

MANAGEMENT CADRE

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

DIRECTORATE: GOVERNMENT INFORMATION SERVICES

Post Designation	:	Director Grade 3
1xPost	:	Windhoek
Scale of Salary	:	N\$ 554, 603 –N\$ 588, 548
Housing Allowance	:	N\$ 131, 280 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$ 94, 178 per annum
Running Cost	:	N\$ 29, 455 per annum

Minimum requirement: A B-Degree at NQF Level 7 in Communication/Public Relations/Journalism/Media Studies plus 9 years' appropriate experience of which four (4) should have been spent at the management level. Sound knowledge of the Namibia media landscape and its regulatory frameworks.

Additional requirements:

A Master Degree in any of the above-mentioned fields. **Appointment to this position is subject to vetting**

Main duties:

- Serve as the Head of the Directorate.
- Provide strategic leadership and guidance to the team.
- Manage the human, material and financial resources assigned to the Directorate.
- Drive the information management and dissemination in Government of the Republic of Namibia within the confines of MICT Strategic policy frameworks and implementation plans.
- Coordinate information management programmes and projects in line with Government developmental priority areas. Act as a link between the ministry and stakeholders and inter-governmental institutions.
- Establish and maintain excellent relations with local and international media and serves as the focal person between the media and the Ministry.
- Oversee the compilation of Reports, Briefings and memoranda.
- Ensure the implementation of Access to Information legislation.
- Coordinate the formulation and review of the Annual Work Plan for the Directorate.
- Monitor and report on progress of the Directorate against the ministry's strategy and annual work plan.
- Oversee the production of Ministerial and Government publication.
- Oversee national campaigns roll-out and coordinate with relevant stakeholders.
- Oversee the implementation of SADC Communication Strategy at national level.

- Ensure compliance with relevant Laws and Regulations such as the Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules, Treasury Instructions and other Acts and Regulations.
- Perform other relevant duties assigned to the Directorate by the Executive Director and the Executive Management Team of the Ministry.

Enquiries: Mr. Ziegie Willemse, Tel 061 283 2342 OR Ms. Victoria Frans, Tel. 061 283 2454

Note: All applications should be done on Form 156043, (obtained at any government office) and accompanied by a comprehensive CV and original certified copies of qualification (s) and ID. All foreign obtained qualification (s) must be accompanied by an evaluation from the Namibia Qualification Authority (NQA). **Proof of experience (testimonials or certificate of service) must be attached. Failure to submit all required document(s) will automatically disqualify the applicant.**

NB: In terms of Affirmative Action Plan, qualifying women and persons with disabilities are encouraged to apply.

The application forms must be addressed to:

The Executive Director

Ministry of Information and Communication Technology

Private Bag 13344

Windhoek.

OR hand deliver at:

The Human Resources Office

Trust Building, 2nd floor,

301 Independence Avenue

Windhoek

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

DIVISION: ADMINISTRATION SUB-DIVISION: HUMAN RESOURCES

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

Minimum requirements: An appropriate National Diploma at NQF L6 majoring Human Resources.

Additional requirements: An appropriate Degree at NQF L7 or higher majoring in Human Resources Management plus 7 years of appropriate experience of which 4 years should be at the supervisory level. Applicant must have a valid driving license.

Enquiries: Mr. Ziegie Willemse, Tel 061 283 2342 OR Ms. Victoria Frans, Tel. 061 283 2454

DIVISION: ADMINISTRATION SUBDIVISION: FINANCE

Post Designation	:	Accountant Grade 8
1xPost	:	Windhoek
Scale of Salary	:	N\$ 238, 825 – N\$ 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 majoring in Accounting.

Additional requirements: an appropriate Degree on NQF Level 7 majoring in Accounting.

Enquiries: Ms. Martha Indongo, Tel. 061 283 2354 OR Ms. Victoria Frans, Tel. 061 283 2454

DIRECTORATE: MULTI MEDIA SERVICES DIVISION: CONTENT HUB SUB-DIVISION: CONTENT DEVELOPMENT

Post Designation	:	Senior Information Officer Grade 7
1xPost	:	Swakopmund (Erongo Regional Office)
1xPost	:	Keetmanshop (//Kharas Regional Office)
Scale of Salary	:	N\$ 291, 128– N\$ 347, 926

PSM CIRCULAR NO. C OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 APRIL 2026, CLOSING DATE 07 MAY 2026

Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum Requirements: An appropriate B-Degree on NQF L7 in Journalism, Media Studies or Mass Communication plus 3 years' appropriate experience. **Candidates will be subjected to a written test.**

Note should be taken that this post is under a delegated function in Erongo and //Kharas Regional Councils and therefore, persons should be prepared to be seconded to Erongo and //Kharas Regional Councils upon appointment and at a later stage be devolved into that regional council.

Enquiries: Mrs. Johanna Utoni, Tel. 061 283 2750 OR Ms. Victoria Frans, Tel. 061 283 2454

DIRECTORATE: MULTI MEDIA SERVICES
DIVISION: CONTENT HUB
SUB-DIVISION: CONTENT DEVELOPMENT
SECTION: REGIONAL OFFICE KHOMAS

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

Minimum Requirements: An appropriate B-Degree qualification on NQF L7 in Journalism, Media Studies or Mass Communication. **Candidates will be subjected to a written test.**

Note should be taken that this post is under a delegated function in Khomas Regional Council and therefore, the person should be prepared to be seconded to Khomas Regional Council upon appointment and at a later stage be devolved into that regional council.

Enquiries: Ms. Evangeline Kamati, Tel. 061-225 633 OR Ms. Victoria Frans, Tel. 061 283 2454

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**The Executive Director
Ministry of Information and Communication Technology
Private Bag 13344
Windhoek.**

**OR hand deliver at:
The Human Resources Office
Trust Building, 2nd floor,
301 Independence Avenue
Windhoek**

Enquiries: Ms. Victoria Frans, Tel. 061 283 2454 or Mr. Ziegje Willemse, Tel 061 283 2342
