

## MINISTRY OF URBAN AND RURAL DEVELOPMENT

**DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT**  
**DIRECTORATE: RURAL DEVELOPMENT**  
**DIVISION: SECTOR DEVELOPMENT COORDINATION**  
**SUBDIVISION: ONGWEDIVA RURAL DEVELOPMENT CENTRE**

**Post designation** : Accounts Assistant Grade 11  
**1xPost** : Ongwediva  
**Salary Scale** : N\$ 132,987 – N\$ 159,505  
**Housing Allowance** : N\$ 13,944 per annum  
**Transport Allowance** : N\$ 10,512 per annum

**Minimum requirements:** A Grade 12 Certificate (NQF Level 3)

**Additional Requirements:** A National Diploma in Accounting and Finance or equivalent qualification on NQF Level 6 plus two (2) years proven appropriate experience in accounting environment.

**Enquiries:** Ms. Aurelia Hatutale, Tel: 061 297 5044

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**DIRECTORATE: HABITAT AND HOUSING DEVELOPMENT**  
**DIVISION: TECHNICAL SERVICES**  
**SUBDIVISION: TECHNICAL SERVICES AND INSPECTIONS**

**Post designation** : Chief Engineer Grade 5 (Civil)  
**1xPost** : Windhoek  
**Salary Scale** : N\$ 432,601 – N\$ 517,195  
**Housing Allowance** : N\$ 17,424 per annum  
**Transport Allowance** : N\$ 10,512 per annum

**Minimum requirements:** An appropriate Bachelor's Degree in Civil Engineering at NQF Level 7, registration as a Professional or Incorporated Engineer with the Engineering Council of Namibia (Proof of registration must be attached ) plus six (6) years appropriate experience.

**Additional Requirements:** The applicants must be in possession of a valid driver's license.

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**SUBDIVISION: TECHNICAL SERVICES AND INSPECTIONS**

**Post designation** : Chief Works Inspector Grade 7  
**1xPost** : Windhoek  
**Salary Scale** : N\$ 291,128 – N\$ 347,926  
**Housing Allowance** : N\$ 17,424 per annum  
**Transport Allowance** : N\$ 10,512 per annum

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

**Minimum requirements:** An appropriate National Diploma or equivalent qualification on NQF L6 plus four (4) years appropriate experience

**OR**

An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience

**OR**

An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus ten (10) years appropriate experience.

**Additional Requirements:** The applicants must be in possession of a valid driver's license.

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#### **SUBDIVISION: TECHNICAL SERVICES AND INSPECTIONS**

<b>Post designation</b>	:	Senior Works Inspector Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 238,825 – N\$ 285,420
<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 L6 plus two (2) years appropriate experience

**OR**

An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience

**OR**

An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience.

**Additional Requirements:** The applicants must be in possession of a valid driver's license.

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#### **SUBDIVISION: TECHNICAL SERVICES AND INSPECTIONS**

<b>Post designation</b>	:	Works Inspector Grade 9
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 195,216 – N\$ 234,144
<b>Housing Allowance</b>	:	N\$ 13,944 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF L6 plus two (2) years appropriate experience

**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 recognized N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience.

Enquiries: Mr. Festus Haihambo, Tel: 061 – 297 5046

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**DEPARTMENT: UB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES AFFAIRS**  
**DIRECTORATE: REGIONAL AND LOCAL GOVERNMENT, AND TRADITIONAL**  
**AUTHORITIES COORDINATION**  
**DIVISION: REGIONAL COUNCILS AND TRADITIONAL AUTHORITIES COORDINATION**  
**SUBDIVISION: TRADITIONAL AUTHORITIES ADMINISTRATIVE SUPPORT SERVICES**

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

**Minimum requirements:** A National Diploma or equivalent qualification (NQF Level 6) plus three (3) years appropriate experience.

**Main Duties of the job**

- Coordination of Community Trust Funds;
- Processing of applications for recognition of new traditional authorities;
- Processing of appointment of traditional leaders;
- Respond to official notifications in respect of designation of traditional Chiefs and appointment of Senior and Traditional Councillor;
- Conduct ministerial investigations on traditional authorities matters
- Capacity building of traditional authorities;
- Should have sound knowledge of Traditional Authorities and experience
- Assist in the identification of office needs for traditional authorities;
- Supervises and coordinates day to day activities of subordinates;
- Renders assistance and advice to Traditional Authority with regard to procedural and legal matters;
- Liaise with Government Attorney on court cases/legal advise related to traditional authorities;
- Prepare submission to Minister on removal/appointment of official recognition of traditional authorities to the President;

