



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

Tel.: (+264 61) 287 3061
Fax: (+264 61) 225 076
Ref.: **13/18/5**
Enquiries: Mr Samuel //Guruseb
E-mail: Samuel.Guruseb@opm.gov.na

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

07 April 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. C 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: 07 May 2026

Signed by Joyce W. Mukubi
JOYCE W. MUKUBI
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

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

DEPARTMENT: YOUTH, SPORTS AND NATIONAL SERVICE

DIRECTORATE: SPORT DEVELOPMENT

DIVISION: SPORT FOR MARGINALIZED PEOPLE AND WOMAN IN SPORT

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$492,567 –N\$ 517, 836
Salary Notch	:	N\$492,567
Motor Vehicle Allowance	:	N\$110, 917 per annum
Housing benefit	:	N\$ 121, 106 per annum

Minimum Requirements: A Bachelor Degree in Public Management or Sport Management or equivalent qualification on NQF Level 7 plus nine (9) years proven experience in sport management of which five (5) years must be at supervisory level (i.e. Grade 6 or 5 or equivalent levels if coming from outside the Public Service). **Certificate of service/testimonial(s) from previous employer /current employer(s) in respect of work experience in sport management.**

Supplementary Requirements: A Master's Degree or equivalent qualification on NQF Level 9 plus a driver's licence.

Enquiries: Ms. Johanna N. Manuel, Tel: 0811 498885/ Mr Twekulineekela MM Haiduwa: Tel. 061- 293 6210

A detailed job description can be obtained from the Human Resources Office upon request.

Application Procedures:

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. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant. A comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity Document, and 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). Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Only shortlisted candidates will be contacted and no application forms and documents will be returned. **NB: No faxed, scanned or emailed documents will be accepted**

Applications must be addressed to the following address:

**The Executive Director
Sports, Youth and National Service
Ministry of Education, Innovation, Youth, Sports, Arts and Culture
Private Bag 13186
Windhoek**

OR

**Hand Delivery
Human Resource Office
Ministry of Education, Innovation, Youth, Sports, Arts and Culture,
Government Offices Park, 2nd Floor West wing, Room 201
Windhoek**

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

MANAGEMENT CADRE

ERONGO REGIONAL COUNCIL

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

Post Designation	:	Director Grade 3
1xPost	:	Swakopmund Regional Office
Salary Scale	:	N\$554,603– N\$588,548
Capital Cost	:	N\$94,178 per annum
Running Cost	:	N\$29,455 per annum
Housing Benefit	:	N\$131,280 per annum

Minimum Requirements: A B Degree on NQF L7 plus 9 years' appropriate experience.

Supplementary Requirements:

- Preference will be given to holders with a Master's Degree in Education **OR** Finance **OR** Administration **OR** Public Management.
- Four (4) years' experience in Middle Management level (Deputy Director or Similar) **OR** higher level of which four (4) years must be managerial experience within a Public Entity.
- Must have planning and analytical skills and passion for education and be able to adapt to challenges in the Region.
- The post requires a high level of management in strategic planning, education planning and management, budget planning analysis (public finance management), procurement management and Public Service Performance Management System implementation.
- Must be computer literate and should possess a valid driver's license.

The ideal candidate would be one with the following virtues: Embracing Regional and National Education Vision and Mission; cultivating a community of unity and good communication. Being open, adaptive to change and willing to embrace unity; IT competent and able to lead teams. Demonstrating honesty and integrity and should be able to instil corporate strategy development and implementation. Leading by example; Being persuasive; self-motivated and a self-starter; a culture that ensures that all teaching and non-teaching personnel including learners, are collaborating towards a common goal while improving standards and opportunities in the Region. In depth knowledge of Arts and Culture programs will serve as an advantage.

Application Procedures:

- 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:

**Chief Regional Council
Erongo Regional Council
Directorate of Education, Innovation, Youth, Arts and Culture
Subdivision: Human Resources Administration
Private Bag 5024
Swakopmund**

Or

Hand delivery at:

**Erongo Regional Council
461 Tobias Hainyeko
Swakopmund**

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

MANAGEMENT CADRE

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: HR, FINANCE AND ADMINISTRATION

Post Designation	:	Director Grade 3
1xPost	:	Rundu (Head Office)
Salary Scale	:	N\$ 554,603 – N\$ 588,548
Housing Benefit	:	N\$131,280 per annum
Motor Vehicle Allowances	:	N\$123,633 (Capital and Running) per annum

Minimum requirements: An appropriate Bachelor Degree at NQF L7 (or equivalent qualification) in Human Resource, Finance or Business Administration plus 9 years appropriate experience.

Additional Requirements: The candidate **must** be at a managerial level of a Deputy Director Grade 4 with proven managerial abilities with emphasis on management functions and general administration. Must be computer literate and must have a driver`s license.

Competitive field: Candidates from outside the Public Service must have experience in related fields on management level.

Main duties:

- Responsible for the implementation of National Policy on Human Resources and capacity building.
- Providing advisory and support services to the Chief Regional Officer on Human Resources, Financial and Administrative matters.
- Ensure the proper implementation of Council decisions.
- Responsible for the preparations of the Council budgets, implementations and control.
- Overall responsibilities for personnel functions including staff development in the Council.
- Provision of support services to the Regional Council, Constituencies and Settlement areas on Personnel/Administrative and Finances matters.
- Carry out inspections within the Regional Council, Constituencies and Settlements areas to ensure compliance with prescribed staff and finance rules and standards.
- Supervise the functions of the implementation.
- Coordination and liaise with stakeholders on personnel and financial matters.
- Developing the Strategic Plan of the Directorate and oversee its implementation.
- Participate in the decentralization awareness raising campaign and ensure the implementation of the Decentralization Action Plan.
- Advise the Chief Regional Officer on all issues pertaining to finance and personnel.
- Assist the Council in the interpretation and application of the Labour Act, Finance Act, Public Service Act 2 of 1980, Treasury Instructions, Personnel Administration Measures and Delegations.
- Develop and produce guidelines on personnel matters in collaboration with the Regional Council and the line Ministries.

- Articulate decentralization Policy and Legislation to all stakeholders.
- Promote good governance by developing standards and operational procedures.
- Liaise with the Ministry of Justice and the Office of the Attorney General on legal matters.
- Produce quarterly progress reports on decentralization legislation and make amendments where necessary.
- Consult with Regional Council and Local Authorities on the implementation of the decentralization policies.
- Consult with relevant stakeholders on the drafting of policies and regulations.
- Hold periodic review on decentralizations reform process.
- Carry out any other duties as may be lawfully assigned by the Supervisor.

To candidates:

- **Applications must** be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- All Public Servant applicants should send their applications through their O/M/A's Human Resource Offices and confirmation letter of probation **must** be attached.
- All foreign Qualifications **must** be evaluated and letters from the Namibia Qualification Authority (NQA) to be attached.
- **Must** Complete a latest revised Application Form for Employment in full, and on any parts of the application form that do not apply to you please indicate as such by writing N/A.

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

“Failure to complete all items on a latest revised application form for employment, attaching evaluation letter of foreign qualification and not attaching necessary documents will disqualify the application”.

