

## **MANAGEMENT CADRE**

### **MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY**

#### **DEPARTMENT: CIVIL REGISTRATION**

#### **DIRECTORATE: NATIONAL CIVIL REGISTRATION, AND DIRECTORATE: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION**

<b>Post Designation</b>	:	Director Grade 3
<b>2xPosts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$554,603-N\$588,548
<b>Salary Notch</b>	:	N\$ 554,603
<b>Housing Benefit</b>	:	N\$ 131,280 per annum
<b>Motor Vehicle Allowance</b>	:	N\$123, 633 per annum
<b>Capital Cost</b>	:	N\$ N\$94, 178 per annum
<b>Running Cost</b>	:	N\$ 29, 455 per annum

#### **Minimum educational and experience Requirements**

- A Bachelor's degree at NQF level 7 in Public Administration/ Law/ Population and Demographics/ Statistics/ International Relations or a related field.
- Nine (09) years appropriate experience in civil registration services or a related field, with at least 5 years in a Managerial role.
- Master's degree in Public Administration, Law, International Relations, Political Science or related qualifications will serve as an advantage
- In-depth knowledge of national and international civil registration laws and policies will serves as an advantage.

**Supplementary Requirements:** Driving License code B

**Enquiries:** Ms. L Nkandi Tel: 0819510107 or Mr M Yumbo @ 0819510117

---

#### **DEPARTMENT: CIVIL REGISTRATION**

#### **DIRECTORATE: NATIONAL CIVIL REGISTRATION**

#### **DIVISION: KAVANGO EAST AND WEST REGIONAL OFFICES**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Rundu
<b>Salary Scale</b>	:	N\$492,567 – N\$517,836
<b>Salary Notch</b>	:	N\$ 492,567
<b>Housing Benefit</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital Cost</b>	:	N\$ 83, 106 per annum
<b>Running Cost</b>	:	N\$ 27, 811 per annum

**Minimum Requirements:** An Appropriate Bachelor's Degree at NQF Level 7 in Public Administration/ Business Management/ Local government or Law/Legal Studies or Statistics or related fields plus 9 years approximate appropriate experience in Civil Registration or related fields.

### **Key performance areas**

- Assist the Director of National Population Register & National Identification Production in decision making as well as the writing of submission to the office of the Registrar General.
- Approve and sign applications for documents, that are ID's, Birth Certificates, Change of surname, etc.
- Record and identify the population i. r. o. population services approving of civil cases.
- Ensure a healthy, smooth and effective administration of the division via the heads of the sub-divisions.
- Hold periodic or ad hoc meetings in designated regions to improve efficiency.
- Determine the Department's duty roster and leave roster; and determine operational priorities and assign duties to desk officers within the Department's management plan and the officers' schedule duties.
- Supervisor and co-coordinator of the functions and activities of the Department whose main duties are to: Render and administer Laws pertaining to Civil Registration. Administer Laws regarding Births, Marriages and Deaths and Population Identifications, change of Surname.
- Direct day to day activities in area of jurisdiction.
- Responsible for personnel matters e.g. Supervision, Transfer, Leave, Performance Management.
- Responsible for the statistics of the Regional Office.
- Responsible for the planning and budgeting of the Regional Office.
- Control equipment and devices at the Regional Office.
- Serve as commissioner of oath as prescribed by law.
- Any other duties assigned.

### **Competencies required:**

- Budget preparation skills
- Project management
- Fraud examination skills & expertise
- Planning and analytical ability
- Presentation and problem solving skills
- Knowledge on how to prepare budgets and project proposals
- Should possess a high level of emotional intelligence and ability to work under pressure
- Should have ability to manage diversity and be community oriented
- Excellent communication and negotiation skills
- Strong administration and coordination skills
- Process re-engineering skills and advance
- Possess valid code BE driving license.