- Liaise with legal drafters on proclamation, Government Notice and amendments of Government Notice No. 65 of 31 March 1998; and
- Any other duties assign by the supervisor

#### **SUBDIVISION: REGIONAL COUNCIL SUPPORT SERVICES**

<b>Post designation</b>	:	Senior Administrative Officer Grade 10
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 159,505 – N\$ 191,312
<b>Housing Allowance</b>	:	N\$ 13,944 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** A National Diploma or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience **OR** a Grade 12 Certificate (NQF Level 3) plus three (3) years appropriate experience

#### **Main Duties of the job**

- Scrutinize and summarize critical issues in the minutes of Council meetings and follow up irregularities;
- Ensure that incoming and outgoing correspondences are properly recorded and taken to registry for filing;
- Assist with the promulgation of regulations and model regulations;
- Prepare submission for approval of by-laws to the Minister and thereafter promulgation;
- Facilitate the Declaration of settlements process;
- Arrange the promulgation of regulations and model regulations;
- Prepare Submission for the approval of Joint Ventures Agreements;
- Facilitate training on administrative and legal matters;
- Routine monitoring of efficiency and compliance with operational legislative provisions;
- Liaise with Government Attorneys and Legal Drafters concerning draft legislations/by-laws, proclamation and general notices;
- Ensure that outgoing correspondences are dispatched timeously;
- Any other duties assign by the supervisor.

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#### **SUBDIVISION: TRADITIONAL AUTHORITIES ADMINISTRATIVE SUPPORT SERVICES**

<b>Post designation</b>	:	Administrative Officer Grade 12
<b>1xPost</b>	:	Windhoek

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

<b>Salary Scale</b>	:	N\$ 107,753 – N\$ 129,240
<b>Housing Allowance</b>	:	N\$ 13,944 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** Grade 12 Certificate (NQF Level 3) or equivalent qualification

### **Main Duties of the job**

- Ensure that incoming and outgoing correspondences are properly recorded and taken to registry for filing;
- Receive and forward S & T Advance and Claim forms for Traditional Leaders to Creditors;
- Computerise and update Traditional Authorities data;
- Ensure that outgoing correspondences are dispatched timeously;
- Make bookings and travel arrangements for traditional leaders on Ministerial mission;
- Prepare internal memo to salary office to stop allowance payment of the deceased, removed or resigned traditional leaders;
- Prepare internal memo to salary office for the allowances payment to newly appointed traditional leaders;
- Carry out any other work assigned by the supervisor;

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### **DIVISION: FINANCIAL MANAGEMENT SUBDIVISION: REGIONAL COUNCIL FINANCE**

<b>Post designation</b>	:	Senior Accountant Grade 7
<b>1xPost</b>	:	Windhoek
<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:** An appropriate Diploma or equivalent qualification at NQF Level 6 majoring in Accounting plus five (5) years appropriate experience in the field of Finance.

**Additional Requirements:** Knowledge of VIP Payroll, Pastel systems and the IPSAS reporting framework will serve as an advantage.

**Enquiries:** Ms. Frieda Andreas, Tel: 061 – 297 5286

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### **OFFICE OF THE EXECUTIVE DIRECTOR DIVISION: INTERNAL AUDIT**

<b>Post Designation</b>	:	Internal Auditor Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 238,825 – N\$ 285,420
<b>Housing Allowance</b>	:	N\$ 17,424 per annum

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

**Transport Allowance** : N\$ 10,512 per annum

**Minimum Requirements:** An appropriate B. Degree or equivalent qualification on NQF Level 7 plus three (3) years appropriate experience. Confirmation of probation is subject to the issuance of a certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance and Public Enterprises.

**Job Description:**

- Preparation and Submission of proposals to the supervisor regarding the audit plans and the intended tests to be carried out of the audits after having reviewed the internal controls and evaluating audit risks;
- Draw up a draft plan for routine audits intended to be carried out during the year and submit it to the supervisor (Chief Internal Auditor Grade 6);
- Application of standard audit procedures and techniques to ensure proper audit findings;
- Execution of routine audits in accordance with the approved annual audit plan;
- Verification of the completeness of accounts, registers and other records of the auditees;
- Document audit evidence, conclusions and recommendations according to agreed filing standard
- Drafting management letters, submissions and liaise verbally with departmental heads in connection with audit findings and audit follow-ups and
- filing of all correspondences resulting from the audit management letters and comments.

