



REPUBLIC OF NAMIBIA
OFFICE OF THE PRIME MINISTER

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Ref.: **13/18/5**
Enquiries: Mr Petrus Iitembu
E-mail: Petrus.litembu@opm.gov.na

Department Public Service Management
BPI House, Independence Avenue
PO Box 1117
WINDHOEK

18 February 2026

**TO: SECRETARY TO THE CABINET
ALL EXECUTIVE DIRECTORS
DEPUTY AUDITOR GENERAL
DIRECTOR: NAMIBIA CENTRAL INTELLIGENCE SERVICES
CHIEF ELECTORAL AND REFERANDA OFFICER
SECRETARIES: NATIONAL ASSEMBLY/NATIONAL COUNCIL**

CC: PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. B OF 2026

VACANCIES IN THE PUBLIC SERVICE OF NAMIBIA

The vacancies contained in the annexure currently exist on the establishments of various Offices/Ministries/Agencies. You are herewith requested to timeously bring this circular to the attention of all staff members who may qualify within your Office/Ministry/Agency. Candidacy is not limited to Public Servants. Preference will be given to Namibian Nationals.

INSTRUCTIONS

1. All requests for internal advertisements are to be forwarded by e-mail to Mr Petrus Muhepa at Petrus.Muhepa@opm.gov.na, not later than the 10th of each month at 14H00. **The Offices/Ministries/Agencies are requested to ensure that only approved funded essential services posts are forwarded for advertising. Approval must be obtained from the Secretary to Cabinet and the posts must be budgeted for.**

2. Offices/Ministries/Agencies must take full responsibility to ensure that any e-mail sent to the Department is not virus infected because it will not be opened and processed. The consequences will be borne by the Office/Ministry/Agency whose e-mail contains viruses. In the event of any computer dysfunction at the above e-mail address, an alternative e-mail address will be provided.
3. Offices/Ministries/Agencies who have decentralized their human resources functions retain the responsibility of co-coordinating their recruitment and advertising efforts. This office will only deal with the headquarters.
4. All Offices/Ministries/Agencies are urged to make sure that the contents of the requests e-mailed for advertising are correct in all respects because this office will not edit nor take the responsibility for any wrongly placed advert.

(a) To Candidates

NB: Candidacy is not limited to Public Servants only. Preference will be given to Namibian Nationals.

- (i) **Applications (on form 156043) must be addressed to the Executive Director of the relevant Office/Ministry/Agency at the address indicated in the annexure and must be submitted via the Human Resource Office.**
- (ii) Applications must be accompanied by a **comprehensive curriculum vitae and certified copies of educational qualifications. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).**
- (iii) **All parts of the application form must be completed. Where the space in parts G and F of the application form are inadequate, it is acceptable for the candidate to refer to the CV for details.**
- (iv) A separate application must be submitted for each post applied for and the number of the circular as well as the post designation and relevant post number (where applicable) must be clearly indicated on each application form (form 156043).
- (v) The required appropriate experience referred to in the annexure includes all previous appropriate experience, irrespective of which rank or post it was acquired in, as well as appropriate experience gained whilst employed in the private sector (where applicable).
- (vi) Note must be taken that competition for vacancies have been limited.
Staff members must have completed their probation successfully and may only compete for vacancies, which are on the next higher

grade/post level (e.g. a Senior Administrative Officer Grade 10 whose probation is confirmed can apply for a vacancy of Chief Administrative Officer Grade 8).

(b) To Offices/Ministries/Agencies of Candidates

(i) Each application that is received by the Human Resource Office must be submitted to the relevant Office/Ministry/Agency at the address indicated in the annexure, under cover of the prescribed form ZO/352(1).

(ii) Representations for retention of services:

- The Public Service Commission considers the movement of staff members on promotion between Offices/Ministries and Agencies as a sound staff practice and it will consider applications for the retention of services only in exceptional circumstances.
- Representations in this connection must, at the time when the prescribed form ZO/352(1) is forwarded, be directed to the Commission. A remark to this effect in remark column is not permissible. The Commission will not receive representations received after it has already made a recommendation for filling of a post, which involved transfer between Offices/ Ministries/Agencies. Once approved the transferred staff member is in the employ of the new Office/Ministry/Agency.
- Any temporary arrangements between the affected two Executive Directors for the short-term retention of the staff member will be mutual agreement between those permanent secretaries. If necessary formal secondment can be resorted if the situation so dictates (*vide* PSSR BVII/IX on secondment)

(c) To the Offices/Ministries/Agencies whose vacancies are contained in the Annexure

(i) Applications which do not meet the requirements set out in paragraphs 4(a)(i), (ii) and (iii) as well as paragraph 4(b)(i) above, must be returned without further delay to the relevant Office/Ministry/Agency for rectification.

(ii) Applications are scheduled on form ZO/353(1) according to the prescriptions contained in PSSR B.II/II.

(iii) The schedule [form ZO/353(1)] as well as the application form and other relevant documents of all scheduled candidates must be submitted to this department together with the letter of nomination. Full motivation must be provided with regard to the candidates not nominated. The

last column on the right-hand side of the schedule [form ZO/353(1)] must be used for this purpose.

General

Candidates as well as Offices/Ministries/Agencies are advised to take cognizance of the provisions of PSSR B.II/II, especially paragraphs 2.6, 2.7 and 2.8 of the said chapter.

5. All staff members who were appointed/promoted/transferred to job designations or job categories with relaxation of the prescribed educational qualifications will no longer be allowed to advance further in the job categories for which relaxations were granted, unless they obtain the prescribed educational qualifications required for the job designations they are aspiring to.

6. CLOSING DATE: 18 MARCH 2026

Signed by Joyce W. Mukubi

JOYCE W. MUKUBI

DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

MINISTRY OF GENDER EQUALITY AND CHILD WELFARE DEPARTMENT: SOCIAL DEVELOPMENT DIRECTORATE: GENDER EQUALITY, CHILD CARE AND PROTECTION

Post Designation	:	Director Grade 3
1x Post	:	Windhoek
Salary Scale	:	N\$554,603 - N\$588,548
Salary Notch	:	N\$554,603 per annum
Housing Benefits	:	N\$131, 280 per annum
Motor Vehicle Allowance	:	
Capital Costs	:	N\$ 94, 178 per annum
Running Costs	:	N\$ 29, 455 per annum
Total Allowance	:	N\$123, 633 per annum

Minimum Requirement: A B-Degree in Social Sciences, Gender Studies, Organizational Development, Law related or equivalent qualification on NQF Level 7 PLUS 9 years proven experience in social work, gender related work, gender advocacy, women's empowerment, legal and human rights and community development.

Additional Requirements: Three (3) years should have been served at the level of Deputy Director Grade 4 public service.

NB! Racially disadvantaged persons, women and persons with disabilities who meet the advert requirements are encouraged to apply.

Purpose of the position:

This position is reporting to the Deputy Executive Director, in the Department Social Development, on management of the child care services, child care facilities and institutions, gender mainstreaming and family development and gender advocacy and legislation.

Key Responsibilities:

- Coordinates timely development of individual and directorate work plans in order to monitor and evaluate performance
- Organize, direct, coach and supervise the work of direct subordinates to ensure that the Directorate's objectives of the management plan and directorates targets of gender equality and child care services are attained in the most effective and efficient manner.
- Plan, manage and coordinate child welfare services and ensure the implementation of Child Care and Protection Act, 2015 (Act No. 3 of 2015);
- Coordinate and manage any studies, research, evaluations, or other documentations related to assessing outcome and standards of care for children;
- Ensure the coordination with stakeholders (police, healthcare providers, judiciary, shelters, ect) on Gender Based Violence (GBV), Trafficking in Person (TIP) and Violence against Children (VAC);
- Manage and supervise the shelters in the country;

- Implement and monitor the implementation of the National Gender Equality and Equity Policy Develop laws related to gender and child care protection services;
- Promote the implementation of national, regional and international legal instruments on gender related issues.
- Develop and disseminate guidelines and strategies for gender mainstreaming into policies and programmes.
- Ensure implementation of male engagement programmes in the fight against Gender Based Violence (GBV).
- Ensure the designing, review and implementation of policies on gender equality and women's empowerment activities in consultation with all stakeholders, private and public institutions, development partners, CSOs, FBOs, Academia, individuals and other institutions.
- Guide, coordinate, facilitate and monitor the interpretation and implementation of national, regional and international instruments (e.g. National Gender Policy, CEDAW, UNCRC, Beijing Platform for Action, SADC Declaration on Gender and Development, its Addendum on Prevention and Eradication of Violence Against Women and Children, Combating of Rape Act, 2008 (Act 8 of 2000). Married Persons Equality Act, 1996 (Act 1 of 1996), etc.
- Coordinate the development and publishing of statutory reports and provide quality assurance for country reports, papers and information, national, regional and international meetings.

Enquiries: Mr. Sacky Hidulika Sheehama at Tel: 061-283 3172 OR Mr. Nichlas Mbingeneeko at Tel: 061 – 283 3262

DIVISION: KHOMAS REGION (Delegated functions)

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek (Khomas)
Salary Scale	:	N\$517,195- N\$543,728
Salary Notch	:	N\$517,195 per annum
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,917 per annum

Minimum Requirement: A B-Degree or equivalent qualification on NQF Level 7 PLUS 9 years proven experience in Finance & Administration and Community Development Programs or Projects.

Additional Requirements: Five (5) years out of nine (9) years' experience should be served at Grade 6 or 5 (e. g Control Administrative Officer Grade 6, Chief Community Liaison Officer Grade 6, Control Social Worker Grade 5, Accountants Grade 6 and HR Practitioners Grade 6 etc.) as a head of the Subdivision.

The Key responsibilities:

- Representing the Ministry at regional level.
- Sensitize community members of region on mandate, activities and services offered by the Ministry;
- Advocate and disseminate information on policies and programs of the Ministry; Manage, safe keeping and proper utilization of the Ministerial movable and immovable properties.
- Compile Regional Ministerial budget in consultation with Head of Directorates.

- Compile Regional Ministerial monthly reports on administrative issues for submission to the Executive Director.
- Coordinate all Ministerial programs; monitor and evaluate progress.
- Ensure implementation of Performance Management system at regional level
- Represent the Ministry at Regional stakeholder's meetings and forum and serve as the Protocol Officer during National events.
- Supervision of Ministerial staff members in the Region;
- Approve Ministerial Vehicle trip authorities and transport planners as per Regional Council's Transport Policy/Guideline / standard procedures
- Recommend leave applications for staff members for approval
- Identify activities for Community Empowerment Centers (CEC's) in conjunction with community and Head Office through the Regional Council.
- Approve expenditures on maintenance of community empowerment center (CEC's)
- Serve as member of Regional Council Internal Procurement structure.

NB: Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by certified copies of qualifications, Transcript of Academic Record, ID document, driving license together with comprehensive Curriculum Vitae and copy of the confirmation of probation letter. Applicants from outside the Public Service should attach their Certificate of Service and or confirmation of employment. Candidates with foreign obtained qualification should have their qualifications evaluated by the Namibian Qualifications Authority; otherwise, their applications will be disqualified automatically.

NB! Previously disadvantaged and persons with Disabilities who meet the advert requirements are encouraged to apply.