**Enquiries:** Ms. F.N Shilinge Tel: 0819511011

---

**DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP**  
**DIRECTORATE: IMMIGRATION AND BORDER CONTROL**

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

## **DIVISION: CENTRAL REGIONS**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517, 195 – N\$543, 728
<b>Salary Notch</b>	:	N\$ 492,567
<b>Housing Benefit</b>	:	N\$121,560 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital Cost</b>	:	N\$ 83, 106 per annum
<b>Running Cost</b>	:	N\$ 27, 811 per annum

**Minimum Requirements:** Bachelor's Degree on NQF Level 7 in Immigration /Border Management or Public Administration/ Political Science/ Police Management/ Laws/Legal or International Relations/Diplomacy or Security related fields or Business Administration/Studies plus (9) years approximate appropriate experience in Immigration or related fields.

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, 9<sup>th</sup> Floor, East Wing**

**Ministry of Home Affairs, Immigration, Safety and Security**

**Corner Hosea Kutako Drive and Harvey Street,**

**Erf 6971, Windhoek North**  
**WINDHOEK**

**Enquiries:** Ms. F.N Shilinge Tel: 0819511011

---

**MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY**

**DIRECTORATE: IMMIGRATION CONTROL AND CITIZENSHIP**

**DIRECTORATE: IMMIGRATION AND BORDER CONTROL**

**DIVISION: OMUSATI AND KUNENE REGIONS**

**SUBDIVISION: OMUSATI REGION**

<b>Post Designation</b>	:	Control Immigration Officer Grade 6
<b>1x Post</b>	:	Outapi
<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 Requirements:** A National Diploma on NQF Level 6 in Immigration Management or Public Administration/ Business Management or Political Science or Security/ Law related fields plus Six (6) years approximate appropriate experience in related fields.

**Enquiries:** Ms. T.P Nandago Tel: 0819510113

---

**DIRECTORATE: IMMIGRATION AND BORDER CONTROL**  
**DIVISION: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS**

<b>Post Designation</b>	:	Senior Immigration Officer 9
<b>2xPosts</b>	:	Mata Mata Border Post
	:	Velloorsdrift Border Post
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Salary Notch</b>	:	N\$195,216
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma on NQF Level 6 in Immigration/ Border Management or Public Administration or Business Management/Studies or International Relations/Diplomacy or Political Science or Security or Law or related fields plus Five (5) years approximate appropriate experience in related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) approximate years of experience in related field.

NB: Candidates interested in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

**Enquiries:** Mr. S. Hashipala Tel: 0819510108

**DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP**  
**DIRECTORATE: IMMIGRATION AND BORDER CONTROL**  
**DIVISION: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS**

<b>Post designation</b>	:	Immigration Officer Grade 10
<b>4xPosts</b>	:	Ngoma Border Post
	:	Kasika Border Post
	:	Visas and Permits
	:	Surveillance
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Salary Notch</b>	:	N\$159,505
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma on NQF Level 6 in Immigration/ Border Management or Public Administration or Business Management/Studies or International Relations/Diplomacy or Political Science or Security or Law or related fields.

**Enquiries:** Mr. S. Hashipala Tel: 0819510108

---

**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT**  
**DIRECTORATE: REFUGEE MANAGEMENT**  
**DIVISION: REFUGEE PROGRAM MANAGEMENT**

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1x Post</b>	:	Windhoek
<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 Requirements:** A National Diploma on NQF Level (6) in Business Administration or Public Administration or Refugee Management or Law/Legal Studies or security or political science or related fields plus Six (6) years approximate appropriate experience in related fields.

**Enquiries:** Ms. V. Shanghala Tel: 081951011

---

**DIRECTORATE: NATIONAL CIVIL REGISTRATION**  
**REGIONAL DIVISIONS: NATIONAL CIVIL REGISTRATION**  
**SUB-DIVISIONS: REGIONAL OFFICES**

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

## SECTION: SUB-REGIONAL OFFICES

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>3xPosts</b>	:	Omaruru Regional Office
	:	Outjo Sub-Regional Office
	:	Rosh Pinah Sub-Regional Office
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Salary Notch</b>	:	N\$159,505
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	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, 9<sup>th</sup> Floor, East Wing  
Ministry of Home Affairs, Immigration, Safety and Security  
Corner Hosea Kutako Drive and Harvey Street,  
Erf 6971, Windhoek North**

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

## WINDHOEK

**Enquiries:** Ms Foibe N. Shilinge Tel. 0819511011 | E-mail Address:  
Foibe.Shilinge@mha.gov.na

---