

SECTION: SUB-REGIONAL OFFICES

Post Designation	:	Senior Administrative Officer Grade 10
3xPosts	:	Omaruru Regional Office
	:	Outjo Sub-Regional Office
	:	Rosh Pinah 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: Mr. D. Joseph 0819510112 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**