degree (or equivalent qualification) on NQF Level 7.

**Supplementary Requirements:** Preference will be given to candidates with a qualification on NQF L7 in Library and Information Science plus four (4) years' experience as a Librarian Grade 9 or appropriate experience.

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#### DIVISION: LIFELONG LEARNING SECTION: OTAVI PUBLIC LIBRARY

<b>Post Designation</b>	:	Senior Librarian Grade 7
<b>1x Post</b>	:	Otavi
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** A Bachelor degree (or equivalent qualification) on NQF Level 7.

**Supplementary Requirements:** Preference will be given to candidates with a qualification on NQF L7 in Library and Information Science plus four (4) years' experience as a Librarian Grade 9 or appropriate experience.

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**DIVISION: LIFELONG LEARNING  
SECTION: OTJIWARONGO COMMUNITY LIBRARY**

<b>Post Designation</b>	:	Senior Librarian Grade 7
<b>1x Post</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment requirements:** A Bachelor degree (or equivalent qualification) on NQF Level 7.

**Supplementary Requirements:** Preference will be given to candidates with a qualification on NQF L7 in Library and Information Science plus four (4) years' experience as a Librarian Grade 9 or appropriate experience.

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**DIVISION: LIFELONG LEARNING  
SECTION: TSUMKWE COMMUNITY LIBRARY**

<b>Post Designation</b>	:	Senior Librarian Grade 7
<b>1x Post</b>	:	Tsumkwe
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Remoteness Allowance</b>	:	N\$13,800 per annum

**Appointment Requirements:** A Bachelor degree (or equivalent qualification) on NQF Level 7.

**Supplementary Requirements:** Preference will be given to candidates with a qualification on NQF L7 in Library and Information Science plus four (4) years' experience as a Librarian Grade 9 or appropriate experience.

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**DIVISION: LIFELONG LEARNING  
SECTION: OKAKARARA COMMUNITY LIBRARY**

<b>Post Designation</b>	:	Librarian Grade 9
<b>1x Post</b>	:	Okakarara
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** A Bachelor degree (or equivalent qualification) on NQF L7.

**Supplementary Requirements:** Preference will be given to candidates with a qualification on NQF L7 in Library and Information Science or equivalent plus two (2) years' experience as an Assistant Librarian Grade 10 or appropriate experience.

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**DIVISION: LIFELONG LEARNING  
SECTION: TSUMKWE COMMUNITY LIBRARY**

<b>Post Designation</b>	:	Librarian Grade 9
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<b>1x Post</b>	:	Tsumkwe
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Remoteness Allowance</b>	:	N\$13,800 per annum

**Appointment Requirements:** A Bachelor degree (or equivalent qualification) on NQF L7.

**Supplementary Requirements:** : Preference will be given to candidates with a qualification on NQF L7 in Library and Information Science or equivalent plus two (2) years' experience as an Assistant Librarian Grade 10 or appropriate experience.

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**DIVISION: LIFELONG LEARNING  
SECTION: OTJIWARONGO COMMUNITY LIBRARY**

<b>Post Designation</b>	:	Librarian Grade 9
<b>1x Post</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** A Bachelor degree (or equivalent qualification) on NQF L7.

**Supplementary Requirements:** Preference will be given to candidates with a qualification on NQF L7 in Library and Information Science or equivalent plus two (2) years' experience as an Assistant Librarian Grade 10 or appropriate experience.

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**SUB-DIVISION: GENERAL SERVICES  
SECTION: PROCUREMENT, STOCK CONTROL, TRANSPORT, DOMESTIC SERVICES AND  
INFORMATION**

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1x Post</b>	:	Regional Office
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirements:** An appropriate National Diploma or equivalent qualification (NQF level 6).

**Supplementary Requirements:** Preference will be given to candidates with an appropriate qualification in Public Management/Administration, Business Administration, Procurement or Logistics and Supply Chain Management on NQF L7. In addition candidates must possess five (5) years appropriate experience of which three (3) years should be at the level of Senior Administrative Officer Grade 10.