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

Application must be submitted on a latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualification and comprehensive CV.

Enquiries: Ms. L. Nangura 066 – 266 000

Application must be addressed to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu**

OR

Hand delivery to:

Human Resource Office No. 15

DIRECTORATE: REGIONAL DEVELOPMENT INTEGRATION

Post Designation	:	Director Grade 3
1xPost	:	Rundu (Head Office)
Salary Scale	:	N\$ 554,603 – N\$ 588,548
Housing Benefit	:	N\$131,280 per annum
Motor Vehicle Allowances	:	N\$123,633 (Capital and Running) per annum

Minimum requirements: An appropriate Bachelor Degree at NQF L7 (or equivalent qualification) plus 9 years appropriate experience.

Additional Requirements: The candidate **must** be at a managerial level of a Deputy Director Grade 4 with proven managerial abilities with emphasis in strategic management, decentralization and personnel/technically related organizational component(s) of delegated functions. Must be computer literate and must have a driver`s license.

Competitive field: Candidates from outside the Public Service must have experience in related fields on management level.

Main duties:

- Provide advisory support services to the Chief Regional Officer on Regional Economic and Social activities.
- Ensure supervision, communication, coordination, formulation of regional policies and create awareness of policies, programmes and procedures impacting on regional economic planning, and decentralization amongst line Ministries.
- Develop Strategic Plan of the Directorate and oversee its implementation.
- Ensure the Preparation of annual work plans and budgets derived from Regional Economic and Social Empowerment Plan;
- Oversee the implementation, Monitoring & Evaluation of the strategic plans and budgets are aligned to national sector guidelines and performance indicators set by LMs;
- Compile, control and implement the Directorate budget (operational and capital)
- Provide advice to Regional Council on matters pertaining to Regional Economic Planning.
- Interpret and ensure compliance to national and sectoral policies
- Responsible for the implementation of policy frameworks.
- Ensure effective Management, safe keeping and proper utilization of the movable and immovable properties of the decentralized functions.

- Oversee the development and reviewing of procedures and guidelines in respect of Community Mobilization and IGA as well as the facilitation of the development of National Community Development Policy.
- Oversee the coordination of all labor management and Social Welfare Services.
- Ensure effective execution and coordination of the Print and Audio Visual production function, to enhance information dissemination on economic & social and development of general governance in the region.
- Oversee the establishment of procedures for planning, public participation, controlling, monitoring and progress reporting on activities of work programmes in the Directorate.
- Supervise, control and coordinate the implementation of Regional Councils decision, programmes and plans related to economic and social empowerment.
- Ensure that the staff needs assessment and review of institutional capacity building is undertaken for the Directorate.
- Access and determine staffing needs of the Directorate.
- Coordinate advice and oversee implementation of national policies regarding economic and social empowerment function.
- Responsible for periodic assessment, update and review of management plans.
- Present monthly, quarterly and annual reports.
- Promote good governance by developing standards and operational procedures.
- Ensure the proper implementation of relevant /council decisions.
- Participate in the decentralization awareness raising campaign and oversee the implementation of Decentralization Action Plan (DAP)
- Ensure correct interpretation and application of all relevant acts and Policies.
- Promoting good governance by playing a role in developing standards and operational procedures.
- Ensure that inspections are carried out within the Regional Council, Constituencies and Settlement areas to ensure compliance with prescribed staff and finance rules and standards.
- Carry out any other official duties as may be assigned from time to time.

To candidates:

- Applications **must** be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- All Public Servant applicants should send their applications through their O/M/A's Human Resource Offices and confirmation letter of probation **must** be attached.
- All foreign Qualifications **must** be evaluated and letters from the Namibia Qualification Authority (NQA) to be attached.
- **Must** Complete a latest revised Application Form for Employment in full, and on any parts of the application form that do not apply to you please indicate as such by writing N/A.

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

“Failure to complete all items on a latest revised application form for employment, attaching evaluation letter of foreign qualification and not attaching necessary documents will disqualify the application”.

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

Application must be submitted on a latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualification and comprehensive CV.

Enquiries: Ms. L. Nangura 066 – 266 000

Application must be addressed to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu**

OR

Hand delivery to:

**Human Resource Office No. 15
Kavango East Regional Council
Maria Mwengere Street
Rundu**

**DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION
DIVISION: TECHNICAL SERVICES**

Post Designation	:	Deputy Director Grade 4: Technical Services (Civil Engineer)
1xPost	:	Rundu
Scale Salary	:	N\$ 517, 195 - N\$ 543, 728
Housing Allowance	:	N\$ 121, 560 per annum
Motor Vehicle Allowances		
Capital Cost	:	N\$ 83, 106 per annum
Running Cost	:	N\$ 27, 811 per annum

Minimum Requirements: An appropriate B. Degree at NQF Level 7 in Civil Engineering or related fields of study plus approximate six (6) years appropriate experience plus Registration as a Professional Engineer with the Engineering Council of Namibia. Preference will be given to Namibian Citizens.

Main Duties:

The Deputy Director will be responsible for overseeing technical and maintenance policy implementation in the region and for ensuring work is completed within the required standard of quality, cost and time.

- Establishing regional technical policies, standards and guidelines for the provision of new infrastructure and maintenance of existing structure. These should be in line with national policies, standards and guidelines.
- Executing, facilitating and guiding development planning, design, contract administration and inspection services for new infrastructure in the region.
- Executing, facilitating and guiding development planning, design, contract administration and inspection services for maintaining and executing minor renovations to existing infrastructure in the region.
- Providing, coordinating and advising on engineering inputs needed for the planning and design of the technical infrastructure.
- Facilitating the receipt of the functions/activities identified for decentralisation to the subdivision from sector ministries/offices/departments in accordance with the agreed upon time frame.
- Recommend applications for rezoning for submission to the Ministry of Urban and Rural Development.
- Oversee the compilation of town planning and amendment schemes in the region.
- Monitor and guide inspections of infrastructures repaired, rehabilitated or constructed.
- Monitor and conformance of town planning scheme regulations and title conditions.
- Monitor and guide improvements to construction, maintenance and minor renovations to infrastructure within tender guidelines.
- Oversee provision of maintenance services to all Government movable and immovable assets.
- Oversee that that assistance and advice is provided to local authorities with township establishment and determination of title conditions.
- Prepare, recommend, control and account for all technical projects of the Kavango East Regional Council.
- Verify payment certificates in respect of actual performance, output of goods procured or services rendered against the claims and budget.
- Prepare, recommend, control and account for all technical projects of the Regional Council.

To candidates:

- Applications **must** be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- All Public Servant applicants should send their applications through their O/M/A's Human Resource Offices and confirmation letter of probation **must** be attached.
- All foreign Qualifications **must** be evaluated and letters from the Namibia Qualification Authority (NQA) to be attached.
- **Must** Complete a latest revised Application Form for Employment in full, and on any parts of the application form that do not apply to you please indicate as such by writing N/A.

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

“Failure to complete all items on a latest revised application form for employment, attaching evaluation letter of foreign qualification and not attaching necessary documents will disqualify the application”.