Enquiries: Mr. Sacky Hidulika Sheehama at Tel: 061-283 3172 OR Mr. Nichlas Mbingeneeko at Tel: 061- 283 3262

Application forms should be hand-delivered or addressed to:

**The Executive Director
Ministry of Gender Equality and Child Welfare
Juvenis Building
Independence Avenue
Private Bag 13359
Windhoek**

MINISTRY OF INTERNATIONAL RELATIONS AND TRADE

DEPARTMENT: PROTOCOL AND CONSULAR AFFAIRS

Post Designation	:	Director Grade 3
1x post	:	Windhoek
Salary Scale	:	N\$ 554, 603 XP- 588, 548
Motor Vehicle Allowance	:	N\$ 123, 633 p.a
Housing allowance	:	N\$ 131, 280 p.a

Minimum Requirements: An appropriate B-Degree at NQF L7 (or equivalent qualification) plus nine (9) years appropriate experience. A Master-degree in Diplomatic Studies/Politics/International Relations /Laws/Economics will be an added advantage

Additional Requirement:

The post is subject to vetting.

Job Description

- Responsible for overseeing the administration of Privileges and Immunities for Diplomats, Staff of International Organizations, Consuls and Honorary Consuls and Personnel of Bilateral and Multilateral Aid Agencies.
- Responsible for overseeing the issuance of authority for exemption from customs, Excise and Import duties on plant and equipment and personal effects of Diplomatic Missions and their staff.
- Ensures matters concerning the physical protection of diplomats and diplomatic property: liaise with the local police and the national security service.
- Ensure coordination with the Department of Civil aviation for over-flying and landing rights for foreign VIP and Military Aircrafts.
- Ensure coordination with the Ministry of Finance regarding the refund of sales and other taxes to privileged persons
- Responsible for matters regarding the accreditation of diplomats to Namibia as well as Namibian Diplomats abroad, in particular request for agreement for heads of Mission, notifications for other staff and approvals for military attaches.
- Coordinate with other Departments on briefs for the President on occasion of the presentation of credentials or on receiving of foreign dignitaries.
- Responsible for the preparation (in consultation with State House) of the ceremony of Commissioning of Namibian Heads of Missions abroad by the President of the Republic of Namibia.
- Responsible for overseeing the preparation of Cabinet and other submissions, briefs and draft speeches on Protocol matters.
- Responsible for responding to and guide Regional, Municipal and Local Government on Protocol matters.
- Responsible for the submission of proposals for the review of National Order of Precedence.
- Responsible for the compilation of the diplomatic and non-diplomatic lists.

- Responsible for providing official Namibian facilities for International Conferences held in Namibia under the auspices of the Government i.e. conference rooms, press and secretarial facilities, interpretation and translation facilities and transport.
- Liaises with the Ministry of Environment, Forestry and Tourism and the Hotelier's Association about hotel facilities available for conferences, meetings, banquets, receptions and delegates' accommodation and compiles a list about the nature and suitability of such facilities.
- Responsible for the revision of the Master Guest list on a yearly basis.
- Receives and sees off Namibian VIP's, heads of Missions and Government guests entitled to use the VIP Lounge: and to assist such VIP's through customs and Immigration within the context of Namibian law.
- Responsible for the notification of other countries in which Namibian VIP's are transiting for purposes of extending the usual courtesies to them.
- Acts as Deputy Chief of Protocol, if designated to do so, in the absence of Chief of Protocol.
- Responsible for holding regular meetings with staff to review the Department's operational procedures.
- Closely supervises and directs the work of the officers in the Divisions: Functions and Ceremonies, Accreditation, Privileges and Immunities and Consular Affairs; and carry out other duties assigned by the Chief of Protocol.
- Responsible for the submission of Annual Reports on the activities of the Department.

Enquiries: Mr. Josef Gumbo Tel: 061-282 2432 / Ms. Alina Nakankeya Tel: 061-282 2069

DIRECTORATE: TREATIES AND AGREEMENTS

Post Designation	:	Director Grade 3
1x post	:	Windhoek
Salary Scale	:	N\$ 554, 603 XP- 588, 548
Motor Vehicle Allowance	:	N\$ 123, 633 p.a
Housing allowance	:	N\$ 131, 280 p.a

Minimum Requirements: A B-Juris / BA LLB at NQF Level 7 (or equivalent qualification) Plus nine (9) years appropriate experience, and candidate should be at the level or equivalent to that of Deputy Director Grade 4.

Supplementary Requirements: Qualifications / experience in international Law, Law of Treaties and Legal Drafting. An appropriate Master Degree on NQF Level 9 will be an added advantage.

Job description:

- Participates in the negotiation of Bilateral and Multilateral Agreements
- Coordinates negotiations with other line managers
- Advise the Ministry on legal matters arising out of the management of the Ministry or its conduct on Foreign Policy
- Advising on Diplomatic law and the status of Foreign Diplomats stationed in Namibia
- Representing the Department on Permanent Joint Commissions
- Compilation of the Namibian Bilateral and Multilateral Treaty Series

- Does the final preparation of all Bilateral Agreements to be signed
- The preparation and deposit of all instruments of ratification/acceptance /accession to Multilateral conventions
- Participate in the work of Internal legal and disarmament organizations, including and inter alia, the International Criminal Court, International Tribunal for the law of the sea, International Seabed Authority, UNGA Sixth Committee and as may be directed
- Receiving and processing request for legal assistance from other Countries, including extradition and the service of Foreign Court documents.

Enquiries: Mr. Josef GumboTel: 061-282 2432 / Ms. Alina Nakankeya Tel: 061-282 2069

DIRECTORATE: INFORMATION AND RESEARCH

Post Designation	:	Director Grade 3
1x post	:	Windhoek
Salary Scale	:	N\$ 554, 603 XP- 588, 548
Motor Vehicle Allowance	:	N\$ 123, 633 p.a
Housing allowance	:	N\$ 131, 280 p.a

Minimum requirements: A Bachelor of Art in Journalism / Media Studies /Public Relations, Nine years in a media organizations (E-diplomacy, understanding of broadcast & Print, layout and design, publishing, editing/subbing, writing).

Job Description

- To respond to enquiries from other offices, branches and Directorates
- Writing media statements and editing speeches and other presentations.
- Designing the Ministry of International Relations and Trade, Information campaigns based on identified targets audiences.
- To take part in the arrangements of the Ministry of International Relations and Trade, public events.
- To consult the office of the Executive Director and obtain his/her approval and clearance before giving information to the public.
- To distribute the Ministry of International Relations and Trade journal to units.
- Responsible for collecting the verifying information concerning the Ministry of International Relations and Trade e.g allegations as well as complements.
- To maintain good image of the Ministry of International Relations and Trade.
- To ensure that the Ministry of International Relations and Trade is an excellent tool in promoting the policy of national reconciliation.
- To ensure that the objectives of the Ministry of International Relations and Trade journal, which are to inform, entertain educate, motivate, stimulate and build spirit de Corp among members of the Ministry are achieved.

Enquiries: Mr. Josef GumboTel: 061-282 2432 / Ms. Alina Nakankeya Tel: 061-282 2069

DEPUTY DIRECTORATE: INFORMATION AND RESEARCH

Post Designation	:	Deputy Director Grade 4
1x post	:	Windhoek
Salary Scale	:	N\$ 517, 195 XP- 543, 728
Motor Vehicle Allowance	:	N\$ 110, 917 p.a
Housing allowance	:	N\$ 121, 560 p.a

Minimum requirements: A Bachelor of Art in Journalism / Media Studies / Public Relations, nine (9) years in media organisations (E-diplomacy, understanding of broadcasting and print, layout and design, publishing, editing / subbing, writing). Applicant must be at the level of a Chief FRO Grade 6.

Enquiries: Mr. Josef Gumbo Tel: 061-282 2432 / Ms. Alina Nakankeya

DIRECTORATE: ADMINISTRATION

DIVISION: HUMAN RESOURCE PLANNING AND DEVELOPMENT

Post Designation	:	Deputy Director Grade 4
1x post	:	Windhoek
Salary Scale	:	N\$ 517, 195 XP- 543, 728
Motor Vehicle Allowance	:	N\$ 110, 917 p.a
Housing allowance	:	N\$ 121, 560 p.a

Minimum Requirements: A B-degree on NQF Level 7 (or an equivalent qualification) in Human Resource field plus nine (9) years appropriate experience. **Applicant must be at a level of Chief Human Resource Practitioner Grade 6.**

This job category includes personnel involved at management level with the determination and execution of policy, organization, financing, personnel provisioning and utilization, the determination of procedures and control, the making of decisions and liaison in respect of certain functional activities.

- Ensure adherence, compliance and interpretation of the Public Service Act, Foreign Service Rules, Public Service Staff Rules, Regulations and other relevant Acts.
- Facilitate the recruitment process of the Ministry.
- Ensure uniformity, efficiency and effectiveness in Human Resources Planning and Development in the Ministry.
- Ensure uniformity in operation between Headquarters and Missions abroad
- Ensure that management check and payroll verification are carried out at all of missions abroad
- Facilitate the implementation of the Performance Management System (signing of performance agreements and quarterly reviews).
- Coordinate the training and development of human resources.
- Responsible for the compilation of the human resource budget.
- Develop and compile the Affirmative Action Plans and Reports for the Ministry.
- Ensure the implementation and review of Divisional Annual Plan.
- Participate in collective bargaining and negotiations with Trade Unions.

- Facilitate proposals for the abolition and creation of posts on the structure of the.
- Ensure the establishment and implementation of HIV/AIDS workplace program in the ministry.
- Compile monthly, quarterly and annual reports.
- Participate in the formulation, implementation, monitoring & evaluation of the Strategic Plans.
- Submit HR policy proposals to the Office of the Prime Minister for consideration and recommendation.
- Coordinate the assessment of staffing needs of the Ministry.
- Ensure that all staff movements (appointments, transfers, promotions, demotions, discharges, etc) are processed timeously.
- Attend to human resource-related audit queries.
- Carry out any other official duties assigned by the supervisor

Enquiries: Ms. Alina Nakankeya Tel: 061-282 2069/ Mr. Ueituravi Heuva Tel: 061-282 2179

NB: Applications (on form 156043), obtainable at all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Identity document(s), **not older than six months.**

Staff members in the Public Service must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level.

All Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation must be attached. The confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant.

Only shortlisted candidate will be contacted and No application form and document will be returned.

Please Note: Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply.

Application forms should be hand-delivered or addressed to:

**Executive Director
MIRT
Private Bag 13347
Windhoek**

OR

**Hand delivered to the reception
MIRT
Ground floor
Theo Ben Gurirab Building,**

KAVANGO WEST REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION

DIVISION: ADMINISTRATION

Post Designation	:	Deputy Director Grade 4
1x post	:	Nkurenkuru
Salary Scale	:	N\$ 517, 195 – N\$ 543, 728
Housing Allowance	:	N\$ 121, 560 per annum
Motor Vehicle Allowance		
Capital Cost	:	N\$ 83, 106 per annum
Running Cost	:	N\$ 27, 811 per annum
Total Allowance	:	N\$ 110, 917 per annum

Minimum Requirement: An appropriate B. degree at NQF L7, plus 9 years appropriate experience.

