

MINISTRY OF HEALTH AND SOCIAL SERVICES

DEPARTMENT OF HEALTH & SOCIAL WELFARE POLICY SUBSECTION: QUALITY NURSING CARE

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

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.

DIRECTORATE: OSHANA REGION

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

Post Designation : Senior Registered Nurse Grade 7
1x Post : Oshakati
Salary Scale : N\$291,128 – N\$347,926
Housing allowance : N\$17,424 per annum
Transport allowance : 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.

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

Post Designation : Senior Registered Nurse Grade 7
1x Post : Oshakati
Salary Scale : N\$291,128 – N\$347,926
Housing Allowance : N\$17,424 per annum
Transport Allowance : 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. limbangu (065) 2233367 or Mr. Gerhard Ashipala (065) 2233049

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

Post Designation : Dental Technician Grade 8
2x Posts : Oshakati
Salary Scale : N\$238,825 – N\$285,420
Housing allowance : N\$17,424 per annum
Transport allowance : 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, 1st Floor**

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

DIRECTORATE: ERONGO REGION

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

Post Designation	:	Registered Nurse Grade 8
1x Post	:	Tubusis
Salary Scale	:	N\$238 825 – N\$285 420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$13,800 per annum

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

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

Post Designation	:	Registered Nurse Grade 8
1x Post	:	Omatjette

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Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$13,800 per annum

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

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

Post Designation	:	Registered Nurse Grade 8
1x Post	:	Narraville
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

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

Post Designation	:	Registered Nurse Grade 8
2x Posts	:	1x Swakopmund
	:	1x Omaruru
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	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

DIRECTORATE: OTJOZONDJUPA REGION

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

Post Designation	:	Social Worker Grade 8
2x Posts	:	Grootfontein and Mangetti Dune
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	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.

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

Post Designation	:	Dental Therapist Grade 8
1x Post	:	Otjiwarongo (Regional Office)
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

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

Post Designation	:	Engineer Grade 6
1x Post	:	Otjiwarongo (Regional Office)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	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.

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

Post Designation	:	Chief Social Worker Grade 6
1x Post	:	Otjiwarongo (Regional Office)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	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.

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

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

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

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

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

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

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

Post Designation : Registered Nurse Grade 8
1x Post : Clinic Okahandja
Salary Scale : N\$238,825 – N\$285,420
Housing Allowance : N\$17,424 per annum
Transport Allowance : 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

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

**DIRECTORATE: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATE: IMMIGRATION AND BORDER CONTROL
DIVISION: CENTRAL REGIONS
SUBDIVISION: KHOMAS REGION**

Post Designation	:	Control Immigration Officer Grade 6
1x Post	:	Khomas Region
Salary Scale	:	N\$354, 883 – N\$424,119
Salary Notch	:	N\$354,883
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration Management or Public Administration/ Business Management or Political Science or Security/ Law related fields plus Six (6) years approximate appropriate experience in related fields.

Enquiries: Ms. N. Kakuritjire Tel: 0819510110

**DIRECTORATE: IMMIGRATION AND BORDER CONTROL
DIVISION: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS**

Post Designation	:	Chief Immigration Officer Grade 7
3x Post	:	Katima Mulilo Border Post
	:	Surveillance, Windhoek
	:	Zambezi Region
Salary Scale	:	N\$291,128 – N\$347,926
Salary Notch	:	N\$ 291,128
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration Management/ Public Administration/ Business Management or Political Science or Security/ Law related fields plus Five (5) years approximate appropriate experience in related fields.

NB: Interested candidates in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

Enquiries: Mr. S. Hashipala Tel: 0819510108, and **Ms. N. Kakuritjire** Tel: 0819510110

**DIRECTORATE: IMMIGRATION AND BORDER CONTROL
DIVISION: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS**

Post Designation	:	Senior Immigration Officer 9
1x Post	:	Katima Mulilo Border Post
Salary Scale	:	N\$195,216 – N\$234,144
Salary Notch	:	N\$195,216
Housing Allowance	:	N\$13,944 per annum

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Transport Allowance : N\$10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration Management/ Public Administration/ Business Management or Political Science or Security/ Law related fields plus Five (5) years approximate appropriate experience in related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) approximate years of experience in related field.

NB: Candidates interested in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

Enquiries: Mr. S. Hashipala Tel: 0819510108

**DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATE: IMMIGRATION AND BORDER CONTROL
DIVISION: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS**

Post designation : Immigration Officer Grade 10
4x Posts : Ngoma Border Post
: Kasika Border Post
: Visas and Permits
: Surveillance
Salary Scale : N\$159,505 – N\$191,312
Salary Notch : N\$159,505
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration Management/ Public Administration/ Business Management or Political Science or Security/ Law related fields plus Five (5) years approximate appropriate experience in related fields.