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

Application must be submitted on a latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualification and comprehensive CV.

Enquiries: Mr. Herculano K. Mwenyo 066-266000, Ms. Anna – Rosa N. Muyeu 066-266000

Application must be addressed to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu**

OR

Hand delivery to:

**Human Resource Office No. 15
Kavango East Regional Council
Maria Mwengere Street
Rundu**

MANAGEMENT CADRE

//KHARAS REGIONAL COUNCIL

DIRECTORATE: FINANCE, HR AND ADMINISTRATION

Post Designation	:	Director Grade 3
1xPost	:	Keetmanshoop
Salary Scale	:	N\$554, 603 – N\$588, 548
Salary Notch	:	N\$ 554, 603 per annum
Housing Allowance	:	N\$131, 280 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$94 177.92 per annum
Running Cost	:	N\$29 454.96 per annum

Minimum Requirement: A Bachelor's Degree at NQF level 7 plus nine (9) years appropriate experience.

Supplementary Requirements: Three (3) years proven working experience on the level of Deputy Director Grade 4 in Finance, Administration or Human Resources Division.

Responsibilities: This job category includes personnel involved at operational level with the determination and execution of policy, organization, financing, personnel provisioning and utilization; the determination of procedures and control as well as the making of decisions and liaising of certain functional activities.

Main Duties:

- Provide advisory support services to the Chief Regional Officer on Human Resources, Finance and Administration.
- Supervise the functions of the Human Resources, Finance and Administration.
- Assist in the formulation, implementation, Monitoring & Evaluation of the Regional Councils strategic plans.
- Ensure the proper implementation and dissemination of Council resolutions.
- Responsible for the preparation of the Regional Council budget, implementation and control.
- Liaise with the Regional Council and Local Authorities on the implementation of the decentralization policies.
- Develop and implement guidelines on human resource matters in collaboration with Regional Council and relevant line ministries including staff training and development.
- Provide administrative and financial support services to the Regional Council to ensure compliance with prescribed staff and finance rules and standards.
- Develop the Strategic Plan of the Directorate and oversee its implementation.
- Participate in the decentralization awareness raising campaign and ensuring the implementation of the Decentralization Action Plan (DAP).
- Ensure correct interpretation and application of all relevant Acts, Policies, Treasury Instructions and Personnel Administration Measures (PAM).
- Promoting good governance by developing standards and operational procedures.

- Ensure that inspections are carried out within the Regional Council, Constituencies and Settlement areas to ensure compliance with prescribed staff and finance rules and standards.
- Oversee proper recording of Council minutes.

Enquiries: Mr. Megameno Shikongo 063– 221909 or Mr. Dawid Konjore 063 – 221929

Applications must be submitted on the revised application form 156043 (obtainable at all Government offices) and should be accompanied by a detailed CV and originally certified supporting documents **(ALL supporting documents should be originally certified by NAMPOL)**. **Public Servants should attach certified confirmation letter of probation, applicants from outside the Public Service should attach certified proof of employment clearly indicating their current position, rank and responsibilities.** All foreign qualifications must be submitted together with evaluation of qualification by Namibia Qualification Authority (NQA). Applicants who fail to complete **ALL** items on the application form **(Incomplete Applications)** and not attaching the necessary documents will disqualify the application. **NB In terms of the Affirmative Action Act, Act 29 of 1998 qualifying woman and persons with disabilities are encouraged to apply. NO fax applications will be accepted.** Applications should be forwarded to the following address:

**The acting chief regional officer
//kharas Regional Council
Private Bag 2184
Keetmanshoop**

MANAGEMENT CADRE
OMUSATI REGIONAL COUNCIL
DIRECTORATE: GENERAL SERVICES
DIVISION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Deputy Director Grade 4
1xPost	:	Outapi
Scale of Salary	:	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

Minimum Requirement: A B-Degree at NQF Level 7 plus nine (9) years appropriate experience.

Supplementary Requirements: Candidate must have served Five (5) years and above at a Specialized/Senior Supervisory level i.e Grade 6 or equivalent level if coming from outside the Public Service (applicants from outside the Public Service must attach proof of their current levels). Preference will be given to candidates with a B-Degree in Human Resources Management or equivalent qualification.

Main duties:

- Advises the Accounting Officer and other Line Managers on all human resources related matters.
- Coordinates the training and development of human resources.
- Facilitate the implementation of the Performance Management System.
- Ensure the implementation of the Regional Council's resolutions on human resources matters.
- Responsible for the compilation of the human resources budget.
- Responsible for preparation, implementation, revision and monitoring of the Affirmative Action Plans for the Regional Council.
- Spearheads the implementation of workplace wellness program.
- Ensures statistical reports are submitted to the Office of the Prime Minister.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr M. Senalye/Ms. H. N. Mungandjela @ 065 251019

DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION

Post Designation	:	Deputy Director Grade 4
1xPost	:	Outapi
Scale of Salary	:	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

Minimum Requirement: Minimum Requirement: A B-Degree at NQF Level 7 plus nine (9) years appropriate experience.

Supplementary Requirements: Candidate must have served Five (5) years and above at a Specialized/Senior Supervisory level i.e Grade 6 or equivalent level if coming from outside the

Public Service (applicants from outside the Public Service must attach proof of their current levels). Preference will be given to candidates with a B-Degree in Public Administration/Management, Logistics and Supply Chain Management or Public Sector Procurement Management or equivalent qualification. Knowledge and experience in Public Procurement will serve as an added advantage.

Main duties:

- Monitors procurement process and adhere to procedures.
- Supervises the functions of auxiliary services, constituency support and settlement administration.
- Ensure deliveries of procurement contracts.
- Compile Divisional budget.
- Ensures maintenance of Council's assets and records management.
- Compiles and submit monthly, quarterly and annual reports to the Directors.
- Coordinates and implements Disaster Risk Management activities.
- Participates in the formulation and implementation of the Council Strategic Plan.
- Ensures timely dissemination of minutes, agendas, notices and correspondences for Council and Management Committee Meetings.
- Oversees the implementation of policies and directives.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr M. Senalye/Ms. H.N. Shimuningeni @ 065 251019

NB!

- Applicants with foreign qualifications must attach an evaluation letter of their qualification issued by Namibia Qualifications Authority.
- Applications must be submitted on Form 156043 (obtainable from any Public Service Office) and should be accompanied by a comprehensive CV and certified copies of Educational Qualifications and Identity Document.
- Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.
- Failure to complete all items on the application form for employment and not attaching all necessary documents will disqualify the application.

Applications must be addressed to:

**The Chief Regional Officer
Omusati Regional Council**

**Private Bag 523
Outapi**

**Or Hand delivered @Erf 1080, Namaungu Street
Omusati Regional Council, Head Office
Human Resources Office, Room D-3
Outapi**

OFFICE OF THE PRESIDENT

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

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

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:

- 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

OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL SERVICES DIRECTORATE: SUPREME & HIGH COURTS HIGH COURTS WINDHOEK

Post designation	:	Control Legal Clerk Grade 6
1xPost	:	High Court 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 in Accounting, Financial Administration/ Management or Business Administration/ Management on NQF Level 6 or equivalent qualification plus **Seven (7)** years' experience in quasi-judicial functions and court administration at the High Court, a Magistrate's Office or a combination of the two.

