

MINISTRY OF GENDER EQUALITY AND CHILD WELFARE

DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION

DIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS

SUBDIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS

Post Designation	:	Chief Social Worker Grade 6
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$ 354, 883 – 424 119
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: Registration with the Social Work and Psychology Council of Namibia plus six (6) years appropriate experience.

Additional Requirements: Computer literacy and a valid Driver's License Code B.

Key Responsibilities

- Planning and Reporting
- Interpret National Policy and convert into service delivery plan
- Provide the Control Social Worker with input to prepare the operational plan for the facility
- Implement policies and regulations in the best interest of the children
- Advocate and mobilize the community on the rights and responsibilities of children
- Conduct investigations regarding the Child Care and Protection Act, 2015(Act No. 3 of 2015)
- Ensure the development of performance agreements, performance reviews and appraisal of subordinates.
- Provide capacity building (on-job training)

Enquiries: Ms Rosida Pelema 061-283 3181 or Ms Ester Shindinge at 061-283 3170

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SECTION: NAMIBIA CHILDREN'S HOME

Post Designation	:	Chief Children's Home Superintended Grade 6
1xPost	:	Namibia Children's Home (Windhoek)
Scale of salary	:	N\$354, 883 –N\$ 424, 119
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirement: An appropriate National Diploma on NQF L6 PLUS six (6) years appropriate experience.

Additional Requirements: Certificate of conduct and computer literacy.

PSM CIRCULAR NO. E OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 16 JUNE 2025, CLOSING DATE 11 JULY 2025

The Key responsibilities:

- Ensure the overall control and management at the institution including the care and protection of children
- Advise the management concerning, matters affecting the Namibia Children's Home
- Prepare and submit Annual work plan
- Develop and submit Performance Appraisal Agreements and Performance Agreement Reviews of all staff members
- Placement of children in pre-primary-, primary-, secondary-, tertiary- and vocation training
- Review and enforce the implementation of policies, guidelines, household procedures and safety measures
- Coordinate training of personnel
- Make decisions regarding the stationing (positioning) transfer and rotation of personnel within the children's home and ensure that all members are effective in service
- Make sure that the necessary safety measures are in practice to ensure the safety of the children
- Do inspections at houses to ensure that house parents abide by the prescribed regulations regarding cleanliness and ensure that no illegal occupants are accommodated on the premises
- Receive all new children admitted to the children's home
- Undertake any constructive disciplinary steps
- Assist in annual stock taking

Enquiries: Ms Rosida Pelema 061-283 3181 OR Ms Ester Shindinge at 061-283 3170

DIRECTORATE : ADMINISTRATION AND GENERAL SERVICES**DIVISION: GENERAL SERVICES****SUBDIVISION : AUXILIARY SERVICES (Registry)**

Post Designation	:	Chief Administrative Officer Grade 8
1xPost	:	Head Office (Windhoek)
Scale of salary	:	N\$238, 825 –N\$ 285, 420
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirement: An appropriate National Diploma or Equivalent qualification on NQF Level 6 plus 5 years' appropriate working experience

Additional requirements: National Diploma or Equivalent qualification in Records and Archive Management

Key responsibilities:

- Supervise Senior Administrative Officers in Main Registry
- Assist the Control Administrative Officer to oversee the management of Electronic and/or paper-based information
- Advice on the design, development and update Filing System

PSM CIRCULAR NO. E OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 16 JUNE 2025, CLOSING DATE 11 JULY 2025

- Advise the Ministry on the review of the File Plan
- Establish retention and disposal schedules
- Assist the Supervisor in the development of Records Management guidelines in the Ministry
- Train staff on record management
- Ensure correct classification and indexing of records
- Complete Performance Agreements and conduct performance reviews and appraisals of staff members
- Any other lawful duties

NB: Candidates with disabilities who meet the requirements are strongly encouraged to apply.

Enquiries: Ms Ester Shindinge at 061-283 OR Mr. Johannes Kaushungwa Embula 061-283 3148

**OFFICE: EXECUTIVE DIRECTOR
SUBDIVISION: INTERNAL AUDIT**

Post Designation	:	Internal Auditor Grade 8
2xPosts	:	Head Office (Windhoek)
Scale of salary	:	N\$ 238, 825 –N\$ 285, 420
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 plus three (3) years' appropriate experience. Confirmation of probation is subject to the 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.

The Key responsibilities:

To provide independent appraisal function to examine and evaluate the Ministry operations and systems, as a service to the Ministry toward accomplishing its objectives in accordance with its policies, procedures, systems and strategy plans. To (through the audit process) provide relevant information to assist management with corrective action and decision-making.

Enquiries: Ms. Ester N. Shindinge, Tel No. 283 3170 OR Ms. Monika Lyambezi, Tel No. 061-2833122

Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to the following address:

The Executive Director
Ministry of Gender Equality and Child Welfare
Private Bag 13359
WINDHOEK

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Or hand delivery at:
The Human Resource Office
Ministry of Gender Equality and Child Welfare
2111 Juvenis Building, Independence Avenue