Enquiries: Mr. S. Hashipala Tel: 0819510108

**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: REFUGEE MANAGEMENT
DIVISION: REFUGEE PROGRAM MANAGEMENT**

Post Designation : Chief Administrative Officer Grade 8
2x Posts : Windhoek
Salary Scale : N\$238,825 – N\$285,420
Salary Notch : N\$238,825
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: A National Diploma on NQF Level (6) in Business Administration/ Public Administration/ Refugee Management/Law/ security related fields or political science plus four (4) years approximate appropriate experience in related fields

Enquiries: Ms. V. Shanghala Tel: 081951011

**DIRECTORATE: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION
DIVISION: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION
SUBDIVISIONS: PROCESSING AND CLASSIFICATION; AND INFORMATION CAPTURING
AND PRODUCTION**

Post Designation	:	Senior Administrative Officer Grade 10
2x Posts	:	Windhoek
Salary Scale	:	N\$159,505 – N\$191,312
Salary Notch	:	N\$159,505
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 Public Administration/ Business Management/ Local government or Statistic related fields plus one (01) year approximate appropriate experience in Civil Registration or related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Civil Registration or related fields

Enquiries: Ms. **N. Kakuritjire** Tel: 0819510110

**DIRECTORATE: NATIONAL CIVIL REGISTRATION
REGIONAL DIVISIONS: NATIONAL CIVIL REGISTRATION
SUB-DIVISIONS: REGIONAL OFFICES**

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Kunene Regional Office
Salary Scale	:	N\$354,883 – N\$424,119
Salary Notch	:	N\$354,883
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 Public Administration/ Business Management/ Local government or Statistic related fields plus Six (6) years approximate appropriate experience in Civil Registration or related fields.

**DIRECTORATE: NATIONAL CIVIL REGISTRATION
REGIONAL DIVISIONS: NATIONAL CIVIL REGISTRATION
SUB-DIVISIONS: REGIONAL OFFICES**

Post Designation	:	Chief Administrative Officer Grade 8
4x Posts	:	Ohangwena Regional Office
	:	Kavango East Regional Office
	:	Kavango West Regional Office
	:	//Kararas Regional Office
Salary Scale	:	N\$238,825 – N\$285,420
Salary Notch	:	N\$238,825
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma on NQF Level6 in Public Administration/ Business Management/ Local government or Statistic related fields plus four (4) years approximate appropriate experience in Civil Registration or related fields

Enquiries: Ms. **V. Shanghala**, Tel: 0819510115, and Mr. **S. Hashipala**, 0819510108

DIRECTORATE: NATIONAL CIVIL REGISTRATION
REGIONAL DIVISIONS: NATIONAL CIVIL REGISTRATION
SUB-DIVISIONS: REGIONAL OFFICES
SECTION: SUB-REGIONAL OFFICES

Post Designation	:	Senior Administrative Officer Grade 10
10x Posts	:	Zambezi Regional Office
	:	Tsumeb Sub-Regional Office
	:	Divundu Regional Office
	:	Outapi Hospital
	:	Okalongo Sub-Regional Office
	:	Tsumkwe Sub-Regional Office
	:	Okakarara Sub-Regional Office
	:	Otavi Sub-Regional Office
	:	Okuryangava Sub-Regional Office
	:	Komasdal Sub-Regional Office
Salary Scale	:	N\$159,505 – N\$191,312
Salary Notch	:	N\$159,505
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 Public Administration/ Business Management/ Local government or Statistic related fields plus 1 year approximate appropriate experience in Civil Registration or related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Civil Registration or related fields.

Enquiries: Ms. **N. Kakuritjire** Tel: 0819510110, Ms. **V. Shanghala**, Tel: 0819510115, and Mr. **S. Hashipala**, 0819510108

DIRECTORATE: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION
DIVISION: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION
SUBDIVISIONS: PROCESSING AND CLASSIFICATION

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

Minimum Requirements: A National Diploma on NQF Level 6 Public Administration/ Business Management/ Local government or Statistic related fields plus 1 year approximate appropriate experience in Civil Registration or related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate appropriate experience in Civil Registration or related fields.

Enquiries: Ms. N. Kakuritjire, Tel: 0819510110

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES
SECTION: TRANSPORT

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

Minimum Requirements: National Diploma (NQF Level 6) in Transport Management or Business Administration or Logistic and Supply chain Management plus four (4) years approximate appropriate experience in related fields.

Enquiries: Ms. M. Shilongo Tel: 0819510116

Interested candidates in the Public Service should attach their copy of confirmation of probation letters.

Appointment to these positions will be subjected to security vetting.

Foreign Qualifications should be accompanied by NQA Evaluations. Failure to attach such proof will lead to disqualification of your application. Only shortlisted candidates will be contacted, and no personal documents will be returned. In terms of the Affirmative Action Act No. 29 of 1998, qualified females and persons with disabilities are encouraged to apply. **No late application will be considered. Failure to complete all items on the application form (156043) and not attaching all necessary certified documents will automatically disqualify the application.**

An application on form 156043 as well as a comprehensive curriculum vitae and certified copies of education qualifications must be addressed to:

The Executive Director
Ministry of Home Affairs, Immigration, Safety and Security
Private Bag 13200
WINDHOEK

Or hand delivery to:

The Human Resource Office, 9th Floor, East Wing
Ministry of Home Affairs, Immigration, Safety and Security
Corner Hosea Kutako Drive and Harvey Street,
Erf 6971, Windhoek North
WINDHOEK

Enquiries: Ms Foibe N. Shilinge Tel. 0819511011 | E-mail Address: Foibe.Shilinge@mha.gov.na