Additional requirement: Applicants within the Public Service must be at a level of Chief legal Grade 8 and probation must be confirmed at the date of advert.

Key performance areas:

- Heading and supervising various sub-divisions in the High Court;
- Liaising with various stakeholders regarding the functions performed by the various sub-divisions;
- Perform administrative functions to ensure the smooth running of the Court;
- Conduct in-service training of all staff at the High Court in accordance with the High Court Act, High Court Rules and Practice Directions, Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc.;
- Exercise control and manage the interpreters in the High Court;
- Exercise control over case records as well as the Archives in accordance with the relevant laws;
- Exercise control over all criminal exhibits handed in with the court during proceedings;
- Exercise control over, checking and managing of court registers in terms of the applicable legislation and policies;
- Exercise control over all financial transactions performed by the High Court;
- Verification of invoices received for purpose of payment;
- Ensure the submission of monthly expenditure cash account to Division Financial Management of the Office of the Judiciary,
- Ensure that payment vouchers are submitted on a monthly basis to the Deputy Registrar, High Court;
- Ensure that the recommendations made in the Financial inspections are implemented by the heads of administration;

- Provide assistance to the Assistant Registrars, the Clerks of Court and the staff members in general;
- Execute the administrative duties as prescribed in the codified and Treasury Instructions and other relevant legal instruments;
- Oversee the implementation of performance management system at the High Court;
- Conduct interviews, to recruit staff for promotion and appointment;
- Launch investigation in terms of misconduct of reported/detected/suspected cases of irregularities and misconduct;
- Facilitate the implementation and achievement of the strategic objectives as outlined in the strategic plan and annual plan of the Directorate: Supreme and High Courts;
- Execute any other duties assigned by the supervisor or any other authorized persons.

Key Competencies:

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to prioritize and manage work effectively and efficiently

Post designation	:	Interpreter Grade 12
1xPost	:	High Court Windhoek
Scale of salary	:	N\$ 107,753 –N\$129, 240
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10,512.00 per annum

Language requirements:

- English and Afrikaans plus either Otjiherero or Rukwangali
- Mandarin will serve as an added advantage

Minimum requirements: A Grade 12 (or equivalent) Certificate on NQF L3 and be able to speak, read and write English and at least two (2) indigenous languages indicated above; and

Additional requirements: Two (2) years appropriate experience as a Court Interpreter

Key performance areas:

- Operational level with interpreting of any case which call for the exact oral interpretation of a conversation from one language to the official language and

vice versa taking into consideration the background, custom and gesture of parties involved;

- Making sure that the exact meaning of the conversation is communicated;
- Performance of clerical duties e.g. enrolment of court cases and filing court records;
- Advanced operational level with the verbal interpreting of cases in a court of law and/or other legal and semi-legal procedures;
- The evaluation of interpretations and granting of assistance and training; and
- Performing any other administrative duties as assigned by the supervisor

DIRECTORATE: SUPREME AND HIGH COURTS

Post designation	:	Senior Cleaner Grade 14
1xPost	:	Supreme Court Windhoek
1xPost	:	High Court Windhoek
Scale of salary	:	N\$ 63, 522 –N\$ 80, 439
Housing Allowance	:	N\$ 11,616 per annum
Housing allowance	:	N\$ 101, 512 per annum

Minimum requirements: None

Additional requirements:

- Preference will be given to candidates with a Grade 10 (or equivalent) Certificate on NQF Level 2 with minimum 24 points in seven subjects and D symbol in English; and;
- Candidates must have at least five (5) years cleaning experience and must be able to communicate properly in the official language (speak, read and write English).

Key accountability:

- Supervision of all cleaners and ensuring that cleaning duties are carried out effectively and according to the required standards.
- Ensuring the cleanliness of court buildings, offices, courtrooms and surrounding areas at all times.
- Coordinating and monitoring cleaning activities to maintain proper hygiene and cleanliness standards throughout the premises.
- Maintaining strict confidentiality while performing duties within court premises.
- Identifying and reporting cleanliness or maintenance issues to the relevant authorities for timely attention.
- Performing any other duties assigned by the supervisor or other authorised personnel.

DIRECTORATE: LOWER COURTS

DIVISION: COURTS ADMINISTRATION LOWER COURTS, SUBDIVISION: WINDHOEK

Post designation	:	Control Legal Clerk Grade 6
1xPost	:	Magistrate's Office Windhoek (Traffic Court)

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

1xPost	:	Magistrate's Office Oshakati
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 in Accounting, Business Administration/ Management, Public Management/Administration or Human Resource Management on NQF Level 6 or equivalent qualification plus **Seven (7)** years' experience in quasi-judicial functions and court administration at Magistrate's Offices.

Additional requirement: Applicants within the Public Service must be at a level of Chief legal Grade 8.

Key performance areas:

- Overall management and control of heads of administration at the Magistrate's Offices in the Subdivision;
- Train heads of administration and administrative staff at the Magistrate's Offices in the Subdivision;
- Execute the administrative duties as prescribed in the codifies and Treasury Instructions and other relevant legal instruments;
- Oversee the implementation of performance management system at all Magistrate's Offices in the Subdivision;
- Conduct in-service training of all heads of administration at the Magistrate's Offices in the subdivision;
- Ensure daily Checking of all registers and reconciliation by the heads of administration;
- Ensure the submission of monthly expenditure cash account to Division Financial Management of Office of the Judiciary,
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Court;
- Ensure that the recommendations made in the Financial inspections is implemented by the heads of administration;
- Provision of advice to all staff members in accordance with the Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc.;
- Conduct interviews, to recruit staff for promotion and appointment;
- Launch investigation in terms of misconduct of reported/ detected/ suspected cases of irregularities and misconducts;
- Facilitate the implementation and achievement of the strategic objectives as outlined in the strategic plan and annual plan of the Directorate Lower Courts
- Perform quasi- judicial functions;
- Ensure the provision of training on NAMCIS to newly appointed staff members;
- Report maintenance and renovation needs of court facilities and assigned houses;

- Ensure the submission of vehicle log summary reports by the heads of administration to the Deputy Director: General Service on a monthly basis;
- Facilitate the appointment of relief Clerk in the subdivision;
- Facilitate the appointment of occasional interpreters in the subdivision;
- Execute any other duties assigned by the supervisor or any other authorized persons.