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**OKAHANDJA CIRCUIT**

<b>Post Designation</b>	:	Head of Department Grade 6 Languages (English and Afrikaans Grade 4-7)
<b>1x Post</b>	:	Eden Combined School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,400 per annum

**Appointment Requirements:** A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary

non-teaching qualification ( or equivalent ) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

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<b>Post Designation</b>	:	Head of Department Grade 6 Junior Primary: (Pre-Primary – Grade 3) (MOI: Otjiherero)
<b>1x Post</b>	:	Okaepe Project School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,400 per annum
<b>Remoteness Allowance</b>	:	N\$13,800 per annum

**Appointment Requirements:** A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification ( or equivalent ) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

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#### **GROOTFONTEIN CIRCUIT**

<b>Post Designation</b>	:	Head of Department Grade 6 Junior Primary: (Pre-Primary –Grade 3) (MOI: English & Afrikaans or Ju/'hoansi)
<b>1x Post</b>	:	Tsumkwe Primary School
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,400 per annum
<b>Incentive Allowance</b>	:	N\$13,800 per annum

**Appointment Requirements:** A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification ( or equivalent ) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

#### **Application Procedures:**

Interested applicants must complete the revised Public Service application form 156043 ("APPLICATION FOR EMPLOYMENT") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable at all government offices of the Ministry. **Failure to complete part B.11/12 of the employment form and all items on the application forms correctly and not attaching all the necessary documents will disqualify the application.**

A comprehensive Curriculum Vitae, certified copies of Educational Qualifications, Identity Document, testimonials must be attached to the applications (do not submit original documents). All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA).

Applications must be addressed to the following address:

**Human Resource Office  
Otjozondjupa Regional Council  
Directorate of Education, Arts & Culture  
Private Bag 2618  
Otjiwarongo**

Or hand delivery at:

**Directorate of Education, Arts & Culture  
Erf 280, Sonweg Street  
Human Resource Office  
Otjiwarongo**

**Enquiries:** Ms. Saima Kaisungu /Ms. Elvi Kamati **Tel:** 067-308000

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## ZAMBEZI REGIONAL COUNCIL

### DIRECTORATE: FINANCE AND ADMINISTRATION

#### DIVISION: ADMINISTRATION

#### SUBDIVISION: CONSTITUENCY SUPPORT

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1x Post</b>	:	Linyanti Constituency
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,400 per annum

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13<sup>th</sup> cheque in the birth month, optional membership to a generous medical aid scheme is available and various leave benefits under certain conditions.

**Appointment Requirements:** National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience.

**Additional Requirements:** Preference will be given to Candidates with 6 years' appropriate experience of which three (3) years must be at the level of Chief Administrative Officer Grade 8 or supervisory level.

Interested candidates must be in possession of a valid driver's license (Code B). Computer Literacy is essential as well as excellent communication skills.

#### **Main Duties:**

- Work closely with the Regional Councillor responsible for the Constituency.
- Ensure the supervision of staff at the Constituency office.
- Implement, monitor and evaluate annual work plan and produce monthly progress reports. Provide monthly reports both to the Constituency Councillor and Deputy Director Administration.
- Assist the Directorate Planning and Development on issues relating to Decentralized Build-Together Programme.
- Coordinate development projects at constituency level and communicate any relevant concerns to the Directorate Planning and Development Services.
- Create platforms to solicit inputs from Constituency Development Committee on project proposals.
- Submit budget proposals to the Deputy Director Administration in consultation with the Councillor and monitor and evaluate Constituency Office budget and ensure compliance.
- Ensure the development of an Operational Plan and the implementation thereof.
- Ensure that stock-taking takes place annually and inventory registers are in existence and updated regularly.
- Ensure the reconciliation of transport transactions and produce monthly reports.
- Organize proper handling of correspondences (incoming/outgoing mail).
- Organize community meetings on request of the Regional Councillor responsible for the Constituency.
- Ensure minute-taking and submission of CDC minutes to the Regional Council.
- Report Information Technology related problems to Information Technology Section. Provide support services to the Regional Emergency Management Unit.
- Attend to customer complaints/inputs / suggestions on basic services to relevant service providers.
- Oversee the cleanliness and image of Constituency Office.

