

## MANAGEMENT CADRE

### MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

#### DEPARTMENT: TOURISM, PLANNING AND ADMINISTRATION DIRECTORATE OF TOURISM AND GAMING

<b>Post designation</b>	:	Director Grade 3
<b>1xPost</b>	:	Windhoek
<b>Salary scale</b>	:	N\$554, 603 –N\$ 588, 548
<b>Housing allowance</b>	:	N\$131, 280 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital cost</b>	:	N\$94, 178 per annum
<b>Running cost</b>	:	N\$29, 455 per annum

**Advertisement requirements:** A B -Degree on NQF Level 7 in the following field: Tourism Management and Hospitality, Commerce, Economics, Business Management and Marketing, plus nine (9) years appropriate experience of which four (4) years must be at level of Deputy Director in the Public Service or Management in a Private Sector.

**Additional Requirement:** Preferences will be given to applicants with Master Degree in the following field: Tourism Management and Hospitality, Commerce, Economics, Business Management and Marketing.

#### **Job description:**

- Develop, review and implement regulatory frameworks, policies, strategies, directives and plans for national tourism, and national gaming industry.
- Conduct economic/industry impact studies and market researches, to inform policy formulation and decision-making.
- Provide support and facilitate community based and sustainable tourism development, including capacity building.
- Facilitate and coordinate tourism and gaming industry stakeholder collaboration and cooperation
- Produce annual tourism statistics and industry survey
- Produce annual gaming industry survey reports.
- Facilitate public education /awareness media communication on tourism, gambling and lottery developments.
- Oversee the administration, training and staff management of the Directorate of Tourism and Gaming.
- Provide financial management and budget control, and ensure compliance to public procurement procedures
- Coordinate external funding/support and mobilize fund for tourism development.

#### **Applicants should note the following:**

- Applicants within the public service must attach proof of confirmation of probation to their application for employment.

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

- Applications with foreign qualifications must attach proof of evaluation of such qualification from the Namibia qualification authority (NQA).
- Incomplete applications and/or without the above -mentioned attachments will not be considered.

**Please note:** Only shortlisted candidates will be contacted.

Applications (form 15603 obtainable at all government offices), together with a comprehensive curriculum vitae and certified copies of educational qualifications and personal documents must be submitted to:

**Address:**

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

**Or**

**Hand delivered to: the subdivision Human Resource Management, Ministry of Environment, Forestry and Tourism, Troskie Building, corner of Robert Mugabe and Dr. Kenneth Kaunda Street, Windhoek.**

**Faxed applications will not be considered.**

**Enquiries:** Ms. Seimy Shidute at Tel: 0819528524 OR Ms. Frieda Kayoo-Mbabi at Tel: 0819528440

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## MINISTRY OF ENVIRONMENT, TOURISM AND FORESTRY

### OFFICE OF THE EXECUTIVE OFFICER

<b>Post Designation</b>	:	Chief Public Relations Officer Grade 6
<b>1xPost</b>	:	Windhoek
<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:** An appropriate B. Degree qualification at NQF L7 in the following field: Journalism, Public Relation and Communications plus six (6) years appropriate work experience. Candidates must be on a supervisory position equivalent to Senior PRO Grade 7.

**Additional Requirements:** Preference will be given to applicants with a B. Degree (Honors) at NQF Level 8 in Journalism, Public Relations and Communications. Prior appropriate work experience with Public Relations or Media, basic Graphic Design, Audio Visual Production, Video Production, Basic knowledge of computer software (Microsoft Office), knowledge of Social Media Management, excellent writing, oral presentation, communication and supervisory skills will serve as added advantage, A valid driver's License which is at least two years and old is required.

### Job description

This incumbent will be responsible with the making, editing and reviewing of film and/or publications, magazines, brochures and news reports. The evaluation of public opinions to advice the management cadre of a ministry to correlate their policy and procedures as far as possible with such opinions as well as the planning and execution of actions to gain and maintain understanding and support by the public to carry out a positive image of a ministry.