Key Competencies:

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively and efficiently

DIRECTORATE: LOWER COURTS
DIVISION: COURT ADMINISTRATION LOWER COURTS, SUBDIVISION: WINDHOEK, KEETMANSHOOP & OTJIWARONGO, RUNDU AND OSHAKATI

Post designation	:	Chief Legal Clerk Grade 8
1xPost advertisement)	:	Magistrate's Office Keetmanshoop (Re-
1xPost	:	Magistrate's Office Luderitz
1xPost	:	Magistrate's Office Okahao
1xPost	:	Magistrate's Office Aranos
1xPost	:	Magistrate's Office Gobabis
1xPost	:	Lower Court, Windhoek, Head Office
1xPost	:	Magistrate's Office Ohangwena
1xPost	:	Magistrate's Office Rehoboth
1xPost	:	Magistrate's Office Omuthiya
1x Post	:	Magistrate's Office Rundu
1x Post	:	Magistrate's Office Nkurenkuru
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 National Diploma in **Law, Accounting, Business Administration, or Public Management/Administration or Human Resource Management** on NQF Level 6 or equivalent qualification plus **five (5)** years' experience in court administration. **Applicant must be at a level of Senior Legal Clerk Grade 10.**

Additional requirement: Preference will be given to candidate with extensive knowledge and experience in quasi-judicial functions and court administration at Magistrate's Offices;

Key performance areas:

- Daily Checking of financial transactions;
- Perform quasi- judicial functions;
- Receive state revenue in respect of bail, court fines and traffic fines;
- Perform administrative duties as prescribed in the codified and Treasury Instruction and other relevant legal instruments;
- Reconcile the monthly electronic cashbook and cash account and submitting it to Division Financial Management of Office of the Judiciary and Treasury at the Ministry of Finance;
- Reconcile MDSA (Magistrate's Deposit Suspense Account) On a monthly basis;
- Submit monthly expenditure cash account for commercial bank account to Division Financial Management of Office of the Judiciary;
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Court;
- Provision of advice to all staff members in accordance with the Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc;
- Perform bookkeeping functions;
- Balance/Reconcile revenue accounts/ registered;
- Compile and submit monthly reports in respect of revenue returns;
- Assess the performance agreements of junior staff members;
- Supervise and train staff; and
- Execute any other duties assigned by the supervisor or any other authorised persons.

Key Competencies:

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively and efficiently;

DIRECTORATE: LOWER COURTS
DIVISION: COURT ADMINISTRATION LOWER COURTS, SUBDIVISION: WINDHOEK & OTJIWARONGO, RUNDU AND OSHAKATI

Post designation	:	Senior Legal Clerk Grade 10
1xPost	:	Magistrate's Office Oranjemund
1xPost	:	Magistrate's Office Khorixas
1xPost	:	Magistrate's Office Ohangwena
1xPost	:	Magistrate's Office Okahao
1xPost	:	Magistrate's Office Omuthiya
1xPost	:	Magistrate's Office Oshakati
1xPost	:	Magistrate's Office Windhoek (J.P Karuaihe)
1xPost	:	Magistrate's Office Windhoek (Mungunda Street)

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

1xPost	:	Magistrate's Office Eenhana
1xPost	:	Magistrate's Office Okakarara
1xPost	:	Magistrate's Office Outapi
Scale of salary	:	N\$ 159, 216 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: A Grade 12 (or Equivalent) certificate on NQF Level 3 plus **3 years' experience** in court administration

Additional requirements:

- An appropriate National Diploma in **Law, Accounting, Business Administration, or Public Management/Administration or Human Resource Management** on NQF Level 6 or equivalent qualification plus **five (5)** years' experience in court administration.
- An appropriate National Diploma on NQF Level 6 in **Paralegal Studies, Accounting, Business Administration, Public Management/Administration or Human Resources Management** will be **added advantage**;
- Candidates must have extensive knowledge and experience in quasi-judicial functions and court administration at Magistrates' Offices.

Key performance areas:

- Supervise and train junior administrative staff;
- Perform quasi-judicial functions;
- Receive State revenue in respect of court fines and traffic fines;
- Receive trust funds such as bail and maintenance monies;
- Perform administrative duties as prescribed in the Codified and Treasury Instructions;
- Domestic Violence Act, Administration of Estates Act and other relevant legal instruments;
- Perform bookkeeping functions;
- Balance/Reconcile the Magistrate's Deposit Suspense Account;
- Compile and submit monthly expenditure cashbook and cash accounts;
- Assess the performance agreements of junior staff members;
- Execute any other duties assigned by the supervisor or any other authorized persons.

Key Competencies:

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively and efficiently

**DEPARTMENT: JUDICIAL MANAGEMENT
DIRECTORATE: ADMINISTRATION
DIVISION: GENERAL SERVICES**

Post designation	:	Senior Administrative Officer Grade 10
1xPost	:	Windhoek
Scale of salary	:	N\$159, 216 –N\$ 191,312
Housing allowance	:	N\$13,944 per annum
Transport allowance	:	N\$10,512 per annum

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

Additional requirements: An appropriate Bachelor's Degree in Records and Archives/Library and Information Science on NQF Level 7; plus Five (5) years' appropriate experience.

Experience and skills:

- Extensive understanding in registry and record management processes
- Sound knowledge of the Archives Act and Archives code, EDRMS and filing system;
- Knowledge of Public Service Staff Rules, other relevant policies and guidelines;
- Proven proficiency in Microsoft Office programmes;
- Time management, planning and organizing skills; and
- Confidentiality.

Key performance areas:

- Supervise and monitor Registry activities;
- Ensure daily collection of mails from Nampost;
- Open & distribute all incoming mails;
- File correspondences according to the File Plan;
- Control the movement of files within and outside of the Office;
- Facilitate the Review of the File Plan and submit for approval by the National Archives;
- Maintain central filing system;
- Preparation of new files;
- Handling of manual and Electronic filing processes;
- Responsible for destruction of files;
- Facilitate the preparation of meetings and minutes taking of the proceedings;
- Provide secretariat services to the EDRMS committee and ensure the implementation of Resolution;
- Provide various reports on Registry's matters;
- Prepare performance agreement for Administrative Officer and conduct performance reviews and appraisals in line with PMS;
- Ensure regular update of Registry's recodes and index.

Key Competencies

- Interpersonal Skills;
- Integrity;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills;

DEPARTMENT: JUDICIAL SERVICES
DIRECTORATE: LOWER COURTS
DIVISION: COURT ADMINISTRATION LOWER COURTS, SUBDIVISION: WINDHOEK

Post designation	:	Senior Interpreter Grade 11
1xPost	:	Magistrate's Office Walvis Bay
1xPost	:	Magistrate's Office Karibib
Scale of salary	:	N\$ 132, 987 –N\$ 159, 505
Housing Allowance	:	N\$ 13,944 per annum
Housing allowance	:	N\$ 10, 512 per annum

Language Requirements:

- English plus Afrikaans and Khoekhoegowab and Oshiwambo and Otjiherero plus any of the following: Oshiwambo or Rukwangari **(Magistrate's Office Walvis Bay)**
- English plus Khoekhoegowab and Afrikaans plus any of the following: Rukwangali or Oshiwambo or Otjiherero **(Magistrate's Office Karibib)**

Minimum requirements: A Grade 12 (or equivalent) Certificate on NQF L3 and be able to speak, read and write English and at least two (2) indigenous languages indicated above;

Additional requirements: **Five (5) years** appropriate experience as a Court Interpreter