**Application Procedure:** An application should be made on (on form 156043) obtained at all Government Offices, attach a comprehensive curriculum vitae and certified copies of educational qualifications, and academic transcripts and a letter of confirmation of probation.

Prospective applicants who do not meet the prescribed minimum qualification requirements as outlined above are advised not to apply. Only candidates who meet the prescribed qualification requirements will be considered for possible shortlisting.

Foreign qualifications should be accompanied by NQA evaluation report and be attached to the application form for employment. Failure to complete all items on the application form for employment and not attaching the necessary documents will lead to the disqualification of the application, Women are encouraged to apply.

Women and people with disabilities who are able to perform the required duties are strongly encouraged to apply.

Only shortlisted candidates will be contacted. No application forms for employment, CV and other supporting documents shall be returned to the applicants.

**Enquiries:** Mr Shikoyen Abraham, Deputy Director: Administration, Tel: +264 66 261 700

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#### **SECTION: INTERNAL AUDIT**

<b>Post Designation</b>	:	Internal Auditor Grade 8
<b>1x Post</b>	:	Katima Mulilo
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13<sup>th</sup> cheque in the birth month, optional membership to a generous medical aid scheme is available and various leave benefits under certain conditions.

**Appointment Requirements:** An appropriate B. Degree or equivalent qualification on NQF Level 7 plus 3 years appropriate experience. Confirmation of probation is subject to issuing of a certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance on the advice of the Deputy Director: Internal Auditing of the Ministry of Finance.

#### **Main Duties:**

- Apply audit standard procedures and techniques to ensure proven audit findings.
- Audit various financial and non-financial systems of the Regional Council.
- Conduct audits for the Regional Council.
- Prepare audit reports and submit to the Chief Internal Auditor on time.
- Advise the Chief Internal Auditor regarding any aspect of irregularities.
- Evaluate the adequacy and effectiveness of internal control measures.
- Conduct sensitization sessions for the Regional Council staff members.
- Verify the correctness of financial statements.
- Prepare draft management letters on the basis of audit evidence obtained and submit these to the Chief Regional Officer through the Chief Internal Auditor on or before agreed deadlines.
- Report work progress to the Chief Internal Auditor on a monthly basis.
- Prepare and submit annual work plans and audit programme to the Chief Internal Auditor for recommendations.
- Carry out any other official duties assigned from time to time.

Application Procedure : An application should be made on (on form 156043) obtained at all Government Offices, attach a comprehensive curriculum vitae and certified copies of educational qualifications, and academic transcripts and a letter of confirmation of probation.

Prospective applicants who do not meet the prescribed minimum qualification requirements as outlined above are advised not to apply. Only candidates who meet the prescribed qualification requirements will be considered for possible shortlisting.

Foreign qualifications should be accompanied by NQA evaluation report and be attached to the application form for employment. Failure to complete all items on the application form for employment and not attaching the necessary documents will lead to the disqualification of the application, Women are encouraged to apply.

Women and people with disabilities who are able to perform the required duties are strongly encouraged to apply.

Only shortlisted candidates will be contacted. No application forms for employment, CV and other supporting documents shall be returned to the applicants.

All applications on (form 156043) should be addressed to:

**The Chief Regional Officer  
Zambezi Regional Council  
Private Bag 5002  
Katima Mulilo**

**Enquiries:** Mr Sydney Mamili, Chief Internal Auditor, Tel: +264 66 261 700

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