Supplementary Requirements: Preference will be given to candidates at the level of Control Administrative Officer Grade 6 or equivalent and with qualifications in the following fields: Public Management/Administration/Business Administration/Supply Chain Management/Public Sector Procurement Management or related fields. Candidate must have a valid Driver's License.

Key performance areas: As per the Post Profile of Deputy Director Administration Grade 4 in Regional Councils.

DIVISION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Deputy Director Grade 4
1x Post	:	Nkurenkuru
Salary Scale	:	N\$ 517, 195 – N\$ 543, 728
Housing Allowance	:	N\$ 121 560 per annum
Motor Vehicle Allowance		
Capital Cost	:	N\$ 83, 106 per annum
Running Cost	:	N\$ 27, 811 per annum
Total Allowance	:	N\$ 110, 917 per annum

Minimum Requirements: An appropriate B-Degree at NQF level 7 or equivalent plus nine (9) years appropriate experience.

Supplementary Requirements: Preference will be given to candidates at the level of Chief Human Resource Practitioner Grade 6 or Human Resource Policy Analyst Grade 5 or Labour Inspector Grade 6 or equivalent. Candidate must have extensive knowledge of Sage VIP Payroll and a valid Driver's License (Proof must be attached thereof).

Key performance areas: As per the Post Profile of Deputy Director Human Resources Management Grade 4 in Regional Councils.

NOTES TO CANDIDATES:

Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).

Applicants are reminded to attach curriculum vitae and certified copies of Identity documents and educational qualifications.

Confirmation letter must be attached in current post.

All foreign qualifications must be evaluated (attach NQA evaluation report).

People from designated groups and with disabilities are encouraged to apply.

NB Complete prescribed application forms in full "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application". The possibility is not excluded that errors might have been made in compilation of this request for advertising of these vacancies, or that posts has been advertised, which should not have been so advertised. If such errors occurred and later discovered the Council reserves the right not to fill such post.

PLEASE SEND APPLICATION ON PRESCRIBED FORMS TO:

**THE CHIEF REGIONAL OFFICER
Kavango West Regional Council
Private Bag 6294
Nkurenkuru**

OR

**HAND DELIVER AT: Kavango West Regional Council
HR Division Office No. 6
Nkurenkuru Plaza
Nkurenkuru**

**Enquiries: Mrs. Eveline Nambahu
Mr. Elias T. Petrus
Tel: 066-264875/6**

KUNENE REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: LIFE LONG LEARNING, ARTS & CULTURE

Post Designation	:	Deputy Director Grade 4
1x Post	:	Khorixas (Regional office)
Salary scale	:	N\$ 517, 195 – 543, 728
Housing Benefit	:	N\$ 121, 560 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$ 83, 106 per annum
Running Cost	:	N\$ 27, 811 per annum

Appointment requirements: An appropriate Degree or equivalent on NQF Level 7 or 8 plus 9 years appropriate experience.

Supplementary Selection Requirements:

- Candidate must have four (4) years appropriate experience at functional level Grade 5 or Grade 6 for job categories without Grade 5. Must have a tertiary qualification in the field of Adult Education, Library & Information Studies, Archives and Records Management, Arts/Creative Industry, Culture and Heritage Management, and experience in the field of Lifelong Learning would serve as an advantage.
- Sound knowledge of strategic planning, Human Resource Management (supervision), Monitoring and Evaluation of Libraries & Information Centres, Adult Education, Open and Distance Learning, Creative/Creative Industry, Culture and Heritage Projects Planning and management, Advanced ICT skills, excellent verbal and written communication skills are desirable for this position.
- A driver's License.

NOTE: All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable from any Government Offices.

Failure to complete **all items** on the application form for employment (**indicate not applicable where appropriate**).

Originally certified copies of Qualifications, Identity Document (ID), Curriculum Vitae (CV), service certificate/ two testimonials (not older than 2 years) must be attached to the applications. **All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA)**. In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted. No documents will be returned.

Applications must be sent to:

Human Resource Office
Kunene Regional Council
DoEIYSAC
Private Bag 2007
Khorixas
Enquiries

or

Hand Delivered at
DoEIYSAC
Human Resource Office
Khorixas

: Mr. Moses N. Hendrik /Ms. Jennifer Goses. Tel: 067-335000

OFFICE OF THE PRESIDENT

DEPARTMENT: GOVERNMENT AIR TRANSPORT SERVICES DIRECTORATE: TRAINING

Post designation	:	Private Secretary Grade 9
1 x post	:	Windhoek
Salary Scale	:	N\$195, 216-234, 144
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 13, 944 per annum

Minimum requirements: National Diploma in Office Administration, Business Administration or equivalent qualification on (NQF Level 6) plus three (3) years proven experience in administrative secretarial roles.

Enquiries: Ms. Bertha Tjiundje Tel 061- 379800 **OR** Wilhelmine Korad Tel 061- 2707111

DEPARTMENT STATE HOUSE AND ADMINISTRATION DIRECTORATE: STATE HOUSE & GENERAL SERVICES

Post designation	:	Chief Human Resources Practitioner Grade 6
1 x post	:	Windhoek
Salary Scale	:	N\$ 354, 883 – 416, 119
Transport Allowance	:	N\$ 10, 512 p. a.
Housing Allowance	:	N\$ 17, 424 p. a

Minimum requirements: An appropriate National Diploma (NQF Level 6) or equivalent qualification majoring in Human Resources plus appropriate experience of which six (6) years should be at a Senior Human Resources Practitioner level.

Key responsibilities

- To ensure compliance with the current regulations, accepted professional standards, policies and procedures and legislation
- Advise and strategize on the development of effective policies and ensuring proper application thereof.
- Manage the execution of HR strategy and core areas of the HR office including recruitment, employees relations, workforce administration, employee engagement, relocation as well as maintaining and improving HR budget,
- Provide reports on all areas of HR and learning and development for best practice and workforce development
- Take a lead role in the Performance Management System and be conversant in the compilation of AA report.
- Perform Supervisory duties with in the subdivision

Enquiries: Ms. Martha Kabozu **OR** Ms. Kaino Shimakeleni Tel 061- 2707111

NB: APPLICANTS FROM INSIDE-AND OUTSIDE THE PUBLIC SERVICE:

PSM CIRCULAR NO. B OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 FEBRUARY 2026, CLOSING DATE 18 MARCH 2026

- The “Application for employment” form as well as “Health Questionnaire” can be obtained from all Offices/Ministries/Agencies and should be fully completed and signed. No fax and email applications will be considered.
- The “Application for employment” forms should be accompanied by certified copies of the applicant's qualifications together with the academic transcript in respect of those qualifications. No certified copied older than three (3) months will be accepted.
- Certified copies of evaluation certificates in respect of foreign qualifications obtainable from the Namibia Qualifications Authority should be attached. The mentioned certified copy of the evaluation certificate from Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PON, and IUM are excluded from this requirement)
- Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants
- Applications received after the closing date will not be accepted.
- Successful Candidates will be subjected to vetting.
- Applicants in designated groups especially women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply.

A completed application form (form 156043 obtainable at all Government Offices) with **confirmation letter of probation in the current position, a comprehensive curriculum vitae, original certified copies of educational qualifications and proof of citizenship must be addressed to:**

ADDRESS: The Executive Director
Office of the President
Private Bag 13339
WINDHOEK

For attention: Human Resources Office

MINISTRY OF GENDER EQUALITY AND CHILD WELFARE

DIRECTORATE GENDER EQUALITY, CHILD CARE AND PROTECTION

DIVISION: CHILD CARE SERVICES

SUBDIVISION: PROTECTION AND SHELTERS

Post Designation	:	Control Social Worker Grade 5
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$432, 601 – 517, 195
Salary Notch	:	N\$432, 601
Transport allowance	:	N\$10,512 per annum
Housing benefit	:	N\$17,424 per annum

Minimum requirement: Registration with the Social Work and Psychology Council of Namibia PLUS eight (8) years of appropriate experience.

Key responsibilities:

- Interpret national policies and convert it into service delivery plan;
 - Contribute to the development of the Directorate work plans and operational plans for regions responsible for;
 - Allocate work and monitor progress of implementation;
 - Facilitate the development and monitor implementation of the M&E plan for the Child Care and Protection Directorate;
 - Support and contribute to the development of the M&E Plan for the National Agenda for Children;
 - Implement policies and regulations in the best interest of the children by leading programs for gender-based violence response, combating of trafficking in person response and management and operation of shelter services;
 - Supervise the ministerial shelters in the country;
 - Identify training needs of social workers and develop a training plan;
 - Provide on-the-job training for regional staff in accordance with needs identified;
 - Provide supportive supervision & technical support on all child care services to social workers in Omaheke, Erongo and Zambezi regions;
- **Enquiries:** Ms Rahimisa Kamuingona 061-283 3111 OR Ms Ester Shindinge at 061-283 3170

DIRECTORATE GENDER EQUALITY, CHILD CARE AND PROTECTION

DIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS

SUBDIVISION: FARM KAUKURUS

Post Designation	:	Senior Social Worker Grade 7
1x Post	:	Farm Kaukurus (The staff member will be temporarily stationed at Windhoek until Farm Kaukurus start with its operation)
Salary Scale	:	N\$ 354, 883 – 424, 119
Salary Notch	:	N\$ 354, 883
Transport allowance	:	N\$10,512 per annum

Housing benefit : N\$14,520 per annum

Minimum requirement: Registration with the Social Work and Psychology Council of Namibia PLUS 4 years appropriate experience.

Key responsibilities:

- The incumbent is involved at operational level with implementing the child care and protection functions at Farm Kaukurus.
- Organize and run community meetings on issues affecting children living and working on the streets, children with substance abuse and those in conflict with the law.
- Organize national and regional days on the rights of children in collaboration with the Chief Social Worker.
- Identify training needs of Child Care Officers and all other staff members at Farm Kaukurus and recommend, plan and budget for trainings.
- Supervise recreational activities and evaluate the responses of children in the group situation.
- Conduct group therapy through group work.
- Coordinate and integrate rehabilitative programs and professional resources.
- Consult on a regular basis with placement Social workers rendering reconstruction services.
- Assess prospective holiday parents and if found suitable follow the prescribed procedures to register them on the Register for Adoptable Children and Prospective Adoptive Parents (RACAP).
- Meet with parents, family and establish a good working relationship to enable parents to get involved in their children's lives.

Enquiries: Ms Rosida Pelema 061-283 3181 OR Ms. Ester Shindinge, 061-283 3170

**DIRECTORATE GENDER EQUALITY, CHILD CARE AND PROTECTION
DIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS
SUBDIVISION: FARM KAUKURUS**

Post Designation : Social Worker Grade 8
2x Posts : Farm Kaukurus ((The staff member will be temporarily stationed at Windhoek until Farm Kaukurus start with its operation)
Scale of salary : N\$238, 825 – 285, 420
Salary Notch : N\$238, 825
Housing Allowance : N\$ 14, 520.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Minimum requirement: Registration with the Social Work and Psychology Council of Namibia PLUS 4 years appropriate experience.

Key responsibilities:

- Provide relevant information to the Child Care Officer with regard to newly admitted children.