Key performance areas

- Provide interpretation services in the respective Magistrate's Office, or elsewhere when so instructed by –
 - Interpretation in any case which call for the exact oral interpretation of a conversation from one language to the official language and vice versa taking into consideration the background, custom and gesture of parties involved;
 - Making sure that the exact meaning of the conversation is communicated;
 - Verbal interpretation in cases in a court of law, consultation and/or other legal and quasi-judicial procedures.
- Assist with clerical and administrative duties at the Magistrate's Office;
- Assist, when called upon, with the management of the interpretation service diary of the court; and

**DIVISION: COURT ADMINISTRATION LOWER COURTS, SUBDIVISION: WINDHOEK &
OTJIWARONGO, RUNDU AND OSHAKATI**

Post designation	:	Interpreter Grade 12
1xPost	:	Wildlife Court Otjiwarongo
1xPost	:	Magistrate's Office Okahao
1xPost	:	Magistrate's Office Otjinene
1xPost	:	Magistrate's Office Mariental
1xPost	:	Magistrate's Office Grooffontein
1xPost	:	Magistrate's Office Ohangwena
1x Post	:	Magistrate's Office Omuthiya
1x Post	:	Magistrate's Office Nkurenkuru
1x Post	:	Magistrate's Office Otavi
1x Post	:	Magistrate's Office Oshakati
Scale of salary	:	N\$ 107, 753 – N\$129, 240
Housing Allowance	:	N\$ 10,512 per annum
Housing allowance	:	N\$ 10, 452 per annum

Language Requirements:

- English plus Khoekhoegowab and Oshiwambo and any of the following: Otjiherero or Afrikaans or Rukwangari (**Wild Court Otjiwarongo**)
- English plus Khoekhoegowab and Oshiwambo any of the following: Otjiherero or Afrikaans or Rukwangari (**Magistrate's Office Mariental**)
- English plus Khoekhoegowab and Oshiwambo any of the following: Otjiherero or Afrikaans or Rukwangari Magistrate's Office **Grooffontein**
- English plus Otjiherero and Afrikaans plus any of the following: Khoekhoegowab and Oshiwambo. Setwana and San language will be an added advantage Magistrate's Office **Otjinene**
- English plus Oshiwambo and Otjiherero plus any of the following: Olungambwe or Olunkumbi or Portuguese (**Magistrate's Office Okahao**)
- English plus Oshiwambo and Portuguese plus any of the following: Ngangela or Chokwe or Otjimbundu or Olunkumbi or Olungambwe (**Magistrate's Office Ohangwena**)
- English plus Oshiwambo and Portuguese plus any of the following: Olungambwe or Olunkumbi (**Magistrate's Office Omuthiya**)
- English and Rukwangali plus Nyemba plus any of the following: Otjiherero or Khoekhoegowab or Oshiwambo (**Windhoek Magistrate's Office Nkurenkuru**)
- English plus Khoekhoegowab and Oshiwambo plus any of the following: Rukwangali or Afrikaans or Otjiherero (**Magistrate's Office Otavi**)
- English plus Oshiwambo and Portuguese plus any of the following: Afrikaans or Khoekhoegowab (**Magistrate's Office Oshakati**)

Minimum requirements: A Grade 12 (or equivalent) Certificate on NQF L3 and be able to speak, read and write English and at least two (2) indigenous languages indicated above;

Additional requirements: Two (2) years appropriate experience as a Court Interpreter

Key performance areas

- Provide interpretation services in the respective Magistrate's Office, or elsewhere when so instructed by –
 - Interpretation in any case which call for the exact oral interpretation of a conversation from one language to the official language and vice versa taking into consideration the background, custom and gesture of parties involved;
 - Making sure that the exact meaning of the conversation is communicated;
 - Verbal interpretation in cases in a court of law, consultation and/or other legal and quasi-judicial procedures.
- Assist with clerical and administrative duties at the Magistrate's Office;
- Assist, when called upon, with the management of the interpretation service diary of the court; and
- Perform any other duties assigned by the supervisor or any other authorized person.

APPLICANTS SHOULD NOTE THE FOLLOWING:

- Applicants within the Public Service **must** attach proof of confirmation of probation to their application forms for employment;
- Applicants with foreign qualifications **must** attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- The activities of the Office of the Judiciary are sensitive and of strategic importance, thus candidate must be aware that a security clearance in respect of shortlisted candidates may be required at any time and their co-operation in that regard will be expected;
- Applicants who only partially complete and /or do not sign application forms, or who do not attach originally certified documents such as Identity Documents, Qualifications and CVs will be disqualified. Hence applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable; and
- Please note all documentation **must** be originally certified and **must** be attached to the application form.

Applicants in designated groups especially women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply.

Please further note:

Only Shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents shall be returned to the applicants.

The following officials may be contacted at the Human Resources Management Division in the event that further **enquiries** or information is required:

Mesdames: Aletta Emvula, Tel: 061- 435 3554, Caroline Buchane, Tel: 061- 435 3603, Lea NN Shatoolwa, Tel: 061- 435 3605

Applications (Form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

The Executive Director

**Office of the Judiciary
Private Bag 13412
WINDHOEK**

OR

**Hand delivered at the Office of the Judiciary, Schönlein Building, Schönlein Street,
Windhoek West.**

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

DIRECTORATE: NATIONAL COUNCIL FOR HIGHER EDUCATION

DIVISION: POLICY PLANNING AND RESEARCH

SUBDIVISION: RESEARCH

Post Designation	:	Senior Statistician Grade 7
1xPost	:	Windhoek
Scale of Salary	:	N\$291 128 –N\$ 347, 926
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: An appropriate B. degree on NQF Level 7 (or equivalent) qualification, majoring in Statistics and any of the following discipline/subject: Economics, Data Science, Computer Science, Mathematics, Econometrics, Biometrics, Operational Research, Demography, PLUS approximately 3 years proven experience as a Statistician or in another capacity dealing directly with statistics.

OR

An appropriate B. degree on NQF Level 8 (or equivalent) qualification, majoring in Statistics and any of the following subjects: Economics, Data Science, Computer Science, Mathematics, Econometrics, Biometrics, Operational Research, Demography, PLUS approximately 2 years proven experience as a Statistician or in another capacity dealing directly with statistics.

Job description: Review and improve data collection tools annually to ensure accuracy and relevance, particularly for HEMIS and the Funding Framework. Assist with the execution of the full data lifecycle—collection, validation, analysis, interpretation, and dissemination. Guide HEIs on data integrity and corrections for consistent, accurate reporting. Assist with the compilation of the annual Namibia Higher Education Statistical Yearbook (NHESY). Compile tables and reports for ad hoc information requests and for information publications. Assist with the coordination of surveys on graduates and higher education outcomes. Support NCHE research activities to strengthen evidence-based decision-making. Execute any other related tasks that may be assigned.

Enquiries: Mr Sem Shikongo at Tel: (061) 287-1523

DIVISION: QUALITY ASSURANCE

Post Designation	:	Senior Education Officer Grade 6
1xPost	:	Windhoek
Scale of Salary	:	N\$354,883 X P – N\$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 Namibia Qualifications Framework (NQF) Level seven (7) PLUS approximately five (5) years appropriate experience

OR

An appropriate Degree or equivalent qualification on Namibia Qualifications Framework (NQF) Level eight (8) PLUS approximately three (3) years appropriate experience.

