

<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 Requirement:** A recognized three (3) year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience **Or** An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus one (1) year teaching qualification plus 6 years teaching experience.

**The shortlisting of Heads of Department posts will be done in terms of the major fields of study.**

**SUB-DIVISION: SPECIAL EDUCATION PROGRAMMES  
SECTION: DIAGNOSTIC, ADVISORY AND COUNSELLING SERVICES**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Special Education)
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$424, 119
<b>Salary Notch</b>	:	N\$ 354, 883
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

**Or**

An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

**Supplementary requirements:** Preference will be given to candidates with Education Psychology, Special Education or Inclusive Education.

**SUB-DIVISION: PROFESSIONAL DEVELOPMENT  
SECTION: ADVISORY SERVICES**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Home Sciences Grade 5-11)
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$424, 119
<b>Salary Notch</b>	:	N\$ 354, 883
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

**Or**

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025

An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

**Supplementary Selection Requirements:** Preference will be given to candidates who are qualified and have experience in teaching Home Sciences (soft trades) preferably Home Ecology, Home Economics and/or Hospitality for five (5) years (proof must be attached). Computer literacy and a valid driver's license or be willing to obtain such within a reasonable time frame will be an added advantage.

---

**SUB-DIVISION: PROFESSIONAL DEVELOPMENT  
SECTION: ADVISORY SERVICES**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Business Studies and Entrepreneurship Grade 8-12)
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Salary Notch</b>	:	N\$ 354, 883
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

**Or**

An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

**Supplementary Selection Requirements:** Preference will be given to candidates who are qualified and have experience in teaching Business Studies and Entrepreneurship at Advanced Subsidiary for three years. Proof must be attached. Computer literacy and a valid driver's license or be willing to obtain such within a reasonable time frame will be an added advantage.

---

**SUB-DIVISION: PROFESSIONAL DEVELOPMENT  
SECTION: ADVISORY SERVICES**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Pre-Primary)
<b>Area of Specialization</b>	:	Junior Primary: Oshikwanyama/Oshindonga Mol
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$424, 119
<b>Salary Notch</b>	:	N\$ 354, 883
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

**Or**

An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

**Supplementary Selection Requirements:**

- Suitability will be determined on the basis of academic qualification in terms of subjects offered, area of specialization, major field of study and appropriate teaching experience.
- Preference will be given to candidates who have five (5) years proven experience in Pre-primary (proof must be attached).

---

**SUB-DIVISION: PROFESSIONAL DEVELOPMENT  
SECTION: ADVISORY SERVICES**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Junior Primary Grade 1-3)
<b>Area of Specialization</b>	:	Junior Primary: Oshikwanyama/Oshindonga Mol
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$424, 119
<b>Salary Notch</b>	:	N\$ 354, 883
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

**Or**

An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

**Supplementary Selection Requirements:** Applicants must have attended and completed a Jolly Phonics and Jolly Grammar 1 training (certified certificates of attendance should be attached). Computer literacy and a valid driver's license or be willing to obtain such within a reasonable time frame will be an added advantage.

---

**SUB-DIVISION: PROFESSIONAL DEVELOPMENT  
SECTION: TEACHERS RESOURCE CENTRE (TRC)**

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (TRC Manager)
<b>1x Post</b>	:	Ohangwena: Teachers Resource Centre (TRC) Eenhana
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$424, 119
<b>Salary Notch</b>	:	N\$ 354, 883
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

**Or**

An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

**Supplementary requirements:** Preference will be given to candidates appropriate experience in handling teachers resources e.g. executing of curriculum, other education related research, course curricula, workshops, meetings and orientation to materials and equipment. Computer literacy and a valid driver's license or be willing to obtain such within a reasonable time frame will be an added advantage.

---

#### **SECTION: BUILDING AND MAINTENANCES SERVICES**

<b>Post Designation</b>	:	Chief Works Inspector Grade 7
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$ 291, 128 - N\$347, 926
<b>Salary Notch</b>	:	N\$ 291, 128
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF Level 6 Or an appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience Or An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience.

**Supplementary Requirements:** Preference will be given to candidates with National Vocational Diploma in Bricklaying and Plastering on NQF Level 6 plus four (4) years appropriate experience. Be able to read the building plan and interpret it and, draw the building sketches. Be able to quantify the bill of quantity, Computer literate will be an added advantage. Must be in possession of a valid drivers' license.

---

#### **DIVISION: LIFE-LONG LEARNING, ARTS AND CULTURE** **SUB-DIVISION: LIBRARY, ARCHIVES AND INFORMATION SERVICES** **SECTION: SCHOOL LIBRARIES**

<b>Post Designation</b>	:	Senior Librarian Grade 7
<b>1x Post</b>	:	Ohangwena Regional Library
<b>Salary Scale</b>	:	N\$ 291, 128 - N\$347, 926
<b>Salary Notch</b>	:	N\$ 291, 128
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** A Bachelor Degree or equivalent qualification on NQF Level 7.

**Supplementary Requirements:** Preference will be given to candidates with a Bachelor Degree Library and Information Science on NQF Level 7 and at least three (3) years professional working experience in the field of Library.

---

#### **SUB-DIVISION: GENERAL SERVICES** **SECTION: PROCUREMENT, STOCK CONTROL, TRANSPORT MANAGEMENT, DOMESTIC SERVICES, & INFORMATION AND TECHNOLOGY**

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$ 238, 825 - N\$285, 420
<b>Salary Notch</b>	:	N\$ 238, 825
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** A National Diploma or equivalent qualification on NQF Level 6 in Public Administration/ Management or Business Administration plus appropriate experience.

**Supplementary Requirements:** Preference will be given to candidates who have 4 years' appropriate experience in Procurement management, Tender and Bidding/ Evaluation process, Treasury Instruction, Stock Control and Transport and General Administration.

- Candidate must be currently serving as a member of the Procurement Management Unit (PMU) of the current employer (certified copy of the appointment letter must be attached).
- Candidate must have a Basic Stock Control Course by the Ministry of Finance.
- Candidate must have A valid driver's license code (8) B and/or be able to acquire the driver's license within the reasonable period.

**NB:** Complete a prescribed application form in full **“Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application”**

**Applicants should note the following:** Applications for employment on form (156043) and Health Questionnaire (156094) obtainable from all government offices, must be accompanied by a comprehensive CV, two recent testimonials from **2024 to date**, certified copies of Namibian ID or proof of citizenship, educational qualifications, academic records/transcripts and proof of previous experience. Proof of confirmation of probation must be attached.

Preference will be given to Namibian nationals. Suitably qualified persons from designated groups are encouraged to apply. Faxed or emailed applications will not be accepted. Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualification Authority (NQA). Only shortlisted candidates will be contacted. No documents will be returned.

**NB:** Prospective applicants who **do not meet** the appointment requirements as outlined above are advised **not to apply**. Only Candidates who meet the prescribed appointment requirements will be considered for possible short listing.

Please send applications on prescribed forms to:

**The Director**  
**Directorate of Education, Arts and Culture**  
**Sub-Division: Human Resource**  
**Private Bag 88005**

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025

**Eenhana**

**OR**

**Hand Delivery:**

**Ohangwena Education Office  
Eenhana  
HR office  
1<sup>st</sup> Floor**

**Enquiries:** Mesdames Martha Nakapela and Sara H L T Ndeshimona Tel: 065 290 215

---