- Receive newly admitted child and orientate him/her with regard to the new surroundings and environment.
- Work closely with Child Care Officers and update care plans of children bi-annually.
- Undertake case work (Case Management System) and compile reports on children.
- Select groups and undertake group work.
- Coordinate and integrate treatment programs and professional resources.
- Consult on a regular basis with placement Social workers rendering reconstruction services.
- Assess prospective holiday parents and if found suitable follow the prescribed procedures to register them on the National Family Register.
- Meet with parents, family and establish a good working relationship to enable parents to get involved in their children's lives.
- Convene case conferencing with key service providers.
- Coordinating discharge and after care services
- Conduct group therapy
- Conduct life skills programmes
- Provide assessment for appropriate programs for rehabilitation
- Identify training needs of Child Care Officers at Farm Kaukurus and recommend, plan and budget for trainings.
- Provide in-services training in accordance with the needs identified.
- Supervise recreational activities and evaluate the responses of children in the group situation.

Enquiries: Ms Rosida Pelema 061-283 3181 OR Ms. Ester Shindinge, 061-283 3170

Please Note: Previously Racially disadvantaged persons, women and people with disabilities **who meet the above requirements** are strongly encouraged to apply. Applicants must be Namibian Citizens (proof of citizenship must be attached).

Application forms, Form **156043** obtainable from all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Id. Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation and confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application. No application forms and documents will be returned.

Please Note: Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities *who meet the above requirements* are strongly encouraged to apply.

Application forms should be hand-delivered or addressed to:

**The Executive Director
Ministry of Gender Equality and Child Welfare
Juvenis Building
Independence Avenue
Private Bag 13359
Windhoek**

IKKHARAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: LIFELONG LEARNING, ARTS AND CULTURE SECTION: CULTURE

Post designation	:	Senior Culture Officer Grade 8
1x Post	:	Keetmanshoop Regional Office
Scale of Salary	:	N\$ 238, 825 x P – 285, 420
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An appropriate Degree on NQF Level 7 or equivalent qualification plus three (3) years' experience OR appropriate Diploma on NQF Level 6 or equivalent qualification plus five (5) years' experience majoring in: Culture studies/Heritage studies/ History/Sociology/Anthropology/Tourism and Ethnology.

Supplementary Requirements:

- A 3 or 4 year qualification majoring in the above fields as indicated in the minimum requirements.
- Excellent communication and interpersonal skills to promote Culture and Heritage.
- Valid driver's license.
- Computer literacy in Microsoft Word, Excel and Power Point.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

DIVISION: LIFELONG LEARNING, ARTS AND CULTURE SECTION: ARCHIVES AND REGIONAL RECORD CENTRE

Post designation	:	Senior Archivist Grade 7
1x Post	:	Keetmanshoop Regional Office
Scale of Salary	:	N\$ 291, 128 x P – 347, 926
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An appropriate B. Degree on NQF L7 or equivalent qualification.

Supplementary Requirements:

- Candidate must possess at least 3 years appropriate experience at the level of an Archivist Grade 9 (Proof must be attached)
- Candidate in possession of an appropriate B.Degree on NQF L7 (or higher) majoring in Archives/Records Management/ Cataloguing (or equivalent qualification) will have an added advantage.
- Competition is limited. Staff members must have completed their probation successfully as an Archivist Grade 9 and may only compete for a vacancy, which is on the next higher grade.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

Application forms should be addressed to:

**The Regional Director
Directorate of Education, Innovation, Youth, Sports, Arts and Culture
| | Kharas Regional Council
Private Bag 2160
Keetmanshoop**

OR

**Hand deliver at the Directorate of Education, Innovation, Youth, Sports, Arts and Culture
Wheeler Street, Keetmanshoop: | | Kharas Region.**

ERONGO REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: LIFELONG LEARNING SUBDIVISION: ADULT AND CONTINUING EDUCATION

Post Designation	:	Chief Education Officer Grade 5
1x Post	:	Swakopmund Regional Office
Salary Scale	:	N\$432, 601 – N\$517, 195
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience, **OR** an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary Requirements:

- Preference will be given to applicants with experience in Adult Education,
 - Must be in possession of a valid driver license.
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SCHOOL MANAGEMENT POSTS

HEAD OF DEPARTMENTS

Post Designation	:	Head of Department Grade 6 Social Sciences: (Social Studies) Grade 4-7
1x Post	:	Tamariskia Primary School
Salary Scale	:	N\$354, 883 – N\$424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6 (Re-Advert)
Area of specialization	:	Social Sciences: Geography and History Grade 8-11
1x Post	:	Swakopmund Secondary School
Salary Scale	:	N\$354, 883 – N\$424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6 (Re-Advert)
Area of specialization	:	Languages: English and Afrikaans/Khoekhoegowab, Grade 8-11
1x Post	:	Kamwandi Secondary School
Salary Scale	:	N\$354, 883 – N\$424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation : Head of Department Grade 6 (Re-Advert)
Area of specialization : Languages: English and Afrikaans/
 Khoekhoegowab / Oshikwanyama/Otjiherero
 Grade 4-7
1x Post : Matutura Primary School
Salary Scale : N\$354, 883 – N\$424, 119
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Post Designation : Head of Department Grade 6 (Re-Advert)
Area of specialization : Languages: English and Afrikaans, Grade 8-11
Duty Station : Atlantic Combined School
Salary Scale : N\$354, 883 – N\$424, 119
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Post Designation : Head of Department Grade 6 (Re-Advert)
Area of specialization : Commerce: Economics and Accounting, Grade 8-11
1x Post : De Duine Secondary School
Salary Scale : N\$354, 883 – N\$424, 119
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Requirements:

- The shortlisting of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
 - Preference will be given to candidates who have proven teaching experience at the appropriate phases.
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SUBDIVISION: HUMAN RESOURCES

Post Designation : Human Resource Practitioner Grade 8
1x Post : Swakopmund Regional Office
Salary Scale : N\$ 238, 825 – N\$285, 420
Housing Allowance : N\$17, 424 per annum

Transport Allowance : N\$10, 512 per annum

Appointment requirements: An appropriate Diploma on NQF Level 6 majoring in Human Resources Management.

Supplementary Requirements: Preference will be given to candidates with a Bachelor of Human Resources Management on NQF L7 (or equivalent).

Post Designation : Human Resource Administrator Grade 11
1x Post : Swakopmund Regional Office
Salary Scale : N\$ 132, 987 – N\$159, 505
Housing Allowance : N\$13, 944 per annum
Transport Allowance : N\$10, 512 per annum

Appointment requirements: A Grade 12 Certificate on NQF L3 or equivalent qualification.

Supplementary Requirements: An appropriate Diploma on NQF Level 6 majoring in Human Resources Management.

SUBDIVISION: FINANCIAL MANAGEMENT

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

Appointment requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting.

Supplementary Requirements: Preference will be given to candidates with a Bachelor of Accounting on NQF L7 (or equivalent)

Post Designation : Accounts Assistant Grade 11
2x Posts : Swakopmund Regional Office
Salary Scale : N\$ N\$ 132, 987 – N\$159, 505
Housing Allowance : N\$13, 944 per annum
Transport Allowance : N\$10, 512 per annum

Appointment requirements: A Grade 12 Certificate on NQF L3 or equivalent qualification.

Supplementary Requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting.

APPLICANTS SHOULD NOTE THE FOLLOWING:

- All foreign qualifications must be accompanied by an evaluation report from the Namibia Qualifications Authority (NQA).
- Failure to complete **all items** on the application form for employment (**indicate not applicable where appropriate**) and not attaching the necessary/required documents will **disqualify** the application.
- **Please note that only documents certified by the Namibian Police will be accepted.**

Please note that only shortlisted candidates will be contacted and no application forms for employment, CVs and other supporting documents shall be returned to the applicants.

Application for employment form 156043 and Health Questionnaire 156094 with **original certified** copies of qualification (s) and **academic records/transcript of qualification(s)**, Identity Document, testimonials (*promotional posts*), confirmation of probation and CV should be addressed to:

Or hand delivery at:

**The Director
DEIYSAC
Human Resources Administration
Private Bag 5024
Swakopmund**

**Vacancy Box available at
the entrance of the building.
Regional Office, Swakopmund**

Enquiries: Ms Elizabeth Shikongo/ Mr Rehabeam Halwoodi, Tel: 064 4105149/064 4105148

NO FAXED OR EMAILED DOCUMENTS WILL BE ACCEPTED:

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

RUNDU CIRCUIT

Post Designation	:	Principal Grade 5
1x Post	:	Ndama East Secondary School
Salary Scale	:	N\$ 432, 601 - N\$ 517, 195
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Supplementary requirements: Only candidates trained and qualified to teach one of the subject offered at the school at **Senior Secondary Phase** will be considered.

MUKWE CIRCUIT

Post Designation	:	Principal Grade 5 (English and Thimbukushu, Pre-Primary to Grade 3)
1x Post	:	Mutjiku Junior Primary School
Salary Scale	:	N\$ 432, 601 - N\$ 517, 195
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
RHA	:	N\$ 21, 000.00 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Post Designation	:	Principal Grade 5 (English and Thimbukushu, Pre-Primary to Grade 3)
1x Post	:	Thipanana Junior Primary School
Salary Scale	:	N\$ 432, 601 - N\$ 517, 195
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
RHA	:	N\$ 21, 000.00 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

KANGONGO CIRCUIT

Post Designation	:	Principal Grade 5
1x Post	:	Mayara Combined School
Salary Scale	:	N\$ 432, 601 - N\$ 517, 195
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
RHA	:	N\$ 13, 800.00 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience
OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Supplementary requirements: Only candidates trained and qualified to teach one of the subject offered at the school at **Junior Secondary Phase** will be considered.

SHINYUNGWE CIRCUIT

Post Designation	:	Head of Department Grade 6
Subjects	:	Languages (English and Rumanyo, Pre-Primary to Grade 3)
1x Post	:	Cocoma Primary School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$ 10,512.00 per annum
RHA	:	N\$ 21, 000.00 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience
OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

SHAMBYU CIRCUIT

Post Designation	:	Head of Department Grade 6
Subjects:	:	Science (Mathematics, and Integrated Natural Science/ Health Education Grade 4-7)
1x Post	:	Faustinus Haididira Combined School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

RHA	:	N\$ 13, 800.00 per annum
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Post Designation	:	Head of Department Grade 6
Subjects	:	Science (Mathematics and Physical Science Grade 8-9)
1x Post	:	Mashare Combined School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
RHA	:	N\$ 13, 800.00 per annum
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Post Designation	:	Head of Department Grade 6
Subjects	:	Social Science (History and Geography Grade 8-12)
1x Post	:	Matumbo Angelina Ribebe Secondary School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512 per annum
RHA	:	N\$ 2,1 000.00 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

MUKWE CIRCUIT

Post Designation	:	Head of Department Grade 6
Subjects	:	Social Science (History and Geography Grade 10-11)
1x Post	:	Divundu Combined School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
RHA	:	N\$ 13, 800.00 per annum
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Post Designation	:	Head of Department Grade 6
Subjects	:	Social Science (History and Geography Grade 10-11)
1x Post	:	Diyana Secondary School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
RHA	:	N\$ 13, 800.00 per annum
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Post Designation	:	Head of Department Grade 6
Subjects	:	Languages (English and Thimbukushu Grade 4-7)
1x Post	:	Dr. Joseph Diescho Primary School

Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum
RHA : N\$ 13, 800.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Social Science (History and Geography Grade 10-11)
1x Post : Martin Ndumba Secondary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum
RHA : N\$ 13, 800.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Thimbukushu Grade 4-7)
1x Post : Maputa Primary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum
RHA : N\$ 21, 000.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Thimbukushu Grade 4-7)
1x Post : Shadipwera Primary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum
RHA : N\$ 13, 800.00 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

NDIYONA CIRCUIT

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Rumanyo, Pre-Primary to Grade 3)
1x Post : Shikoro Senior Primary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum
RHA : N\$ 13, 800.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Rumanyo Grade 4-7)

1x Post : Mukuni Senior Primary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum
RHA : N\$ 13, 800.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Commerce (Accounting and Business Studies **or** Entrepreneurship **or** Economics Grade 8-11)
1x Post : Augustinus Mashika Secondary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum
RHA : N\$ 13, 800.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Rumanyo Grade 8-9)
1x Post : Mupapama Combined School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum
RHA : N\$13, 800.00 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

RUNDU CIRCUIT

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Rukwangali, Pre-Primary to Grade 3)
1x Post : Hompa Sophia Mundjembwe Junior Primary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Thimbukushu Grade 4-7)
1X Post : Jafet Haiyambo Primary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Social Studies Grade 4-7
1x Post : Joy Mungungu Primary School

Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Social Studies Grade 4-7
1X Post : Mbambi Central Primary School
Salary Scale : N\$ 354, 88 3 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Mathematics and Integrated Natural Science/
Health Education Grade 4-7
1x Post : Ndama East Primary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Rukwangali, Pre-Primary to
Grade 3)
1x Post : Ndama South Primary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Rukwangali, Pre-Primary to
Grade 3)
1x Post : Rebecca Kambundu Primary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Rumanyo, Pre-Primary to
Grade 3)
1x Post : Rudolf Ngondo Primary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Rukwangali, Pre-Primary
to Grade 3)
1x Post : Sarusungu Junior Primary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Rukwangali, Pre-Primary to Grade 3)
1x Post : Satotwa Primary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Commerce (Entrepreneurship and Business Studies **or** Economics **or** Accounting Grade 8-11)
1x Post : Dr. Herbert Ndango Diaz Secondary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Rukwangali Grade 4-7)
1x Post : Ndama Combined School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Rukwangali Grade 8-11)
1x Post : Noordgrens Secondary School
Salary Scale : N\$ 354, 883 - N\$ 424 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Science (Mathematics and Physical Science Grade 8-11)
1x Post : Satotwa Secondary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Rukwangali, Pre-Primary to Grade 3)
1x Post : Noordgrens Secondary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Commerce (Business Studies and Economics **or** Entrepreneurship **or** Accounting Grade 8-12)

1x Post : Tuhingireni Secondary Project School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Post Designation : Head of Department Grade 6
Subjects : Languages (English and Rukwangali Grade 8-9)
1x Post : Romanus Kamunoko Secondary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Please address / send your applications to:

The Regional Director
Directorate of Education, Innovation, Youth, Sports, Arts & Culture
Kavango East Regional Council
Private Bag 2134
Rundu

Or **Hand Delivery @ Kavango East Regional Office, DoEIYSAC - Rundu**

Enquiries: Mr. E K. Kandingo / Mr. G. Kudumo / Ms. Z.S. Mbambo / Ms. S.M. Nangolo
Tel: 066-2589009

KAVANGO WEST REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION

DIVISION: FINANCE

Post Designation	:	Chief Accountant Grade 6
1x Post	:	Nkurenkuru
Salary Scale	:	N\$ 354 883 – N\$ 424 119
Housing Allowance	:	N\$ 17 424 per annum
Transport Allowance	:	N\$ 10 512 per annum

Minimum Requirements: An appropriate Diploma at NQF level 6 or equivalent qualification majoring in Accounting plus six 6 years appropriate experience.

Supplementary Requirement: Preference will be given to candidates at the level of Senior Accountant Grade 7 or equivalent with experience in Pastel and Sage VIP Payroll (Proof must be attached).

Candidate should be familiar with the following: Financial legislations, State Finance Act, Treasury Instruction, VAT Act, Public Procurement Act, Sound Knowledge and Usage of Pastel Evolution & VIP or Integrated Financial Management System, Pension Funds Act, Public Service Act, (Public Service Staff Rules and Training Policies) and should be a self-driven person who pays attention to details.

Enquiries: Mrs. Eveline Nambahu/Mr. Elias T. PetrusTel: 066-264875/6

DIVISION: ADMINISTRATION

SUBDIVISION: CONSTITUENCY SUPPORT

Post designation	:	Control Administrative Officer Grade 6
1x Post	:	Tondoro constituency
Salary Scale	:	N\$ 354 883 –424 119
Housing Allowance	:	N\$ 17 424.00 p.a
Transport Allowance	:	N\$ 10 512.00 p.a
Remoteness Allowance	:	N\$ 13 800.00 p.a

Minimum Requirements: An appropriate National Diploma or equivalent qualification on (NQF Level 6) plus six (6) years appropriate experience.

Additional requirements: Candidates must be computer literate with a valid driver's license.

NOTES TO CANDIDATES:

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applicants are reminded to attach curriculum vitae and **certified copies** of Identity documents and educational qualifications.

- Confirmation letter **must be** attached in current post.
- All foreign qualifications must be evaluated (attach NQA evaluation report).

NB Complete prescribed application forms in full "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application". The possibility is not excluded that errors might have been made in compilation of this request for advertising of these vacancies, or that posts has been advertised, which should not have been so advertised. If such errors occurred and later discovered the Council reserves the right not to fill such post.

PLEASE SEND APPLICATION ON PRESCRIBED FORMS TO:

**THE CHIEF REGIONAL OFFICER
Kavango West Regional Council
Private Bag 6294, Nkurenkuru**

OR

**HAND DELIVER AT: Kavango West Regional Council
HR Division Office No. 6
Nkurenkuru Plaza
Nkurenkuru**

**Enquiries: Mrs. Phescar K Muinelo
Mr. Hugoberth M Hamanyami
Tel: 066-264875/6**

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE
DIVISION: PROGRAMMES AND QUALITY ASSURANCE**

SECTION: SCHOOLS

Post Designation : Principal Grade 5
3 x Posts 1. Erastus Haikera Senior Primary School
2. Tondoro Combined School
3. Nzinze Combined School

Salary Scale : N\$ 432, 601 xp- 517, 195
Transport allowance : N\$ 10, 512.00 per annum
Housing allowance : N\$ 17, 424.00 per annum

Minimum Requirement: A recognized three (3) year tertiary teaching qualification on NQF Level 6 plus seven (7) years teaching experience Or An appropriate recognized 3-year non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a one (1)- year teaching qualification plus seven (7) years teaching experience.

Post Designation : Principal Grade 5
4 x Posts 1. Magdalena N. Muyendera Junior Primary School

2. Maporeza Junior Primary School
3. Alfeus Mpasi Senior Primary School
4. Mangetti Combined School

Salary Scale	:	N\$ 432, 601 XP- 517, 195
Transport allowance	:	N\$ 10, 512.00 per annum
Housing allowance	:	N\$ 17, 424.00 per annum

Minimum Requirement: A recognized three (3) year tertiary teaching qualification on NQF Level 6 plus seven (7) years teaching experience **Or** An appropriate recognized 3-year non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a one (1)- year teaching qualification plus seven (7) years teaching experience.

Post Designation : Head of Department Grade 6
17 x Posts

1. Ncaute Primary School **(Mathematics and Science Grade 4-7).**
2. Ncuncuni Combined School **(Mathematics and Science Grade 8-9).**
3. Christian Joseph Haihambo Combined School **(Mathematic and Sciences (Biology or Chemistry or Physics) Grade 8 – 12).**
4. Christian Joseph Haihambo Combined School **(History and Geography Grade 8 – 12).**
5. Himarwa lithete Secondary School **(Mathematics Grade 8-12).**
6. Mpungu Combined School **(Rukwangali and English Grade 8-9).**
7. Namavambi Combined School **(Mathematics and Sciences Grade 8-12).**
8. Olavi Sivhute Combined School **(Mathematics and Science Grade 8-12).**
9. Rainer Mungungu Combined School **(Rukwangali and English Grade 8-9).**
10. Karanawa Junior Primary **(Rukwangali and English Grade 4-7).**
11. Karanawa Junior Primary **(Mathematics and Natural Science & Health Education Grade 4-7).**
12. Kahenge Combined School **(Geography and History Grade 8-12).**
13. Mutengo Primary School **(Rukwangali and English Grade 4-7).**
14. Leevi Hakusembe Secondary School **(Pre-vocational and Tech subjects Grade 8-12).**
15. Leevi Hakusembe Secondary School **(History and Geography Grade 8-12).**
16. Mayenzere Combined School **(Mathematics and Science (Life Science or Physical Science Grade 8-9).**

17. Kasivi Combined School (**Rukwangali Pre-Primary-Grade 3**).

Salary Scale	:	N\$ 354, 883 XP- 424, 119
Transport allowance	:	N\$ 10, 512.00 per annum
Housing allowance	:	N\$ 17, 424.00 per annum

Minimum Requirement: A recognized three (3) year tertiary teaching qualification on NQF Level plus six (6) years teaching experience **Or** An appropriate recognized 3-year non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a one (1)- year teaching qualification plus six (6) years teaching experience.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: PLANNING AND DEVELOPMENT (PAD)

Post Designation	:	Senior Education Officer Grade 6
1x Post	:	Nkurenkuru Regional Office
Salary Scale	:	N\$ 354, 883 – 424, 119
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum Requirement: An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience or An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

Supplementary Selection Requirements: Preference will be given to candidates in possession of a degree or equivalent on NQF Level 7 or 8 in the following field: Statistics/ Population Studies/ Economics/ Building/Development Studies or related fields. Candidates should be in possession of a valid driver's licence.

DIVISION: HUMAN RESOURCE

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Nkurenkuru Regional Office
Salary Scale	:	N\$ 291, 128 xp- 347, 926
Housing allowance	:	N\$ 17, 424 .00 per annum
Transport allowance	:	N\$ 10, 512.00 per annum

Minimum Requirement: A National Diploma on NQF L6 majoring in Human Resource Management plus (3) years appropriate experience.

Supplementary Selection Requirements: Preference will be given to candidates in possession of an appropriate Degree in Human Resources management on NQF L7 or higher and Computer literate.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: BUILDING AND MAINTENANCE

Post Designation	:	Chief Works Inspector Grade 7
1x Post	:	Nkurenkuru Regional Office
Salary Scale	:	N\$ 291, 128 xp- 347, 296
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF L6 OR An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus four (4) years appropriate experience OR An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience.

Supplementary Selection Requirements: The candidate should be in possession of a valid driver's license.

Post Designation	:	Librarian Grade 9
10 x posts	:	<ol style="list-style-type: none"> 1. Ncamagoro Combined School 2. Himarwa lithete Senior Secondary 3. Tuguva Combined School 4. Namavambi Combined School 5. Kandjimi Murangi Secondary School 6. Simanya Combined School 7. Kahenge Combined School 8. Leevi Hakusembe Senior Secondary School 9. Katjinkatji Combined School 10. Satotwa Primary School
Scale of salary	:	N\$ 195, 216 x P – 234, 144
Housing allowance	:	N\$ 13, 944.00 per annum
Transport allowance	:	N\$ 10, 512.00 per annum

Appointment Requirement: A Bachelor's degree (or equivalent on NQF Level 7).