Supplementary requirements: The candidate must have at least 2 years experience in quality assurance in higher education, the ability to demonstrate excellent facilitation, report writing, presentation skills and computer literacy.

Purpose of the position: Responsible for all aspects pertaining to programme accreditation at all higher education institutions according to the Higher Education Act, Act 26 of 2003 and the Quality Assurance System for Higher Education in Namibia and liaise and cooperate with counterparts in other quality assurance bodies: local, regional and international.

Job description: Receive and process new applications for programme accreditation; Mobilise academic experts, quality assurance experts, industry and professional bodies representatives (including partnerships) for the review exercise; Furnish CVs to the audit section to be uploaded on the database; Induct HEIs and Review Panel on the Quality Assurance System for programme accreditation exercise; Facilitate site visits for the review exercise; Coordinate drafting of the Review reports; Facilitate factual verification of review reports by higher education institutions; Prepare accreditation reports to Council for approval; Ensure the issuance of feedback/reports/certificates/awards is done timely and consistently; Furnish Monitoring Section with accreditation reports for follow up; Liaise and cooperate with other Quality Assurance bodies local, regional and international for benchmarking purposes; Assist with the preparation of the Unit's Annual Plan and budget; Assist with preparation and execution of the Unit's Procurement Plan; Prepare and submit Performance Agreement, Personal Development Plans (PDP); Quarterly Reviews; Act as a focal point on issues related to programme accreditation functions.

Enquiries: Ms Lucia Oarum at 061-2871531

An attractive range of benefits includes pension- and medical aid fund, a housing-/rental allowance and or housing subsidy, transport allowance as well as ample vacation- and sick leave.

Women and persons with disabilities who meet the requirements are encouraged to apply.

Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to the-

Human Resource Office

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

**National Council for Higher Education
Reception (Ground floor) and/or Room 3.11 (First floor)
Corner of Haddy- and Hoogenhout Streets
WINDHOEK-CENTRAL**

Important notes to applicants from inside- and outside the Public Service

- The "Application for Employment"-form (new format) is available at all Offices/Ministries/Agencies.
- "Application for Employment"-forms should be properly completed and be accompanied by certified copies of the applicant's highest qualifications and certificates of service from previous employers. The required certificates of service should reflect very clearly the type of experience/field in which experience was gained in each position at such previous employer(s), your exact date of appointment and termination of service. Please keep in mind that, without certificates of service, the experience an applicant claims to have cannot be confirmed which will cause such an applicant not to meet the advertised requirement as far as "proven appropriate experience" is concerned. Failure to properly complete all items on the "Application for Employment"-form and not attaching the necessary/required documents to the application form will disqualify the application. Previous employers might be called at random to confirm the field in/level on which specific indicated experience was obtained.
- Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application. (Qualifications obtained from local higher education institutions 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.

**DEPARTMENT: FORMAL EDUCATION
DIRECTORATE: PROGRAMMS AND QUALITY ASSURANCE (PQA)
DIVISION: NATIONAL ADVISORY SERVICES**

Post Designation	:	Chief: Education Officer Grade 4
1xPost	:	Windhoek (HQ)
Salary Scale	:	N\$ 517, 197 — N\$ 543, 728
Motor Vehicle Allowance	:	N\$ 110, 917 per annum
Housing Allowance	:	N\$ 121, 560 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 or 8 plus 9 years appropriate experience.

Supplementary Selection Requirements:

- Teaching qualification at NQF Level 7 or 8;

- A minimum of 9 years appropriate experience in the Education Sector;
- Be in possession of a Master's Degree (NQF Level 9) in Education will serve as an added advantage;
- Must have a thorough and in-depth knowledge and understanding of all policies, laws and regulations related to the Education Sector;
- In depth knowledge of coordination of professional development, support and provision of training , as well as experience of ICT integration in the curriculum in particular with knowledge of the challenges of effectiveness and efficiency, as for example with multi-grade teaching and required in-service training in support of the changes in curriculum and the current reviewed curriculum implementation;
- Strong grounding in education systems, school advisory services, and quality assurance;
- Experience in policy, legal framework and strategic plan formulation, consultation , implementation and monitoring would be an added advantage;
- Experience in supervision of other related professionals would be an added advantage;
- Excellent report writing, document development and review experience;
- Excellent presentation and communication skills, to network with relevant stakeholders and donors agencies;
- Knowledge and experience in learning support is also another advantage;
- Excellent administrative skills;
- Computer literary, data analysis an data ,management skills;
- A valid code B driver's license;
- Determination, leadership, initiative and the ability to generate creative solutions are but some of important qualities that the incumbent for the post should possess.

Enquiries: Ms. Ayesha Wentworth Tel: (061-2933394)

DIVISION: DIAGNOSTIC, ADVISORY AND TRAINING SERVICES (DATS)

Post Designation	:	Senior Education Officer Grade 6
1xPost	:	Windhoek (HQ)
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 Degree or equivalent qualification on NQF L7 plus 5 years' appropriate experience,

OR

An appropriate Degree or equivalent qualification on NQF L8 plus 3 years' appropriate experience.

Supplementary Selection Requirements:

- A recognised Bachelor Degree of Psychology specialised professional qualification and registration with Health professions Council of Namibia (HPCNA) as a Psychological Counsellor/Clinical Psychologist/Educational Psychologist;

- Appropriate experience in the application and interpretation of psychometric assessments within the scope of practice of a Psychological Counsellor/Clinical Psychologist/Education Psychologist.
- Excellent report writing, document development and review experience
- Must be willing to work under supervision of Chief Education Officer (Senior School Counsellor) i.e. registered clinical and /or Educational Psychologist;
- Excellent presentation and communication skills;
- Excellent administrative skills;
- Computer literacy, data analysis and data management skills;
- A code B driver's License;
- Determination, leadership, initiative and the ability to generate creative solutions are but some important qualities that the incumbent for the post should possess;
- Knowledge and experience in learning support is also another advantage;
- Multi-lingual skills in local languages would be an added advantage.

Enquiries: Ms. Ayesha Wentworth: Tel: (061-2933394 Ms. Irene Garthoff Tel: (061 – 2933111)

**DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT
DIVISION: EXAMINATIONS, ASSESSMENT AND RESEARCH
SUBDIVISION: ASSESSMENT AND TEST ITEM DEVELOPMENT**

Post Designation	:	Chief Education Officer Grade 5
1xPost	:	Windhoek (DNEA)
Salary Scale	:	N\$ 432, 601—N\$517, 195
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 or 8 plus 8 years appropriate experience.

Supplementary Selection Requirements:

- The appropriate Degree must be in the following areas of subjects at Ordinary/ Higher or Advanced Subsidiary Level (Grade 10-12) with a minimum of two subjects:
 - Commerce **OR** Social Sciences
- 5 years of teaching experience in one of the specialised subjects at Ordinary/ Higher or Advanced Subsidiary Level;
- Experience in setting and marking national examinations at NSSC Ordinary, Higher and Advanced Subsidiary level will be an advantage;
- Knowledge and understanding of security protocols related to national examinations;
- Proficiency in computer applications with advanced knowledge of Microsoft Office suite, especially Microsoft Word and Excel. Knowledge in Adobe in Design will be an added advantage.

