

MANAGEMENT CADRE

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

DEPARTMENT: RESEARCH, INNOVATION AND TRAINING

DIRECTORATE: RESEARCH AND INNOVATION

DIVISION: INNOVATION

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$517, 195 – N\$543, 728
Salary Notch	:	N\$517, 195 per annum
Housing Benefit	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,917 per annum
Capital Cost	:	N\$ 83, 106 per annum
Running Cost	:	N\$ 27, 811 per annum

Minimum requirements: An appropriate Degree or equivalent qualification on NQF L7 plus 9 years' appropriate experience.

Additional requirements: Candidates with a master's Degree at NQF L9 or PHD at NQF L10 in the fields of Research, Science, Technology and Innovation with high level of experience in policy formulation.

NB! Women and persons with Disabilities who meet the appointment requirements are encouraged to apply.

An applications form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).

Applications that do not meet the above criteria or requirements shall not be considered, and no application forms and attachments will be returned.

Address:

**Executive Director
Ministry of Education, Innovation, Youth, Sports, Arts and Culture
Private bag 13391
Windhoek**

Enquiries: Mr. Herbert J. J. Mouton, Tel: 061 – 4356025

Applications must be submitted to the following address:

**The Executive Director
Ministry of Defence and Veterans Affairs
Private Bag 13307
WINDHOEK**

OR HAND DELIVERY TO:

**The Division
Human Resource Management
Ministry of Defence and Veterans Affairs, Bastion 2
Corner of Sam Nuyoma Drive and Tall Street, Windhoek**

Enquiries: Mrs lingwapha Tel: (061) 204 2215

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

**DEPARTMENT: TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY
DIRECTORATE: NATIONAL COMMISSION FOR UNESCO**

Post Designation	:	Science and Technology Officer Grade 5
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$432, 601–N\$517, 195
Salary Notch	:	N\$432, 601 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A Bachelor's Degree or equivalent qualification at NQF L8, with a major in one or more of the following fields: Physics, Chemistry, Biochemistry, Microbiology, Botany, Zoology, Biology, Food Technology, Marine Biology, Life Science, Mathematics, or related discipline.

Additional Requirements: A master's degree or equivalent qualification at NQF Level 9, with specialisation in Management, Project Management or Business Management. Experience working within the United Nations system, preferably with UNESCO, UNICEF, UNDP, or similar agencies, will be an added advantage.

***NB!** Women and persons with Disabilities who meet the appointment requirements are encouraged to apply.*

An applications form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).

Applications that do not meet the above criteria or requirements shall not be considered, and no application forms and attachments will be returned.

Address:

**Executive Director
Ministry of Education, Innovation, Youth, Sports, Arts and Culture
Private bag 13391
Windhoek**

Enquiries: Mr. Herbert J. J. Mouton, Tel: 061 – 4356025

**DEPARTMENT: FORMAL EDUCATION
DIRECTORATE: PROGRAMMES AND QUALITY ASSURANCE (PQA)
DIVISION: HIV/AIDS MANAGEMENT UNIT**

Post Designation	:	Chief: Education Officer Grade 4
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$ 517, 195 –N\$ 543, 728
Motor Vehicle Allowance	:	N\$ 11, 917 per annum
Housing Allowance	:	N\$ 121 560 per annum

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Minimum Requirements: An appropriate Degree (or equivalent) at NQF Level 7 or 8 plus 9 years appropriate experience.

Supplementary Selection Requirements:

- An appropriate Bachelor's degree NQF Level 7 or 8 in Health Sciences/Public Health Science/Social Sciences/Nursing (General Nursing and Midwifery, Nursing Education, Community Nursing, School Health Nursing, Nursing management), Public Health/School Health management/ Health programme management/Health Education plus 9 years appropriate experience in design and management of health and wellness programmes related to learner health will be an added advantage. This may include knowledge of Integrated Management of Childhood illness, pediatric HIV/AIDS, expanded programme on immunization, early identification of disability for education support, Integrated School Health programme is an advantage.
- Knowledge of policy drafting, strategic planning and operational planning is an advantage.
- Knowledge of school health policies, child and adolescent health issues, and community health strategies.
- Familiarity with monitoring and evaluation frameworks.
- Proficiency in report writing, data interpretation, and the use of digital tools (Microsoft Office, Data systems etc.), strong organizational and project management skills.
- Excellent communication and interpersonal abilities, especially with children, parents and educators.
- Ability to design health education materials and facilitate workshops or training sessions.
- Experience in providing strategic and operational leadership and supervision of other related professionals would be an added advantage.
- Computer literacy, data analysis and data management skills.
- Code B driver's license.
- A police clearance in line with the Child Care and Protection Act, 2025 (Act 3 of 2015).

Enquiries: Ms. Ayesha Wentworth Tel: (061 - 293311) or Cell: (081- 2390238)

DIVISION: DIAGNOSTIC, ADVISORY AND TRAINING SERVICES

Post Designation	:	Chief Speech Therapist/Audiologist Grade 5
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$ 432, 601– N\$ 517, 195
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: Registration as Speech Therapist.