NB: Complete a prescribed application form in full **“Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application”**

The possibility is not excluded that errors might have been made in compilation of the request for advertising of these vacancies, or that a post has been advertised, which should not have been so advertised. If such errors occurred and later discovered, the **Ministry reserves the right not to fill such posts.**

NB: Prospective applicants who **do not meet** the appointment requirements as outlined above are advised **not to apply**. Only Candidates who meet the prescribed appointment requirements will be considered for possible shortlisting.

PLEASE SEND APPLICATIONS ON PRESCRIBED FORMS TO:

**THE REGIONAL DIRECTOR
DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORT, ARTS AND CULTURE
SUBDIVISION HUMAN RESOURCE**

PSM CIRCULAR NO. B OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 FEBRUARY 2026, CLOSING DATE 18 MARCH 2026

**PRIVATE BAG 6193
NKURENKURU**

OR

**Hand Delivery: Kavango West Regional Education Office
Nkurenkuru (The light Complex behind Woermannbrock)
HR Office**

**Enquiries: Human Resource Office
Mr. Nicolaus N. Mpasi: Tel 066-274 2000**

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: GENERAL SERVICES

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$ 354, 883 x P – 424, 119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma or equivalent qualification on (NQF L6) plus appropriate experience

Supplementary Requirement:

- Candidate must possess a National Diploma (or equivalent) on NQF L6 majoring in Procurement and/or stock control administration and/ or management/ Logistics and or Supply Management / Business Management and/or Administration/ Public Management and/or Administration. **(Proof must be attached)**;
 - Candidate must possess at least 5 years (or more) appropriate experience at the level of a Chief Administrative Officer Grade 8 or in a related working environment at a supervisory level. **(Proof must be attached)**.
 - Candidates in possession of an appropriate Degree on NQF Level 7 or higher majoring in the above-mentioned qualifications will have an added advantage. **(Proof must be attached)**;
 - Competition is limited. Staff members must have completed their probation successfully as a Chief Administrative Officer Grade 8 and may only compete for a vacancy, which is on the next higher grade
-

SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6(Afrikaans Grade 8 – AS)
1x Post	:	Windhoek
Salary Scale	:	N\$ 354, 883 x P – 424, 119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate Degree (or equivalent qualification) on NQF L8 **plus** 3 years appropriate experience; OR

An appropriate Degree (or equivalent qualification) on NQF L7 **plus** 5 years appropriate experience.

Supplementary Requirement:

- Candidate must possess 3 appropriate teaching experience in Afrikaans Grade 8 - NSSCAS; (Proof must be attached);

- Candidates must possess an appropriate teaching qualification majoring in Afrikaans in terms of the minimum appointment requirements (Proof must be attached);
 - Teaching experience in German/French/Portuguese will have an added advantage
 - Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
 - Computer Literacy will be an added advantage.
-

SUBDIVISION: HUMAN RESOURCES

Post Designation	:	Chief Human Resource Practitioner Grade 6
1 x Post	:	Windhoek
Salary Scale	:	N\$ 354, 883 x P – 424, 119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Diploma on NQF Level 6 (or equivalent qualification).

Supplementary Selection Requirements:

- Candidate must possess at least 5 years (or more) appropriate experience at the level of a Senior Human Resource Practitioner Grade 7 (Proof must be attached).
 - Candidates in possession of an appropriate Degree on NQF Level 7 or higher majoring in Human Resource Development/ Management will have an added advantage.
 - Competition is limited. Staff members must have completed their probation successfully as a Senior Human Resource Practitioner Grade 7 and may only compete for a vacancy, which is on the next higher grade.
 - Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
 - Computer Literacy will be an added advantage.
-

Post Designation	:	Senior Human Resource Practitioner Grade 7
2 x Posts	:	Windhoek
Salary Scale	:	N\$ 291, 128 x P – 347, 926
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Diploma on NQF Level 6 (or equivalent qualification).

Supplementary Selection Requirements:

- Candidate must possess at least 5 years (or more) appropriate experience at the level of a Human Resource Practitioner Grade 8 (Proof must be attached).
- Candidates in possession of an appropriate Degree on NQF Level 7 or higher majoring in Human Resource Development/ Management will have an added advantage.
- Competition is limited. Staff members must have completed their probation successfully as a Human Resource Practitioner Grade 8 and may only compete for a vacancy, which is on the next higher grade.

- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
 - Computer Literacy will be an added advantage.
-

Post Designation	:	Human Resource Practitioner Grade 8
2 x Posts	:	Windhoek
Salary Scale	:	N\$ 238, 825 x P – 285, 420
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Diploma on NQF Level 6 (or equivalent qualification).

Supplementary Selection Requirements:

- Candidates in possession of an appropriate Degree on NQF Level 7 or higher majoring in Human Resource Development/ Management will have an added advantage.
 - Candidate must possess at least 3 years appropriate experience in Human Resource Administration/Management (Proof must be attached).
-

SUBDIVISION: ADULT AND CONTINUING EDUCATION PROGRAMMES

Post Designation	:	Education Officer Grade 8
1 x Post	:	Windhoek
Salary Scale	:	N\$ 238, 825 x P – 285, 420
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7

Supplementary Selection Requirements:

- Only applicants in possession of appropriate qualification on NQF Level 7 or higher majoring in Adult Education will be considered; and
 - Computer Literacy and a valid Driver's License will be an added advantage.
-

SUBDIVISION: SECRETARIAL SUPPORT

Post Designation	:	Private Secretary Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$ 195, 216 x P – 234, 144
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma (or equivalent qualification) on NQF Level 6.

Supplementary Selection Requirements:

- Candidates **must** possess at least 3 years (or more) appropriate experience as an Office Administrator/Administrative Officer/ Personal Assistant/ Secretariat. **(Proof must be attached)**.
 - Candidates must possess an appropriate Diploma at NQF L6 (or higher) majoring in Office Management/Administration / Secretariat studies will have an added advantage **(Proof must be attached)**.
 - Candidates in possession of an appropriate qualification on NQF L7 in Office Management/Administration/ Secretariat studies will have an added advantage. **(Proof must be attached)**.
 - Candidates **must** be computer literate **(Proof must be attached)**
-

SUBDIVISION: ARCHIVES AND INFORMATION SERVICES

Post Designation	:	Librarian Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$ 195, 216 x P – 234, 144
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate B. Degree (or equivalent qualification) on NQF L7

Supplementary Selection Requirements:

- Candidate must possess an appropriate B. Degree (or equivalent) on NQF L7 majoring in Library Science and/or Library and Information Science/Studies. **(Proof must be attached)**;
 - Candidate who possesses at least two (2) year (or more) appropriate experience will have an added advantage
 - Computer Literacy will be an added advantage.
-

SUBDIVISION: ARCHIVES AND INFORMATION SERVICES

Post Designation	:	Assistant Librarian Grade 10
2x Posts	:	1x Windhoek Public Library 1x Greenwell Matongo Community Library
Salary Scale	:	N\$159, 505 x P – 191, 312
Housing Allowance	:	N\$13, 944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma on (NQF L6) or equivalent qualification.

Supplementary Requirement:

- Candidate must possess an appropriate National Diploma majoring in Library Science and/or Library and Information Science/Studies. (Proof must be attached);
 - Candidate who possesses at least one (1) year (or more) appropriate experience will have an added advantage
 - Computer Literacy will be an added advantage.
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KHOMAS REGION

Post Designation	:	Principal Grade 5
2 x Posts	:	Khomas 1: M.H. Greeff Primary School Khomas 2: Aris Grundschule Primary School
Salary Scale	:	N\$ 432, 601 – 517, 195
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject (s) to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Supplementary Requirement:

- Candidates in possession of 5 years (or more) experience at the functional level Grade 6 (or higher) at school or in a related work environment. **(Proof must be attached)**
- Competition is limited. **Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.**
- Candidates must be suitably /appropriately qualified or trained for the phase he or she applies for in terms of the provision of the National Curriculum for Basic Education (2016)

CIRCUIT 1

Post Designation	:	Head of Department Grade 6
1 x post	:	Havana Primary School
	:	Junior Primary Phase Department: English and Oshikwanyama or Oshindonga or Afrikaans Pre-primary - Grade 3
Salary Scale	:	N\$ 354, 883 – 424, 119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

CIRCUIT 2

Post Designation	:	Head of Department Grade 6
1 x post	:	Martti Ahtisaari Primary School
	:	Junior Primary Phase Department: English and Afrikaans Pre-primary - Grade 3
Salary Scale	:	N\$ 354, 883 – 424, 119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6
1 x post : Pionierspark Primary School
: Languages Department: English and Afrikaans
Grade 4 – 7
Salary Scale : N\$ 354, 883 – 424, 119
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6
2 x posts : Olof Palme Primary School
1x Junior Primary Phase Department: English and
Khoekhoegowab or Otjiherero Pre-primary - Grade 3
1x Languages Department: English and Afrikaans
Grade 4 – 7
Salary Scale : N\$ 354, 883 – 424, 119
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

CIRCUIT 3

Post Designation : Head of Department Grade 6
1 x post : Van Rhyn Primary School
: Social Sciences Department [Social Studies Grade
4 – 7 and Religious and Moral Education will be an
added advantage]
Salary Scale : N\$ 354, 883 – 424, 119
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6
1 x post : Michelle Mclean Primary School
: Social Sciences Department [Social Studies Grade
4 – 7 and Physical Education will be an added
advantage]
Salary Scale : N\$ 354, 883 – 424, 119
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

CIRCUIT 4

Post Designation : Head of Department Grade 6
2 x posts : Namutuni Primary School
1x Junior Primary Phase Department: English and
Oshindonga or Afrikaans Pre-primary - Grade 3
1x Mathematics and Science Department:
Mathematics and Natural Science Grade 4-7
Salary Scale : N\$ 354, 883 – 424, 119
Housing Allowance : N\$ 17, 424 per annum

Post Designation	:	Head of Department Grade 6 (Re-advertisement)
1 x post	:	Windhoek High School Languages Department: English 1 st Language and Afrikaans 1 st Language Grade 8 – AS
Salary Scale	:	N\$ 354, 883 – 424, 119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Post Designation	:	Head of Department Grade 6 (Re-advertisement)
1 x post	:	CJ Brandt High School Social Sciences Department: Geography and History Grade 8 – 11
Salary Scale	:	N\$ 354, 883 – 424, 119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Post Designation	:	Head of Department Grade 6 (Re-advertisement)
1 x post	:	Highline Secondary School Languages Department: English and Afrikaans Grade 8 - 11
Salary scale	:	N\$ 354, 883 – 424,119
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum Appointment Requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience
OR

- An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the subject(s) to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Additional Selection Requirements:

- Competition is limited. **Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.**
- Candidates must be suitably /appropriately qualified or trained in terms of the provision of the National Curriculum for Basic Education (2016)
- The shortlisting of Heads of Department posts will be done in terms of the major fields of study and appropriate years of teaching experience.

NOTES TO CANDIDATES:

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applications must be accompanied by comprehensive curriculum vitae, testimonials and certified copies of educational qualifications, academic records and identity documents.