**Enquiries:** Mr. Martin Ngubai, Tel: 061 – 297 5842

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**DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND INFORMATION TECHNOLOGY**

**DIVISION: ADMINISTRATION AND SUPPORT SERVICES**

**SUB-DIVISION: AUXILIARY SERVICES**

**SECTION: STOCK CONTROL**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 159, 505 – N\$ 191, 312
<b>Housing Allowance</b>	:	N\$ 13, 944.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum

**Minimum Requirement:** An appropriate National Diploma or equivalent qualification (NQF 6) plus 1 years appropriate experience **OR** A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience

**Main Duties:**

- Administer the work of the section
- Regular verifications of consumables and non-consumables items
- Verifying of income and outgoing items

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- Ensure proper posting of E-Class and A-Class items to the relevant registers
- Ensure that inventories are updated;
- Responsible for purchasing or contracting cellphones with MTC for Management Cadres, and Political Office Bearers;
- Submitting of stock-taking reports to Treasury from 14 Regional Council;
- Ensure that stock is available or order on time;
- Serve as Secretariat to Loss and Damage Committee;
- Monitor the attendance of subordinates;
- Monitor the performance of subordinates;
- Maintain discipline;
- Carry out performance assessments; and
- Any other duties assigned by supervisor.

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#### SECTION : TRANSPORT

<b>Post Designation</b>	:	Artisan Grade 10
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 159, 505 – N\$ 191, 312
<b>Housing Allowance</b>	:	N\$ 13, 944.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum

**Minimum Requirements:** Completed apprenticeship **OR** a Trade Diploma issued in terms of existing legislation.

**Additional Requirements:** Candidate must have at least three (3) years appropriate experience in Mechanical (Auto) related environment plus A valid driver's License Code C1.

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#### SECTION: TRANSPORT

<b>Post Designation</b>	:	Administrative Officer Grade 12
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 107,753 – N\$ 129,240
<b>Housing Allowance</b>	:	N\$ 13, 944.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum

**Minimum Requirements:** A Grade 12 certificate on NQF level 3

#### Main Duties :

- Issuing of maintenance cards to Drivers;
- Issuing of requisitions for services, repair, panel beating and purchase of tires and accessories;
- Cancellation of maintenance card;
- Receiving, recording and verifying of debit acceptance from the Government Garage and prepare ministerial debit acceptance approval form for the Ministry hired fleet;
- Responsible for licensing of vehicles;

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- Co-ordinate ministerial fleet management committee meetings;
- Compiling of quarterly, monthly and annual cost report for fuel and maintenance;
- Receiving and recording of potential fraud activity reports from the fuel cards service provider;
- Serving as the Secretariat to the ministerial fleet management committee;
- Ensure that proper filing is maintained for all activities taking place in the transport section; and
- Make monthly random checks to ensure that expired fleet licenses had been renewed and fitted on the vehicles.

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### SECTION: TRANSPORT

<b>Post Designation</b>	:	Driver Grade 12
<b>2xPosts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 107,753 – N\$ 129,240
<b>Housing Allowance</b>	:	N\$ 13, 944.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum

**Minimum Requirements:** Grade 10 or equivalent Certificate on NQF L2 and a valid driver's license

#### **Main Duties:**

- Transport staff members for official duties;
- Complete log sheets;
- Check oil, water, tyre pressure and other accessories;
- Record and submit fuel vouchers;
- Report any accident and damage to vehicle; and
- Contribute to the monthly report.
- Ensure cleanness on the Ministerial Fleet

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### SECTION: REGISTRY

<b>Post Designation</b>	:	Administrative Officer Grade 12
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$107, 753 – N\$ 129, 240
<b>Housing Allowance</b>	:	N\$13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirement:** A Grade 12 Certificate (NQF Level 3)

**Enquiries:** Mr. Ericksson Hailaula, Telephone: 061-297 5105

#### **NOTES TO CANDIDATES:**

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).



- **Failure to complete all items or sections of the application form for employment and not attaching the necessary required documents will disqualify the application.**
- Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
- Applicants outside the Public Service must attach testimonial or confirmation letter of the current employment to their application forms.
- Emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
- The prescribed Application form (form 156043 obtainable at all Government Offices, Ministries and Agencies) must be used/completed fully and together with a comprehensive Curriculum Vitae and originally certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director  
Ministry of Urban and Rural Development  
Private Bag 13289  
WINDHOEK**

**OR**

**Hand delivers to:**

**Human Resources Division  
Ministry of Urban and Rural Development  
First Floor, Office No. 108  
Government Office Park, Luther Street**

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