Enquiries: Ms. C.Tsumis - Garises Tel: (061 - 52933432)

**DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT
DIVISION: EXAMINATIONS, ASSESSMENT AND RESEARCH
SUBDIVISION: ASSESSMENT AND TEST ITEM DEVELOPMENT**

Post Designation	:	Chief Education Officer Grade 5
1xPost	:	Windhoek (DNEA)
Salary Scale	:	N\$ 432, 601—517,195
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 or 8 plus 8 years appropriate experience.

Supplementary Selection Requirements:

- The area of specialisation on the appropriate Degree must be in English or Afrikaans First/Second Language and/ or **one** Namibian African Language (**Oshindonga, Oshikwanyama, Otjiherero, Rukwangali, Rumanyo, Silozi, Khoekhoegowab, Setswana or Thimbukushu**), plus 5 years teaching experience in **one** of the listed languages at Senior Secondary Level (Grade 10-12);
- 5 years of teaching experience in **one** of the specialised subjects at Ordinary/ Higher or Advanced Subsidiary Level;
- Experience in setting and marking English or Afrikaans First/Second Language and / or one Namibian First African Languages at NSSC Ordinary, Higher and Advanced Subsidiary level will be an advantage;
- Knowledge and understanding of security protocols related to national examinations;
- Proficiency in computer applications with advanced knowledge of Microsoft Office suite, especially Microsoft Word and Excel. Knowledge in Adobe in Design will be an added advantage.

Enquiries: Ms. C.Tsumis - Garises Tel: (061 - 52933432)

**DEPARTMENT: LIFELONG LEARNING, ARTS AND CULTURE
DIRECTORATE: NAMIBIA LIBRARY AND ARCHIVES SERVICES (NLAS)
DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES
SUBDIVISION: MINISTERIAL LIBRARY SERVICES
SECTION: PROFESSIONAL SERVICES
(NATIONAL MUSEUM OF NAMIBIA)**

Post Designation	:	Senior Librarian Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$ 291, 128 – N\$ 347, 926
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

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

Supplementary Selection Requirements:

- A B. Degree in Library and Information Science plus at least three (3) years of working experience as a Librarian will be an added advantage;
- Sound knowledge of scientific/academic information services, library management, administration, strategic planning and human resources management;
- Advanced knowledge on usage and maintenance of electronic information resources and Library Database Management Systems;
- Experience in professional capacity building and training is a strong recommendation.

Enquiries: Ms. S .N. Neumbo Tel: (061-2933184)

DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES
SUBDIVISION: EDUCATION LIBRARY SERVICES
SECTION: TECHNICAL SERVICES

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

Minimum Requirements: An appropriate National Diploma on NQF L6

Supplementary Selection Requirements:

- An appropriate National Diploma in Library & Information Science on NQF L6;
- Sound and applied knowledge on Librarianship;
- Excellent oral and written communication skills are strongly recommended;
- Experience in monitoring and evaluation, including statistical analysis;
- Literacy and numeracy skills, computer literacy skills.

Enquiries: Mr. Gareth Namabanda Tel: (081- 495 8188)

DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES
SUBDIVISION: NATIONAL ARCHIVES
SECTION: RECORDS MANAGEMENT CENTRAL

Post Designation	:	Archivist Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$ 195, 216 – N\$ 234, 144
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Degree on NQF L7 or Equivalent qualification

Supplementary Selection Requirements:

- A Bachelor Degree in Records and Archives Management NQF L7;
- Knowledge on filing and registry management, Literacy and numeracy skills and computer literacy skills.

Enquiries: Mr. Ndamian Hangula Tel: (081- 603 1749)

DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES
SUBDIVISION: NAMIBIA LIBRARY AND ARCHIVES SERVICE (HEAD OFFICE)
SECTION: GENERAL SERVICES

Post Designation	:	Accountant Grade 8
1 x Post	:	Windhoek
Salary Scale	:	N\$ 238, 825 – N\$295, 420
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Diploma on NQF L6 majoring in Accounting

Supplementary Selection Requirements:

- Diploma on NQF L6 majoring in Accounting , plus at least three (3) years of working experience as an Accountant will be an added advantage;
- A Bachelor Degree majoring in Accounting will serve as an added advantage;
- Sound and applied budget management skills;
- Excellent oral and written communication skills are strongly recommended;
- Experience in financial monitoring and evaluation, including statistical analysis;
- Literacy and numeracy including computer literacy skills.

Enquiries: Ms. Namutenya Hamwaalwa Tel: (061-293 3182) Email: Namutenya.Hamwaalwa@meiysac.gov.na

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

Applications should be addressed to:

Ministry of Education, Innovation, Youth, Sports, Arts and Culture

Human Resource Office
Private Bag 13186
Windhoek

Or hand delivered to:

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

DEPARTMENT: YOUTH, SPORTS AND NATIONAL SERVICE
DIVISION: RESOURCE COORDINATION AND PROGRAMMES
SUBDIVISION: CENTRES AND HOSTELS
SECTION: MULTI-PURPOSE YOUTH RESOURCE CENTRES

Post Designation	:	Senior Youth Officer Grade 8
5xPosts	:	1xKatima Mulilo (Zambezi Region) (Re-
Advertisement)	:	1xGobasis (Omaheke Region)
	:	1xOmuthiya (Oshikoto Region)
	:	1xUsakos (Erongo Region)
	:	1xKhorixas (Kunene Region)
Salary Scale	:	N\$ 238, 825 – N\$ 285, 420
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Appointment Requirements: A National Diploma **or equivalent qualification on NQF Level 6** in the following disciplines: **Youth and Community Development** or **Social Work** or **Adult Education** or **any Community/Youth related qualifications plus four (4) years of proven experience** in **youth or community related programmes or project management** of which **three (3) years** must be at the level of **Youth Officer** or **Community Liaison Officer (Grade 9)** or an **equivalent level** if coming from outside the Public Service. A certificate of service from previous employer(s) or testimonial from current employer regarding experience and 2 years valid driver's licence are prerequisites.

Supplementary Requirements: Preference will be given to candidates with a Bachelor Degree on or equivalent qualification on NQF Level 7 in the above mentioned disciplines.

DIVISION: TRAINING AND EMPLOYMENT
SUBDIVISION: KAI//GANAXAB YOUTH SKILLS TRAINING CENTRE

Post Designation	:	Vocational Instructor Grade 9
1xPost	:	Kai//Ganaxab Youth Skills Training Centre (Hardap Region)
Salary Scale	:	N\$ 195, 216 – N\$ 234, 144
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Appointment Requirements: A National Vocational Certificate in Welding and Metal Fabrication or equivalent qualification Level 3 plus a National Vocational Instructor Certificate Level 5 and 3 years industrial experience in Arc welding (SMAW/MIG/MAG welding), