

## MINISTRY OF HEALTH AND SOCIAL SERVICES

### DEPARTMENT OF HEALTH & SOCIAL WELFARE POLICY

#### SUBSECTION: QUALITY NURSING CARE

<b>Post Designation</b>	:	Control Registered Nurse Grade 5
<b>1x Post</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$432,601 - N\$517,195
<b>Salary Notch</b>	:	N\$432,601 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum Requirement:** Registration as Registered Nurse or Midwife at the Nursing Council of Namibia. Sound knowledge of Policy development, Nursing ethics, quality management.

**Additional Requirements:** Candidate must have a Postgraduate degree in Nursing Management or Administration or Nursing Education plus six (6) years appropriate experience in health-care setting.

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.

**Primary Purpose:**

- To ensure standards settings and the provision of quality healthcare services nationally.
- Monitoring the adequacy in the provision of nursing/midwifery services, compliance with quality standards, and ensuring Patient Safety.

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.

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

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**DIRECTORATE: HUMAN RESOURCES**  
**SUBDIVISION: HUMAN RESOURCES INFORMATION**  
**SECTION: HUMAN RESOURCES RECORDS MANAGEMENT**

**Post Designation** : Senior Administrative Officer Grade 10  
**1x Post** : Windhoek (**Head office**)  
**Salary Scale** : N\$159,505 – N\$191,312  
**Transport Allowance** : N\$10,512 per annum  
**Housing Allowance** : N\$13,944 per annum

**Minimum Requirements:** 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 3 years appropriate experience.

**Additional Requirements:** Preference will be given to candidates with three (3) years experience in records management.

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.

**Key Responsibilities:** HR Records Management Efficiency: ensuring accurate Human Resources records, Compliance with Regulatory Standards,  
Team Leadership and Development: Lead and develop subordinates to meet the directorate goals.  
Process improvement and innovation: Streamline workflows and adopt technology to enhance efficiency.

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.**

Hand delivery to:

**Human Resources Management office**

**PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025**

**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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**DIRECTORATE: OSHANA REGION**

**DIVISION: INTERMEDIATE HOSPITAL OSHAKATI  
SUBDIVISION: NURSING SERVICES  
SECTION: INTENSIVE CARE UNIT**

<b>Post Designation</b>	:	Senior Registered Nurse Grade 7
<b>1x Post</b>	:	Oshakati
<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 Requirement:** Registration as a Registered Nurse and Midwife/ Accoucheur with the Nursing Council of Namibia plus three (3) years appropriate experience. Preference will be given to candidates with post graduate Diploma in Critical Care Science.

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**DIVISION: INTERMEDIATE HOSPITAL OSHAKATI  
SUBDIVISION: NURSING SERVICES  
SECTION: OPERATING THEATRE AND RECOVERY ROOM**

<b>Post Designation</b>	:	Senior Registered Nurse Grade 7
<b>1x Post</b>	:	Oshakati
<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 Requirement:** Registration as a Registered Nurse and Midwife/ Accoucheur with the Nursing Council of Namibia plus three (3) years appropriate experience. Preference will be given to candidates with post basic graduate Diploma in Operating Theatre Techniques.

**Enquiries:** Ms. Helvi N. Iimbangu (065) 2233367 or Mr. Gerhard Ashipala (065) 2233049

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**DIVISION: INTERMEDIATE HOSPITAL OSHAKATI  
SUBDIVISION: PROFESSIONAL SERVICES  
SECTION: DENTAL SERVICES**

<b>Post Designation</b>	:	Dental Technician Grade 8
<b>2x Posts</b>	:	Oshakati
<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 qualification on NQF L7

**Additional Requirement:** Registration as a Dental Technician with Health Professions Council of Namibia.

**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 delivery at:

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

**Enquiries:** Dr. Vaino Shipombo (065) 2233047 or Mr. Gerhard Ashipala (065) 2233049

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**DIRECTORATE: ERONGO REGION**

**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE: USAKOS  
SECTION: CLINIC TUBUSIS**

<b>Post Designation</b>	:	Registered Nurse Grade 8
<b>1x Post</b>	:	Tubusis
<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
<b>Remoteness Allowance</b>	:	N\$13,800 per annum

**Minimum Requirements:** Registration as a Registered Nurse and Midwifery with the Health Professional Council of Namibia.

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**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE: OMARURU  
SECTION: CLINIC OMATJETE**

<b>Post Designation</b>	:	Registered Nurse Grade 8
<b>1x Post</b>	:	Omatjetette

<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
<b>Remoteness Allowance</b>	:	N\$13,800 per annum

**Minimum Requirements:** Registration as a Registered Nurse and Midwifery with the Health Professional Council of Namibia.

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**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE: WALVIS BAY  
SECTION: CLINIC NARRAVILLE**

<b>Post Designation</b>	:	Registered Nurse Grade 8
<b>1x Post</b>	:	Narraville
<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 a Registered Nurse and Midwifery with the Health Professional Council of Namibia.

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**SUBDIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES  
SECTION: NURSING SERVICES**

<b>Post Designation</b>	:	Registered Nurse Grade 8
<b>2x Posts</b>	:	1x Swakopmund
	:	1x Omaruru
<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 a Registered Nurse and Midwifery with the Health Professional Council of Namibia.