- All foreign qualifications must be evaluated and certify letter(s) from Namibia Qualification Authority (NQA) must be attached.
- Confirmation of probation letter in current post must be attached.

NB Complete prescribed application forms in full "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application". Only shortlisted candidates will be considered.

Enquiries Contact Person: **The Human Resource Office Tell no: 061 - 293 4508**

Applications must be submitted to the following address:

**Khomas Regional Council
Directorate of Education, Innovation, Youth, Sports, Arts and Culture
Private Bag 13236
WINDHOEK**

OR

**Deliver by hand at: The Registry Office
6th Floor, Dr. Frans Indongo Gardens:
Windhoek**

KUNENE REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5
2x Post	:	1. Kephaz Muzuma Combined School (Grade 1-11) 2. Mureti Secondary School (Grade 8-12)
Salary scale	:	N\$ 432, 601 – 517, 195
Salary Notch	:	N\$ 432, 601 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Incentive Allowance	:	As per the duty station

Appointment requirements: A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognised 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus 7 years teaching experience.

Supplementary Selection Requirements:

- For Combined Schools, the candidate must be able to teach at senior secondary phase.
 - Candidates must ensure that copy of their confirmation of probation in their current position is attached.
 - Candidates must have been on level of Head of Department Grade 6 or equivalent level.
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Post Designation	:	Head of Department Grade 6
7x Posts	:	1. Putuavanga Secondary School (English Grade 10-11 and Otjiherero Grade 8-9)- Re-Advertisement 2. Alpha Combined School (Social Sciences Grade 10-11)- Re-Advertisement 3. Outjo Primary School (Mol: Khoekhoegowab, Pre-Primary Grade 1-3)- Re-Advertisement 4. Elias-Amxab Combined School (Mathematics & Physics/Chemistry/Biology Grade 10-12)- Re-Advertisement 5. Mureti Secondary School (English Grade 8-12 and Otjiherero Grade 8-9)- Re-Advertisement 6. Kaako-Otavi Combined School (Mathematics & Physics/Chemistry/Biology Grade 10-11)- Re-Advertisement 7. Opuwo Primary School (English and Otjiherero Grade 4-7)
Salary scale	:	N\$ 354, 883 – 424, 119

Salary Notch	:	N\$ 354, 883 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Incentive Allowance	:	As per the duty station

Appointment requirements: A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognised 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The shortlisting of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Candidate must ensure that copy of confirmation of probation in their current position is attached.
- Candidates must have a professional teaching qualification that would enable him/her to teach at the appropriate phase they applied for.
- Candidate must be able to provide CPD to Senior Primary & Junior Secondary teachers and monitor, supervise curriculum implementation at Senior Primary & Junior Secondary phases.

NOTE: All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable from any Government Offices.

- Failure to complete **all items** on the application form for employment (**indicate not applicable where appropriate**).
- Originally certified copies of Qualifications, Identity Document (ID), Curriculum Vitae (CV), service certificate/ two testimonials (not older than 2 years) must be attached to the applications. **All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA).** In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted. No documents will be returned.

Applications must be sent to:

**Human Resource Office
Kunene Regional Council
DoEIYSAC
Private Bag 2007
Khorixas**

**or Hand Delivered at
DoEIYSAC
Human Resource Office
Khorixas**

Enquiries : Mr. Moses N. Hendrik /Ms. Jennifer Goses. Tel: 067-335000

OHANGWENA REGIONAL COUNCIL

(Delegated functions)

DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION

SUBDIVISION: CHILD CARE AND PROTECTION

Post Designation	:	Senior Social Worker Grade 7
1x Post	:	Eenhana - GBV Unit
Scale of Salary	:	N\$291, 128 – 347, 926
Housing Allowance	:	N\$17, 424 p.a
Transport Allowance	:	N\$10, 512 p.a

Appointment Requirements: Registration as a Social Worker with the Health Professions Council of Namibia plus 4 years appropriate experience.

Main Duties:

- Liaise with, inform and guide institutions, individuals and authorities regarding policy and application.
 - Organize and run community meetings on children's rights.
 - Disseminate pamphlets, brochures and posters.
 - Organize national and regional days on the rights of children in collaboration with Chief Social Worker.
 - Carry out investigations.
 - Prepare professional report and recommendations.
 - Submit to children's court.
 - Present evidence during court enquiry.
 - Present court order to the Administrative Officer for action.
 - Organize meetings within the constituencies.
 - Serve as the secretariat.
 - Train stakeholders.
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DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION

SUBDIVISION: CHILD CARE AND PROTECTION

Post Designation	:	Social Worker Grade 8
1x Post	:	Engela
Salary Scale	:	N\$238, 825 – 285, 420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Appointment Requirements: Registration as a Social Worker with the Health Professions Council of Namibia.

Enquiries: Human Resource @ 065 264301

Please Note: Previously Racially disadvantaged persons, women and people with disabilities who meet the above requirements are strongly encouraged to apply.

Applicants must be Namibian Citizens (proof of citizenship must be attached). Application forms, Form 156043 obtainable from all government offices, it must be

accompanied by comprehensive curriculum vitae, original certified copies of educational qualifications and Id. Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation and confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application. No application forms and documents will be returned.

The Chief Regional Officer

Ohangwena Regional Council

Private Bag 88011

EENHANA

OMUSATI REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

ANAMULENGE CIRCUIT

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 11)
1 x post	:	Ondeka Combined School
Salary Scale	:	N\$ 432, 601-517, 195
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 7 years teaching experience f.

OTAMANZI CIRCUIT

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 7)
1 x post	:	Etsikilo Primary School
Salary Scale	:	N\$ 432, 601-517 195
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 7 years teaching experience

ANAMULENGE CIRCUIT

Post Designation	:	Head of Department Grade 6 (English and Oshindonga Grade 4-9)
1 x post	:	Oshikulufitu Combined School
Salary Scale	:	N\$ 354, 883-424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

Supplementary requirements: Preference will be given to candidates who are qualified to teach English and Oshindonga Grade 8-9

Post Designation : Head of Department Grade 6 (**Mathematics and Science Grade 8-12**)
1 x post : Onawa Secondary School
Salary Scale : N\$ 354, 883 – 424, 119
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

Supplementary requirements: Preference will be given to candidates who have taught Grade 12 Advanced Subsidiary (AS) and verifiable proof must be attached

OSHIKUKU CIRCUIT

Post Designation : Head of Department Grade 6 (**English and Oshindonga Grade 4-9**)
1 x post : Omagalanga Combined School
Salary Scale : N\$ 354, 883 - 424, 119
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

Supplementary requirements: Preference will be given to candidates who are qualified to teach English and Oshindonga Grade 8-9

DIVISION: LIFELONG LEARNING SUBDIVISION: LIBRARIES, ARCHIVES AND INFORMATION SERVICES

Post Designation : Chief Librarian Grade 6
1x Post : Outapi, Omusati Region
Salary Scale : N\$ 354, 883 – 424, 119
Housing Allowance : N\$ 17, 424-00 per annum
Transport Allowance : N\$ 10, 512 – 00 per annum

Appointment requirements: A B. degree or equivalent qualification on NQF L7

Supplementary requirements: Preference will be given to candidates with an appropriate Degree on NQF Level 7 majoring in Library Science /Library and Information Science/Studies (or equivalent qualification) plus five (5) years appropriate experience at the level of Senior Librarian Grade 7/similar or higher in the above field and confirmation letter of probation and contactable references must be attached

DIVISION: HUMAN RESOURCE MANAGEMENT

Post Designation : Human Resource Practitioner Grade 7
1x Post : Outapi, Omusati Region
Salary Scale : N\$ 291, 128 – 347, 926
Housing Allowance : N\$ 17, 424-00 per annum
Transport Allowance : N\$ 10, 512 – 00 per annum

Appointment requirements: An appropriate Diploma on NQF Level 6 in Human Resources

Supplementary requirements: Preference will be given to candidates with an appropriate Degree on NQF Level 7 majoring in Human Resources plus four (4) years appropriate experience at the functional level of Human Resource Practitioner Grade 8/similar or higher and confirmation letter of probation/contactable references must be attached

DIVISION: BUILDING AND MAINTENANCE SERVICES

Post Designation : Chief Works Inspector Grade 7
1x Post : Outapi, Omusati Region
Salary Scale : N\$ 291, 128 – 347, 926
Housing Allowance : N\$ 17, 424-00 per annum
Transport Allowance : N\$ 10, 512 – 00 per annum

Appointment requirements: An appropriate National Diploma or equivalent qualification on NQF L6

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

Supplementary requirements: Preference will be given to candidates who have an appropriate Diploma or equivalent qualification on NQF L6 in Electrical/ Mechanical plus four (4) years appropriate experience at the functional level as a Senior Work Inspector Grade 8/similar or higher and confirmation letter of probation/contactable references must be attached.

Post designation	:	Chief Hostel Matron Grade 12
1x Post	:	Amarika Primary School, Otamanzi Circuit
Scale of salary	:	N\$ 107, 753 – 129, 240
Salary notch	:	N\$ 107, 753 per annum
Housing allowance	:	N\$ 13, 944-00 per annum
Transport allowance	:	N\$ 10, 512-00 per annum

Appointment requirements: A Grade ten (10) or equivalent Certificate on NQF Level 2 with twenty-four (24) points in seven (7) subjects including D symbol in English

Supplementary requirements: Candidate must have three (3) years appropriate experience as a Hostel Matron Grade 13/similar or higher and confirmation letter of probation/contactable references must be attached

NB:

- All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable from any Government Offices
- **Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application**
- **Originally certified copies** of Highest Educational Qualifications, Identity Document (ID), Curriculum Vitae (CV), certificate of service from the previous employers/ testimonials must be attached to the applications. Proof of successful completion/confirmation of probation must be attached
- All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA)
- Only shortlisted candidates will be contacted. No documents will be returned

**Omusati Regional Council
Directorate of Education, Arts and Culture
Private Bag 529
OUTAPI**

OR

**Hand Delivery
Omusati Regional Office Reception**

**Enquiries
Tel**

**Ms. Anna Andumba /Mr. Oiva Toivo Namwele
065-251700**

OSHANA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: PROGRAMMES AND QUALITY ASSURANCE

Post Designated : Principal Grade 5 (**Re-advertised**)
4x Post :
1. Okaukuejo Combined School (Oluno Circuit)
2. Okatyali Primary School (Oluno Circuit)
3. Ashitenga Primary School (Oluno Circuit)
4. Oshipumbu Combined School (Ompundja Circuit)

Salary Scale : N\$ 432, 601 – 517, 195
Housing Allowance : N\$ 17, 424-00 per annum
Transport Allowance : N\$ 10, 512-00 per annum

Appointment Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 7 years' teaching experience OR An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1 – year teaching qualification OR An appropriate recognized 3-year tertiary qualification (or equivalent) on NQF Level 6 plus a recognized trade test plus a 1-year teaching qualification plus 7 years' teaching experience.