Supplementary Selection Requirements:

PSM CIRCULAR NO.G OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

- A Degree at Level 7 or 8 in Speech Therapy and/ or Audiology or any other relevant qualification plus 5 years appropriate experience in the assessment and treatment of patients with speech, language and communication and / or hearing and /or balance difficulties with due consideration to the individual as whole. The planning and applying of treatment modalities aim to normalize physical, functional, psychological and educational functions and the improving and rectifying of speech, language and communication and / or hearing and / or balance abilities of learners to a psycho-socially acceptable level.
- Must be registered with the relevant Health Professions Board of Namibia as a Speech Therapist or Audiologist.
- Experience in supervision of other related professionals would be an added advantage.
- Computer literacy, data analysis and data management skills.
- Proficiency in report writing, data analysis, interpretation and management as organizational and project management skills.
- Excellent communication and interpersonal abilities, especially with children, parents and educators.
- The ability to speak a local language is an advantage.
- Code B driver's license.
- A police clearance in line with the Child Care and Protection Act, 2025 (Act 3 of 2015).

Enquiries: Ms. Ayesha Wentworth Tel: (061 - 293311) or Cell: (081- 2390238)

DIVISION: DIAGNOSTIC, ADVISORY AND TRAINING SERVICES

Post Designation	:	Chief Education Officer Grade 5
1x Post	:	Windhoek (Head Office)
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 Degree or equivalent qualification on NQF L7 or 8 plus 8 years appropriate experience.

Supplementary Selection Requirements:

- Be in possession of a Master's Degree (NQF L9) in Educational Psychology plus 5 years appropriate experience in the administration of psychometric assessment, guidance and counselling for the school-going population.
- Must be registered with the relevant Health Professions Board of Namibia.
- Experience in supervision of other related professionals would be an added advantage.
- Computer literacy, data analysis and data management skills.
- Proficiency in report writing, data analysis, interpretation and management as organizational and project management skills.
- Excellent communication and interpersonal abilities, especially with children, parents and educators.
- The ability to speak a local language is an advantage.
- Code B driver's license.

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

- A police clearance in line with the Child Care and Protection Act, 2025 (Act 3 of 2015).

Enquiries: Ms. Ayesha Wentworth Tel: (061 - 293311) or Cell: (081- 2390238)

DIVISION: NATIONAL ADVISORY SERVICE (NAS)
SUBSECTION: SECRETARIAL SERVICES

Post Designation	:	Administrative Officer Grade 12
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$ 107, 753 –N\$ 129, 240
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: A Grade 12 certificate or equivalent qualifications (NQF Level 3) with a minimum of 20 points over 5 subjects and an E symbol in English.

Supplementary Selection Requirements:

- Computer literacy.
- Proficiency in report writing, minute taking, event and logistical coordination as well as the use of digital tools (Microsoft Office, data systems, etc.) strong organizational skills is an advantage.
- The ability to speak a local language is an added advantage.
- Computer literacy, data analysis and data management skills.
- Code B driver's license.
- A police clearance in line with the Child Care and Protection Act, 2015 (Act 3 of 2015).

Enquiries: Ms. Ayesha Wentworth Tel: (061 - 293311) or Cell: (081- 2390238)

DEPARTMENT: FINANCE AND ADMINISTRATION
DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION AND SUPPORT SERVICES
SUB-DIVISION: PROCUREMENT, STOCK CONTROL AND SUPPORT SERVICES
SECTION: STOCK CONTROL

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience or a Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

Supplementary Selection Requirements:

PSM CIRCULAR NO.G OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

- Applicants with a C symbol in English.
- Diploma in Business Management and Administration, National Diploma in Stock Taking.
- 5 year's experience in the field of Asset Management (Stock Taking).
- Computer Literacy will serve as an advantage.
- Report writing and Minutes taking.
- Code B Driver's License (3 year old)

Enquiries: Ms. R.K Puteho Tel: (061 - 2933056) or Ms. P. Kandume Tel: (061- 2933041)

Note: All interested applicants should complete the necessary Application Forms 156043 and Health Questionnaire 156094 (obtainable at any government office), attach a detailed comprehensive Curriculum Vitae (CV), **original certified** copies of qualification (s) with **transcript of qualification (s)**, Identity Document, testimonials and confirmation of probation if applicable. All foreign qualification (s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). In terms of Affirmative Action Plan, suitably qualified racially disadvantaged persons, persons with disabilities and women are encouraged to apply.

Applications should be addressed to:

Ministry of Education, Innovation, Youth, Sports, Arts and Culture
Human Resource Office
Private Bag 13186
Windhoek

Or hand delivered to:

Ministry of Education, Innovation, Youth, Sports, Arts and Culture
Government Office Park, Luther Street
Human Resource Office, 2nd Floor,
East Wing, Room No. 275
