

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY
DIRECTORATE: IMMIGRATION AND BORDER CONTROL
DIVISION: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS

Post Designation	:	Senior Immigration Officer 9
3x Posts	:	Nkurenkuru Border Post
	:	Noordoewer Border Post
	:	Hosea Kutako International Airport
Salary Scale	:	N\$195,216 – N\$ 234,144
Salary Notch	:	N\$195,216
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	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) years approximate appropriate 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: Ms. N. Kakuritjire Tel: 0819510110

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

Post designation	:	Immigration Officer Grade 10
6x Posts	:	Katwitwi Border Post
	:	Ondangwa Aiport
	:	2x Ariamsvlei Border Post
	:	Oranjemund
	:	Sendlingsdrift Border Post
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 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: Ms. P Muhinda Tel: 0819510849

OFFICE OF THE EXECUTIVE DIRECTOR
DIVISION: LEGAL SUPPORT SERVICES

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek

Salary Scale	:	N\$354,883 – N\$ 424,119
Salary Notch	:	N\$354,883
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate B Degree or equivalent qualification in law plus Six (6) years approximate appropriate experience in legal fields.

Enquiries: Ms. M Shilongo Tel: 0819510116

**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES**

Post Designation	:	Senior Public Relations Officer Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$291,128 – N\$ 3471,926
Salary Notch	:	N\$291,128
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate B Degree or equivalent qualification in public relations/ communication or journalism on NQF 7 plus four (4) years approximate appropriate experience in public relations or related fields.

Enquiries: Ms. M Shilongo Tel: 0819510116

**DEPARTMENT: CIVIL REGISTRATION
DIRECTORATE: NATIONAL CIVIL REGISTRATION
REGIONAL DIVISIONS: NATIONAL CIVIL REGISTRATION
SUB-DIVISIONS: REGIONAL OFFICE**

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Omusati Regional Office
Salary Scale	:	N\$238,825 – N\$ 285,420
Salary Notch	:	N\$238,825
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Public Administration/ Business Management/ Local government or Statistic related fields plus four (4) years approximate appropriate experience in Civil Registration or related fields.

Enquiries: Ms. P. Muhinda, Tel: 0819510849.

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

PSM CIRCULAR NO.H OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 SEPTEMBER 2025, CLOSING DATE 17 OCTOBER 2025

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Engela Su-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 one (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: Ms. P Muhinda Tel: 0819510849

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
WINDHOEK**

Enquiries: Ms Letta N K Nkandi Tel. 0819510107 | E-mail Address: letta.shililifa@mha.gov.na

PSM CIRCULAR NO.H OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 SEPTEMBER 2025, CLOSING DATE 17 OCTOBER 2025