Supplementary Requirements: For Primary Schools: preference will be given to candidates who are currently Principal Grade 5 or Head of Department Grade 6 or equivalent post with qualification that enable them to teach from Pre- Primary to Grade 7

For Combined Schools: preference will be given to candidates who are currently Principal Grade 5 or Head of Department Grade 6 or equivalent post with qualification that enable them to teach from Pre- Primary to Grade 9

Post Designated : Head of Department Grade 6 (**Re-advertised**)
1x Post : Okatana Secondary School (Technology (Technical Studies/ Design and Technology) Grade 8-12
Salary Scale : N\$ 354, 883 – 424, 119
Housing Allowance : N\$ 17, 424-00 per annum
Transport Allowance : N\$ 10, 512-00 per annum

Appointment Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 plus 6 years teaching experience OR An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1 – year teaching qualification OR An appropriate recognized 3-year tertiary qualification (or equivalent) on NQF Level 6 plus a recognized trade test plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Requirements: (with relaxed appointment requirements)

In the absence of qualified candidates, preference will be given to candidates with qualifications in the related field enabling them to teach Grade 8-10.

Post Designated : Head of Department Grade 6
5x Post

1. Oshekasheka Combined School **Social Science (History & Geography)** Grade 8-9 (Onamutai Circuit)
2. Oshakati Secondary School: Social Science **(History and Geography)** Grade 8-12 (Oshakati Circuit)
3. Oshakati West Primary School: **Social Studies** Grade 4-7
4. Joseph Mbangula Primary School: Junior Primary Phase MOI- Oshindonga (Oshakati Circuit)
5. Afoti Combined School: Languages (English & Oshindonga) Grade 8-9 (Oshakati Circuit)

Salary Scale : N\$ 354, 883 – 424, 119
Housing Allowance : N\$ 17, 424-00 per annum
Transport Allowance : N\$ 10, 512-00 per annum

Appointment Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 plus 6 years teaching experience OR An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1 – year teaching qualification OR An appropriate recognized 3-year tertiary qualification (or equivalent) on NQF Level 6 plus a recognized trade test plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Requirements: Candidate applying to Oshekasheka CS must be able supervise Social Studies Grade 4-7

Candidates applying at Joseph Mbangula PS, both languages English and Oshindonga must be indicated on the qualification

**SUBDIVISION: HUMAN RESOURCE
SECTION: ADMINISTRATION AND INDUSTRIAL RELATIONS**

Post Designation : Senior Human Resource Practitioner Grade 7
1x Post : Oshakati
Salary Scale : N\$ 291, 128 – 347, 926
Housing Allowance : N\$ 17, 424-00 per annum
Transport Allowance : N\$ 10, 512-00 per annum

Appointment Requirements: A National Diploma majoring in Human Resources on NQF L6

Supplementary Requirements: Preference will be given to applicants with an appropriate Degree in Human Resource Management on NQF Level 7 or higher majoring in Human Resources Management plus five (5) years appropriate experience in Human Resources Management as an HRP Grade 8 of which two (2) years should be specialized in Industrial Relations (proof must be attached)
Must be computer literate

SUBDIVISION: LIBRARY, ARCHIVE AND INFORMATION SERVICES

Post Designation : Librarian Grade 9
5x Posts 1. Onamutai Secondary School
2. Gabriel Taapopi Secondary School
3. Mweshipandeka Secondary School
4. Oshakati Secondary School
5. Andimba Toivo ya Toivo Secondary School
Salary Scale : N\$ 195, 216 – 234, 144
Housing Allowance : N\$ 13, 944-00 per annum
Transport Allowance : N\$ 10, 512-00 per annum

Appointment Requirements: A B. Degree (or equivalent qualification) on NQF L7.

Supplementary Requirements: Preference will be given to candidates with a qualification on NQF L7 in Library and Information Science or equivalent plus three (3) years' experience as an Assistant Librarian Grade 10 or appropriate experience.

Applications must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).

A separate application must be submitted for each post applied for and the number of the circular as well as the post designation and relevant post number (where applicable) must be clearly indicated on each application form (form 156043).

Public Servants must have completed their probation successfully and confirmation of probation letters should accompany applications. Applicants may only compete for vacancies which are on the next higher grade / post.

Only candidates who meet the prescribed minimum qualification requirement will be considered for possible shortlisting and failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. No documents will be returned.

Human Resource Office or **Hand Delivery**
Oshana Regional Council **Directorate of Education, Arts & Culture**
Directorate of Education, Arts & Culture **Human Resource Office**
Private Bag 5518 **906 Sam Nuyoma Road**
OSHAKATI **Old Complex (Oshakati Town Council)**

Enquiries **Kaarina L. Iiyenda / Klaudia T. Shindondola**
Tel **65-229800**

DIRECTORATE OF HEALTH AND SOCIAL SERVICES

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OSHAKATI
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE**

Post Designation	:	Medical Officer Grade 5
1x Post	:	Health Centre: Oshakati
Salary Scale	:	N\$ 432, 601- 517, 195
Salary Notch	:	N\$ 432 601.00 per annum
Motor Vehicle Allowance		
Capital costs	:	N\$ 60, 943.00 per annum
Running Costs	:	N\$ 24, 120 per annum
Fixed overtime	:	N\$ 231, 513.00 per annum
Housing allowance	:	N\$ 17, 424.00 per annum

Minimum requirement: Registration as a Medical Practitioner with the Medical and Dental Councils of Namibia.

NB: Medical Officer to be filled with effect from 19 November 2026 respectively.

DIVISION: MULTI-REGIONAL ORTHOPAEDIC TECHNICAL SERVICES

Post Designation	:	Orthopaedic Technologist Grade 8
1x Post	:	Oshakati
Salary Scale	:	N\$ 238, 825 – 285, 420
Salary Notch	:	N\$ 238, 825.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum

Minimum requirement: Registration as Medical Orthotics and Prosthetics (MOT) Technologist.

NB: This post will be filled with effect from 09 November 2026 respectively.

Applications must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).

Only candidates who meet the prescribed minimum qualification requirement will be considered for possible shortlisting and failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. No documents will be returned.

All the above application must address to:

The Regional Director Ministry of Health and Social Services Private Bag 5538 Oshana Region, Oshakati	OR	Hand Delivery, Human Resource Office Oshana (RMT) Enquires Ms Sarafina Mhinge Tel: 065 - 2234250
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OSHIKOTO REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

ONYAANYA CIRCUIT (2 posts)

Post Designation	:	Head of Department Grade 6 (Mathematics and Natural Sciences Grade 4-9)
Subjects	:	Mathematics and Physical Science
1 x post	:	Engoyi Combined School
Salary Scale	:	N\$ 354, 883 – 424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Remoteness Allowance	:	N\$ 9,000.00 per annum

Post Designation	:	Head of Department Grade 6 (Mathematics and Natural Sciences Grade 8-11) Re-advertisement
Subjects	:	Mathematics & Agricultural Science/Biology/Chemistry/Physical Science
1 x post	:	Emanya Secondary School
Salary Scale	:	N\$ 354, 883 – 424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Remoteness Allowance	:	N\$ 9,000.00 per annum

Appointment Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

OSHIVELO CIRCUIT (2 posts)

Post Designation	:	Head of Department Grade 6 (Social Sciences Grade 8-11)
Subjects	:	History and Geography
1 x post	:	Tsintsabis Combined School
Salary Scale	:	N\$ 354, 883 – 424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Remoteness Allowance	:	N\$ 13,800.00 per annum

Post Designation	:	Head of Department Grade 6 (Mathematics and Natural Sciences Grade 4-9)
Subjects	:	Mathematics and Physical Science/Life Science
1 x post	:	Ondera Combined School
Salary Scale	:	N\$ 354, 883 – 424, 119

Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Remoteness Allowance	:	N\$ 13,800.00 per annum

Appointment Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

SUBDIVISION: GENERAL SERVICES
SECTION: PROCUREMENT, STOCK CONTROL, TRANSPORT, DOMESTIC SERVICES
AND INFORMATION TECHNOLOGY

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Ondangwa
Salary Scale	:	N\$ 238, 825 – 285, 420
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment Requirements: A National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience.

Additional requirements:

Preference will be given to applicants with an appropriate National Diploma or equivalent qualification (NQF Level 6) plus five (5) appropriate experience and a valid driving license.

SUBDIVISION: HUMAN RESOURCES

Post Designation	:	Human Resources Practitioner Grade 8
1x Post	:	Ondangwa
Salary Scale	:	N\$ 238, 825 – 285, 420
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment Requirements: An appropriate Diploma on NQF level 6 (or equivalent qualification) majoring in Human Resource.

Post Designation	:	Librarian Grade 9
1x Post	:	Tsintsabis Community Library
Salary Scale	:	N\$ 195, 216 – 234, 144
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Remoteness Allowance	:	N\$ 13, 800.00 Per annum

Appointment Requirements: A Bachelor Degree (or equivalent qualification) on NQF Level 7.

Supplementary requirements: Preference will be given to applicants with an appropriate qualification.

Post Designation : Assistant Librarian Grade 10
1x Post : Olupale Combined School
Salary Scale : N\$ 159, 505 – 191, 312
Housing Allowance : N\$ 13, 944.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum
Remoteness Allowance : N\$ 13, 800.00 per annum

Appointment Requirements: An appropriate National Diploma on NQF Level 6.

Take note:

Applicants must attach certified copies of all their professional qualifications and academic records/transcripts and all foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority, Identity Document (ID), Curriculum Vitae, two recent testimonials (not older than 2 years on the advertisement date) and confirmation of probation letter. An incomplete form will disqualify your application.

Public Service application form for employment 156043 and health questionnaire form 156094 together with the above-mentioned documents should be addressed to:

**The Director
DEIYSAC
Oshikoto Regional Council
Private Bag 2028
Ondangwa**

OR **Hand Delivery to: Human Resource Office
Former Ondangwa West Building
Ondangwa**

ENQUIRIES : Ms. EM Shilumbu/ Mr. Thomas N. Elias @ 0819500600

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

TSUMKWE CIRCUIT

Post Designation	:	Chief Hostel Matron Grade 12
1x Post	:	Tsumkwe Primary School
Salary Scale	:	N\$ 107, 753 – 129, 240
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13, 800 per annum

Appointment requirements: A Grade 10 or equivalent qualification.

Supplementary requirements: Preference will be given to candidates with a Grade 10 Certificate or equivalent qualification on (NQF L2) with 24 points over 7 subjects and a D symbol in English or a Standard 8 with F symbol in English or Certificate in Hospitality/ Catering on NQF Level 2 and 5 years appropriate experience. Probation must be confirmed as a Hostel Matron Grade 13 and proof must be attached.

Application Procedures:

Interested applicants must complete the revised Public Service application form 156043 ("APPLICATION FOR EMPLOYMENT") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable at all government offices of the Ministry. **Failure to complete part B.11/12 of the employment form and all items on the application forms correctly and not attaching all the necessary documents will disqualify the application.**

A comprehensive Curriculum Vitae, certified copies of Educational Qualifications, Identity Document, testimonials must be attached to the applications (do not submit original documents). All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA).

Applications must be addressed to the following address:

Human Resource Office

Otjozondjupa Regional Council

Directorate of Education, Innovation, Youth, Sports, Arts & Culture

Private Bag 2618

Otjiwarongo

Or

Hand Delivery

Directorate of Education, Innovation, Youth, Sports, Arts & Culture

Henk Willemse Street 22, Main Road, Otjiwarongo (Brown Building)

Human Resource Office

Otjiwarongo

Enquiries: Mrs. Saima T. Kaisungu /Ms. Elvi M. Kamati Tel: 067-3082000