All the above application must be addressed to:

**The Regional Director  
Ministry of Health and Social Welfare Services  
Private Bag 5004  
Swakopmund**

Hand delivery at:

**Ministry of Health and Social Services  
Human Resource Management office  
Welwitschia Phase 2  
C/O Wocker Street  
Swakopmund**

**Enquiries:** Mr. L. Mauha / Ms. F. Ilungu, Tel: 064 –4106109/4106000

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**DIRECTORATE: OTJOZONDJUPA REGION**

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES GROOTFONTEIN  
SUBDIVISION: SOCIAL SERVICES**

<b>Post Designation</b>	:	Social Worker Grade 8
<b>2x Posts</b>	:	Grootfontein and Mangetti Dune
<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 Social Worker with the Health Professional Council of Namibia

**Enquiries:** Ms. PN Kalipa, Senior Social Worker Tel: 067-248150 or Ms. WAM Dandu, Senior Health Programme Officer, Tel: 067-248150.

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**DIVISION: CURATIVE SERVICES, SUBDIVISION: DENTAL SERVICES  
SECTION: MULTI-REGIONAL DENTAL SERVICES**

<b>Post Designation</b>	:	Dental Therapist Grade 8
<b>1x Post</b>	:	Otjiwarongo (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

**Minimum Requirements:** Registration as a Dental Therapist with the relevant Health Professions Council of Namibia.

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**DIVISION: GENERAL AND FACILITY MANGEMENT  
SECTION HEALTH TECHNOLOGY MANAGEMENT**

<b>Post Designation</b>	:	Engineer Grade 6
<b>1x Post</b>	:	Otjiwarongo (Regional Office)
<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:** Registration as a Professional Engineer/Incorporate Engineer with the Engineering Council of Namibia. **NOTE: Proof of Registration must be submitted with 12 calendar months after date of appointment.**

**Enquiries:** Mr. GS Timotheus, Director, Tel: 067-300800 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

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**DIVISION: REHABILITATION & SOCIAL WELFARE SERVICES**  
**SUBDIVISION: SOCIAL WELFARE SERVICES**

<b>Post Designation</b>	:	Chief Social Worker Grade 6
<b>1x Post</b>	:	Otjiwarongo (Regional Office)
<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:** Registration as a Social Worker with the Health Professions Council of Namibia plus three (3) years appropriate experience. Only candidates on the level of a Senior Social Worker will be considered.

**Enquiries:** Dr. F. Mutombo, Acting Chief Medical Officer, Tel: 067-300800 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

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**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OTJIWARONGO**  
**SUBSECTION: MEDICAL SERVICES**

<b>Post Designation</b>	:	Specialists Grade 4
<b>2x Posts</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$554,603 (P)
<b>Motor Vehicle Allowance</b>	:	N\$110,917 per annum
<b>Housing Benefit</b>	:	N\$121,560 per annum
<b>Fixed Overtime Allowance</b>	:	N\$270,369 per annum

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

**Enquiries:** Dr. SLO Amesho, Senior Medical Officer, Tel: 067- 300900 or Mr. A.Swartz, Chief Human Resource Practitioner, Tel: 067- 300900

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**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OTJIWARONGO**  
**SUBSECTION: MEDICAL SERVICES**

<b>Post Designation</b>	:	Senior Medical Officer Grade 4 (OBS & GYN)
<b>1x Post</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$517,195 – N\$453,728
<b>Motor Vehicle Allowance</b>	:	N\$110,917 per annum
<b>Housing Benefit</b>	:	N\$121,560 per annum
<b>Fixed Overtime Allowance</b>	:	N\$258,600 per annum

**Minimum Requirements:** Registration as a Medical Officer with the Medical and Dental Council of Namibia PLUS a valid Driving licence. Candidates should have three (3) years appropriate experience as Medical Officer.

**Enquiries:** Dr. SLO Amesho, Senior Medical Officer, Tel: 067- 300900 or Mr. A.Swartz, Chief Human Resource Practitioner, Tel: 067- 300900

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**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OTJIWARONGO**  
**SUBSECTION: MEDICAL SERVICES**

<b>Post Designation</b>	:	Medical Officer Grade 5
<b>2x Posts</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Motor Vehicle Allowance</b>	:	N\$85,063 per annum
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Fixed Overtime</b>	:	N\$231,513 per annum

**Minimum Requirements:** Registration as a Medical Officer with the Medical and Dental Council of Namibia plus a valid Driving license.

**Enquiries:** Dr. SLO Amesho, Senior Medical Officer, Tel: 067- 300800 or Mr. A.Swartz, Chief Human Resource Practitioner, Tel: 067- 300900

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**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OKAHANDJA**  
**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE**

<b>Post Designation</b>	:	Registered Nurse Grade 8
<b>1x Post</b>	:	Clinic Okahandja
<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 Registered Nurse OR Registration as Midwife with Nursing Council of Namibia

**NB: Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Applicants within the Public Service should attach proof of confirmation of probation. Applicants from outside the Public Service, must attach proof of their current job level. Failure to attach confirmation of probation letter or proof of current job level the application will not be considered.**

Applications must be addressed to:

**The Regional Director**  
**Directorate: Otjozondjupa Region**  
**Private Bag 2612**  
**Otjiwarongo**

Or hand delivery at:

**Ministry of Health and Social Services**  
**Human Resource Management Office**  
**Otjiwarongo**

**Enquiries:** Dr. SLO Amesho, Senior Medical Officer, Tel: 067- 300800 or Mr. A.Swartz, Chief Human Resource Practitioner, Tel: 067- 300900

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