



VACANCY NOTICE

NATIONAL HERITAGE COUNCIL OF NAMIBIA

Job Designation: Site Manager: Brandberg National Heritage Site (Grade 7)
Duty Station: Brandberg
Salary Scale: N\$291,128 – 347,926
Housing Allowance: N\$113,436 per annum
Transport Allowance: N\$17,160 per annum

Overall Responsibilities:

Responsible for the management heritage sites and to monitor and control various job activities performed by site staff of the National Heritage Council.

Qualification requirements:

Minimum requirements: B Degree or equivalent (NQF Level 7) with one or more of the following fields: Heritage Management, Anthropology, Sociology, Geography, Nature Conservation Science, Natural Resource Management, History and Geology, as study units

Added advantage: A postgraduate qualification in a relevant field & Code B Driver's License

Minimum period of experience: 5 years' job related experience of which at least 2 years were at a managerial or supervisory level

Job Designation: Regional Heritage Officer (Grade 6)
Duty Station: Windhoek
Salary Scale: N\$354 883 – 424 119
Housing Allowance: N\$113,436 per annum
Transport Allowance: N\$17,160 per annum

Overall Responsibilities:

Responsible for the management of national heritage resources and providing for miscellaneous matters.

Qualification requirements:

Minimum requirements: B Degree or equivalent (NQF Level 7) with one or more of the following fields: Heritage Management, Anthropology, Sociology, Geography, Nature Conservation Science, Natural Resource Management, History and Geology, as study units

Added advantage: A postgraduate qualification in a relevant field & Code B Driver's License

Minimum period of experience: 5 years' job related experience of which at least 2 years were at a managerial or supervisory level

Job Designation: Procurement Officer (Grade 8)
Duty Station: Windhoek
Salary Scale: N\$238 825 – 285 420
Housing Allowance: N\$113,436 per annum
Transport Allowance: N\$17,160 per annum

Overall Responsibilities:

Responsible for providing value-addition to the Procurement and Administrative services and to supervise the job activities of the staff members.

Qualification requirements:

Minimum requirements: National Diploma or equivalent (NQF level 6) with one or more of the following fields: Logistics, Business Administration or Procurement

Added advantage: Code B Driver's license

Minimum period of experience: 6 years job related experience

Requests for detailed information and other enquiries should be directed to:

Tel: 061 - 244 375 / Email: info@nhc-nam.org

All applications should be addressed and couriered or hand delivered to:

The Manager Finance & Administration
National Heritage Council of Namibia
52 Robert Mugabe Avenue| Private Bag 12043, Ausspannplatz

The documents to be submitted (Application letter, CV, ID and qualifications) should all be originally certified.

Only shortlisted candidates will be contacted.

No faxed or emailed applications will be accepted.

Closing date: 06 June 2025 @ 12:00