### Key performance areas:

- Manage, plan, control and organise the Public Relations and Communications functions in the Ministry.
- Develop and review communication strategies for the Ministry.
- Develop, review videos and publications such as magazines, brochures and news reports.
- Evaluate public opinions and advice management to correlate policies and procedures with such opinions.
- Plan and execute actions to gain and maintain understanding and support by the public.
- Carry out responsibilities aimed at enhancement of the positive image of the Ministry.

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### DIVISION: ETOSHA NATIONAL PARK SUB-DIVISION: ETOSHA ECOLOGICAL INSTITUTE

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

<b>Post Designation</b>	:	Senior Conservation Scientist Grade 6
<b>1xPost</b>	:	Okaukuejo, Etosha National Park
<b>Salary Scale</b>	:	N\$ 354, 883 – N\$ 424, 119 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Remoteness Allowance</b>	:	N\$ 21, 000 per annum

**Advertisement Requirements:** An appropriate Degree on NQF L8 in the following fields: Conservation Science, Zoology, Conservation Biology, Ecology, or related field. Serving staff members must have their probation confirmed at the level of Conservation Scientist Grade 8 plus five (5) years of appropriate experience.

### **Additional Requirements:**

Preference will be given to the candidates who meet the following additional requirements:

- Relevant postgraduate qualification at NQF L9 in the fields of Conservation Science, Zoology, Conservation Biology, Ecology, or related field.
- Demonstrated experience in wildlife research and monitoring, especially of wildlife species of high conservation value.
- Demonstrated experience in supervising staff members involved in wildlife research & monitoring activities.
- Demonstrated experience in scientific report writing and a proven publication record.
- Demonstrated experience in GIS and remote sensing.
- A valid Code B driver's license which is three (3) years or older.
  - A valid certificate of conduct.

### **Job Description**

- Provide scientific input on wildlife research and planning issues.
- Provide MEFT with scientific advice concerning observed trends in wildlife populations and the status of ecosystems, populations and species.
- Conduct and oversee wildlife research programmes, the design of projects and programmes, data analysis, statistical interpretation and the formulation of management recommendations.
- Assist with the development of management plans for areas and species.
- Develop and coordinate research & monitoring programmes for selected populations, species and ecosystems on a national scale.
- Compile reports on research programmes in conjunction with the unit and other MEFT components.
- Improve computerisation of wildlife research and monitoring data.
- Provide technical support to the Directorate of Wildlife and National Parks concerning regional research and monitoring programmes.
- Contribute towards the development of a regional programme of research activities, taking into account priority information needs and management priorities.
- Advise on the appropriate design of regional research programmes.
- Provide advice concerning improvements in the computerisation of research and monitoring.

- Communicate results of wildlife research work to the public and scientific community by publishing articles in peer-reviewed journals.
- Collaborate and coordinate with the National Commission on Research, Science and Technology (NCRST), the National Museum of Namibia (Natural History Section), tertiary training institutes, local and external researchers and interested stakeholders to promote wildlife biodiversity-related research.

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## **DIRECTORATE: SCIENTIFIC SERVICES**

### **DIVISION: WILDLIFE MONITORING AND RESEARCH SUB-DIVISION: WILDLIFE SURVEY AND MONITORING**

<b>Post Designation</b>	:	Senior Pilot Grade 6
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 354, 883 – N\$ 424, 119 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum
<b>Housing Allowance</b>	:	N\$ 17,424 per annum

**Minimum requirements:** Appropriate valid commercial pilot's licence for a fixed-wing aircraft with a minimum of 1,500 hours of flying experience.

#### **Additional Requirements:**

Preference will be given to the candidates who meet the following additional requirements:

- A minimum of 500 hours of low-level flying at or below 500 AGL for aerial survey work, game counts or conservation work is required for this position.
- A valid type rating for Cessna 182
- Valid type rating for the tail-dragger aircraft (Piper PA18 Super Cub aircraft and Maule M5)
- A valid Code B driver's license which is three (3) years or older.
- A valid certificate of conduct.

