

MANAGEMENT CADRE

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DEPARTMENT: NATURAL RESOURCE MANAGEMENT

DIRECTORATE OF WILDLIFE AND NATIONAL PARKS

DIVISION: WILDLIFE PROTECTION SERVICES

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$ 517, 195 – N\$ 543, 728 (per annum)
Running Cost (MVA)	:	N\$ 27, 811 per annum
Capital Cost (MVA)	:	N\$ 83, 106 per annum
Housing Allowance	:	N\$ 121, 560 per annum

Appointment requirements: A B-Degree at NQF level 7 in the following fields: Nature Conservation, Wildlife management, Conservation Biology, Environmental management and law enforcement, Security Management and Intelligence, Police Science, Military Science. Nine (9) years appropriate working experience in wildlife management or security operations.

Additional requirements:

- A Master Degree at NQF level 9 in related field will be added as advantage.
- Leadership/Managerial competences namely: direction, result driven leadership, managing people and organizational transformation.
- Completed courses and experience in Financial Management and Computer skills.
- Dynamic and able to set up systems.
- Solid verbal and written communication and presentation skills.
- Be able and willing to work and camp in remote areas and National Parks for a longer time with basic infrastructure and rough field conditions.
- Possession of a valid driver's license is a prerequisite.
- A valid certificate of conduct
- **Applicants within the Public Service must attach proof of confirmation of probation to their application for employment.**
- **The activities of the Deputy Director: Wildlife Protection Services (Anti-Poaching Unit) are sensitive and of strategic importance. You must be forewarned that a security clearance in respect of shortlisted candidates will be required at any time and co-operation in that regard will be expected.**

Job description:

- To be the coordinator for law enforcement and wildlife protection activities in the Ministry of Environment, Forestry and Tourism.
- To provide for proactive planning and adaptive management for law enforcement and wildlife protection.
- To implement approaches and strategies for the protection and conservation of wildlife and to ensure the effective enforcement of laws governing the wildlife resources.
- To protect wildlife from illegal hunting.
- To promote and enforce wildlife laws in the country and with neighbouring countries.

- To build capacity for wildlife protection, conservation and enforcement of wildlife laws.
- To develop and implement comprehensive training programs for law enforcement officers, park rangers, and conservationists on wildlife protection and anti-poaching strategies.
- To liaise with other law enforcement agencies and institutions on the protection of wildlife and ensure that effective management and coordination of stakeholder interventions is conducted accordingly.
- To ensure that Wildlife Protection Services (Anti-Poaching Unit) staff members are conversant with investigations, arrests, seizures, proper collection of scenes of crime evidence and the conduct as such.
- To strengthen law enforcement activities and better prepare the Ministry of Environment and Tourism for invasion of Namibia by syndicated forms of illegal hunting and trade of wildlife.
- To ensure that appropriate infrastructure and equipment for law enforcement and wildlife crime prevention are in place and operational.
- To manage special rhino and elephant protection measures and wildlife crime data management for the Ministry.
- To ensure efficient and effective surveillance and wildlife intelligence systems are in place and operate efficiently and effectively.
- To ensure effective incidence deterrence and response is in place, and that crime prevention patrols (foot, vehicle, aerial) are conducted accordingly.
- To ensure that suitable and sufficient equipment, techniques and supplies are provided to members of the Wildlife Protection Services.
- To ensure that there is enhancement of wildlife legislation and judicial processes.

Enquiries: Mr. Bennett Kahuure, Tel: 061 2842518 or Human Resources Ms. Frieda Kayoo- Mbabi, Tell. 061284 2202.

Applicants should note the following:

- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment.
- Applications with foreign qualifications must attach proof of evaluation of such qualification from the Namibia Qualification Authority (NQA).
- Applicants who only partially complete and / or do not sign application forms, or who do not attach letters of confirmation of their probations in their current positions, will not be considered.

Please note: Only shortlisted candidates will be contacted.

Applications (Form 156043 obtainable at all Government offices), together with a comprehensive curriculum vitae and certified copies of educational qualifications must be submitted to:

Address:
The Executive Director
Ministry of Environment, Forestry and Tourism
Private Bag 13306
Windhoek

OR

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

Hand delivered to the Human Resource Management Sub-division, Ministry of Environment, Forestry and Tourism, Troskie Building, Corner of Robert Mugabe and Dr. Kenneth Kaunda Street, Windhoek

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DEPARTMENT: NATURAL RESOURCE MANAGEMENT

DIRECTORATE OF WILDLIFE AND NATIONAL PARKS

DIVISION: ETOSHA NATIONAL PARK

SUB-DIVISION: PARK MANAGEMENT

Post Designation	:	Control Warden, Grade 6
1xPost	:	Okaukuejo - Etosha National Park (ENP)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Remoteness Allowance	:	N\$ 21, 000 per annum

Advertisement Requirements: A National Diploma or equivalent at NQF level 6 in Nature Conservation, Wildlife Management, Conservation Biology, Environmental Management or any related field plus Four (4) years' experience in the field of Protected Area Management, Wildlife Management or Natural Resource Management. Serving staff members must have their probation confirmed at the level of Chief Warden Grade 7 plus Four (4) years appropriate experience in that position.

Additional requirements and expectations

- Be able to work and camp in remote areas and National Parks for a longer time with basic infrastructure and rough field conditions;
- Should have no criminal record, no pending misconduct cases or any other cases relating to wildlife crimes;
- Be open for vetting;
- A valid Code B Driver license which is three (3) years and older
- A valid certificate of conduct.

Job description:

- Ensure the development and implementation of the annual work plan around conservation priorities of the subdivision; Park Management;
- Conservation and care of wildlife in the park;
- Control of the utilization of game in the park in line with approved rules, policies and regulations;
- Support the management of human wildlife conflict and the implementation of mitigation measures to reduce the conflicts thereof in the areas adjacent to ENP;
- Coordination of activities related enforcement of wildlife legislation and policies and liaise with Sub divisions: Wildlife Protection Services, Technical services, Etosha Ecological Institute and Air wing.
- Supply of conservation and biodiversity-oriented information and strengthen the stakeholders' forums inside and surrounding the park;
- Administrative related matters in the Subdivision - Parks Management;
- Administer and control of vehicles, equipment and materials;
- Identify and ensure implementation of the training development needs of staff members in his/her Subdivision;

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

- Ensure full implementation of performance management system of the Sub division against program budget and targets;
- Compile weekly, monthly, quarterly and annual reports on the implementation activities of her/his subdivision;
- Perform any other task as may be assigned by supervisor.

Enquiries: Ms. Naambo lipinge, Tel 067 229854, or Human Resources Ms. Sirkka Ndakalako Tel. 061284 2202.

**DEPARTMENT: NATURAL RESOURCE MANAGEMENT
DIRECTORATE OF WILDLIFE AND NATIONAL PARKS
DIVISION: NORTH EAST
SUB-DIVISION: PARKS AND WILDLIFE MANAGEMENT**

Post Designation	:	Control Warden, Grade 6
1xPost	:	Rundu
Salary Scale	:	N\$ 354, 883 –N\$ 424 119 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Advertisement requirements: An appropriate National Diploma or equivalent (NQA level 6) in the following fields: Nature Conservation, Wildlife management, Conservation biology, Environmental management and law enforcement related fields and Four (4) years appropriate experience. Serving staff members must have their probation confirmed at the level of Chief Warden Grade 7 plus Four (4) years appropriate experience in that position.

Additional requirements: A valid Code B Driver's License which is three (3) years and older. Completed courses and experience in financial management and computer skills, good public private and community relations, dynamic and able to set up systems, leadership / managerial competencies.

Job description:

- Ensure the development and implementation of the annual work plan around conservation priorities of the subdivisions; Park and Wildlife Management
- Conservation and care of wildlife, management of protected areas, implement protected areas management plans and ministerial policies and national laws
- Assist to manage human wildlife conflict and support the provision of mitigation and preventative measures
- Implement law enforcement and crime prevention strategies
- Manage activities and enforce regulations related to wildlife conservation and protection including stakeholders' coordination
- Participate in national and international activities relating to wildlife conservation and management
- Provide supervision, administration, coordination and management of the Sectional staff.
- Monitor and evaluate effective implementation of programs and advice

- Drafting, summarizing and submitting various reports as expected by the reporting system in the Division.
- Ensure timely submission of incidents, weekly and monthly reports.
- Administer and control of vehicles, equipment and materials;
- Identify and ensure implementation of the training development needs of staff members in his/her Subdivision;
- Ensure full implementation of performance management system of the Sub division against program budget and targets;
- Compile weekly, monthly, quarterly and annual reports on the implementation activities of her/his subdivision;
- Perform any other task as may be assigned by supervisor.

Enquiries: Mr. Apollinaris Kannyinga, Tel 066 255403, or Human Resources Ms. Frieda Mbabi - Kayoo, Tell. 061284 2202.

DIRECTORATE OF WILDLIFE AND NATIONAL PARKS
DIVISIONS: ETOSHA NATIONAL PARK
SUB-DIVISION: WILDLIFE PROTECTION SERVICES (WPS)

Post Designation	:	Chief Warden Grade 7
1xPost	:	kaukuejo - Etosha National Park (ENP)
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Remoteness Allowance	:	N\$ 21, 000 per annum

Advertisement Requirements: A National Diploma at NQF level 6 in the following field of study: Nature Conversation, Wildlife management or Wildlife Protection, Security Management and Intelligence, Police Science, Military Science, plus three (3) years' experience in wildlife management, and or security matters or equivalent. Serving staff members must have their probation confirmed at the level of Warden Grade 9 plus three (3) years appropriate experience.

Additional requirements and expectations:

- Be able to work and camp in remote areas and National Parks for a longer time with basic infrastructure and rough field conditions;
- Should have no criminal record, no pending misconduct cases or any other cases relating to wildlife crimes;
- Ready to undergo an intensive law-enforcement training;
- Be open for vetting;
- A valid Code B Driver license which is three (3) years and older
- A valid certificate of conduct.

Job description:

- Counter poaching by implementing approaches and measures to the protection and conservation of wildlife and ensure the effective enforcement of laws governing the wildlife resources.

- Build capacity for wildlife protection, conservation and enforcement of wildlife laws.
- Implement strong efficient and effective law enforcement and wildlife crime prevention activities for wildlife protection in the park.
- Implement and update security plan and strategies for wildlife protection in Etosha National Park.
- Manage the wildlife protection and law enforcement, Operations command Centre for respective areas.
- Ensure that appropriate infrastructure and equipment for law enforcement and wildlife crime prevention are in place and maintained.
- Liaise with Sub divisions: Parks Management, Technical services, Etosha Ecological Institute, Air wing, the Namibian Police Force and Namibian Defence Force in matters of wildlife investigation, arrests and seizure and efficient implementation thereof.
- Provide proactive planning and adaptive management for law enforcement and wildlife protection.
- Provide support and assistance to the Control Warden: Wildlife Protection Services: Etosha National Park in the overall administration, coordination and management of wildlife protection and law enforcement activities for the park.

Enquiries: Ms. Naambo lipinge, Tel 067 229854, or Human Resources Ms. Sirkka Ndakalako Tell. 061284 2202.

DIRECTORATE OF PLANNING AND TECHNICAL SERVICES OFFICE OF THE DIRECTOR

Post Designation	:	Private Secretary Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$195, 216 – N\$234, 144
Salary Notch	:	N\$195, 216 per annum
Transport Allowance	:	N\$10, 512 per annum
Housing Allowance	:	N\$13, 944 per annum

Advertisement Requirements: An appropriate National Diploma or equivalent qualification at NQF Level 6 in the following fields: Office Administration, Business Administration/Management and Secretarial studies or a Vocational Certificate N3 in Office Administration and Secretarial Studies.

Purpose of position

To provide administrative and secretarial support services to the Director to ensure the smooth running of the entire office through the maintenance of a professional internal and external communication.

Description of main tasks

- Office administrative duties include:
- Oversees the administrative function of the Director's office.
- Perform elementary clerical work.
- Implement MEFT File Plan and ensure proper filing of correspondence and documents.
- Attend to customer complaints/inputs/suggestions.
- Oversee the cleanliness and image of Director's office.
- Make appointments and set up meetings for the Director and acquire information with regard to meetings or appointments to ensure that the Director is well prepared.
- Keep diary for appointments and meetings for the Director, either electronic or in dairy.
- Screening and channeling of telephone calls and visitors.
- Arrange and make the necessary travel arrangements for the Director.
- Prepare Submissions/Travel Application forms and submit to supervisors for approval.
- Arrange meetings, workshops and conferences and prepare presentations, as and when required by the Director, with regard to venue, time and refreshments.
- Prepare procurement submissions for Director's office and submit to the Procurement Management Unit.
- Receives items and check against the order and the invoice for quality and quantity of items e.g. damage or spoilage before signing off.
- Captures all items received in an inventory register for control purposes.
- Submit invoices to finance department for payment and follow-up to ensure that payments have been made
- Compile and submit PAs, Quarterly PA Reviews and End of Year Reviews to MEFT Head Office.
- Receives all incoming and outgoing mail and distribute to the relevant employees and offices.
- Receive and open mail addressed to the Director in his absence and respond appropriately.
- Scrutinize email, acknowledge receipt and respond if possible or refer to the relevant person.
- Assist Director with information gathering with regard to specific topics as and when required.
- Ensure that the Treasury Instructions, State Finance Act, Public Procurement Act & Regulations, Public Service Act, Staff Rules, Labour Act, Fleet Management and all relevant Circulars and Directives are implemented.
- Perform any activities as assigned by the supervisor.
- Carry out any other official duties, in line of duty, assigned from time to time, by the Supervisor.

Secretarial duties

- Attends to general secretarial duties such as photocopying, responding to emails, answering telephone and relaying of messages, collecting/delivering of documents.
- Follow up on relayed messages to ensure that messages are attended to.
- Handle enquiries from suppliers with regard to payments of invoices
- Type letters, submissions, memos and reports and ensure that grammatical and outline are correct.
- Compile meeting agendas and take minutes if and when required
- Receive visitors to the Director's office and serve with refreshment if required or direct them to the relevant office.
- Maintain, keep and update filing system of all incoming and outgoing mail.
- Liaise with staff and public with regard to the Director's office.
- Operate labor saving devices and communication devices.
- Comply with procedures and guidelines with regard to letterheads, fonts and formats, directives from supervisor and own initiatives and experience

Enquiries: HR, Ms. Sirkka Ndakalako: Tell: 061 2842217

Applicants should note the following:

- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment.
- Applications with foreign qualifications must attach proof of evaluation of such qualification from the Namibia Qualification Authority (NQA).
- Applicants who only partially complete and / or do not sign application forms, or who do not attach letters of confirmation of their probations in their current positions, will not be considered.

Please note: Only shortlisted candidates will be contacted.

Applications (Form 156043 obtainable at all Government offices), together with a comprehensive curriculum vitae and certified copies of educational qualifications must be submitted to:

Address:

**The Executive Director
Ministry of Environment, Forestry and Tourism
Private Bag 13306
Windhoek**

OR

Hand delivered to the Human Resource Management Sub-division, Ministry of Environment, Forestry and Tourism, Troskie Building, Corner of Robert Mugabe and Dr. Kenneth Kaunda Street, Windhoek