#### **Job Description**

- Aerial support for wildlife survey work in the Ministry
- Aerial support during wildlife capture and translocation operations
- Aerial support during wildlife management, aerial surveillance and patrol operations.
- Support with Aerial transportation of MEFT staff where necessary,
- Control and maintenance of the MEFT fixed-wing aircraft fleet,
- Responsible for the procurement and handling of all aviation fuel, and delivery to required field sites
- Responsible for the MEFT runways and hangars, and other aviation-related infrastructure throughout the protected areas and conservation areas in Namibia
- Responsible for the aircraft insurance and all legal issues about flying
- Responsible for the routine maintenance of the fixed-wing aircrafts while ensuring timely repairs of the defective aircraft components
- Responsible for the development and maintenance of protocols to ensure a safe

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- operational environment while complying with the aviation regulations
- Responsible for pilot supervision while providing leadership required for safe, and efficient flying operations.

**Applicants should note the following:**

- Applicants must be Namibian citizens.
- Candidates with foreign obtained qualifications must attach evaluation from NQA.
- Public Servants must attach copies of confirmation of probation in their current positions.
- Non-public servants must attach proof of their employment history (testimonials) via their respective HR offices.
- Upon appointment, successful candidates for positions requiring driver licenses will be subjected to a compulsory driver competency test to be performed by a competent official as per the Transport policy.
- **All copies MUST be certified.**
- Failure to complete all items on the application for employment form and not attaching the required documents will disqualify the applicant.
- Personal documents will not be returned and only shortlisted candidates will be contacted.

**Enquiries:** Mr. Kenneth HK /Uiseb, Tel: +264819528659 or HR, Tel: +2648195828498

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- **All copies should be certified.**
- **Failure to complete all items on the application for employment form and not attaching the required documents will disqualify the applicant.**
- **Personal documents will not be returned and only shortlisted candidates will be contacted.**

Applications (New version Form 156043 obtainable at all Government Offices), together with a comprehensive curriculum vitae and certified copies of educational qualifications and testimonials must be addressed to:

**The executive director  
Ministry of Environment, Forestry and Tourism  
Private bag 13306  
Windhoek**

**Or**

**Hand delivered to the Human Resources Office, ground floor, corner of Robert Mugabe avenue and dr. Kenneth David Kaunda street, Windhoek**

**Enquiries:** Ms. Frieda Kayoo-Mbabi at 081 952 8440 or Ms. Inotila Ampueja at 081 952 8479

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## MINISTRY OF HEALTH AND SOCIAL SERVICES

### EXECUTIVE MANAGEMENT

#### DIVISION: SECURITY AND RISK MANAGEMENT

<b>Post Designation</b>	:	Senior Security Operations Officer Grade 7
<b>1xPost</b>	:	Windhoek ( <b>Head office</b> )
<b>Salary Scale</b>	:	N\$ 291,128 –N\$347,926
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum Requirements:** A National Diploma in either Security Management, Criminal Justice, Police Science, Correctional Service or Military Science on NQF Level 6 plus **five (5)** years appropriate experience in a security environment.

**Additional requirements:** Candidate must completed police, military, Correctional or security management basic training. Confirmation of probation is subject to successful completion of the Security Awareness Training by the Namibia Central Intelligence Service (NCIS). Possession of a valid driver's licence is a prerequisite. Appointment in this post is subject to vetting.

#### Key Performance Areas:

- Organise, direct, coordinate, supervise and control the implementation of the physical security programs of the Ministry of Health and Social Services;
- Provide security advice, manage security equipment and investigate security incidents;
- Train, coach, and mentor staff members under the Security Division, and execute any other duties assigned by the Deputy Director /Chief Security Operations Officer.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Previously racially disadvantaged persons, women and people with disabilities are encouraged to apply.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).

Please take note that only shortlisted candidates will be considered and no personal documents will be returned.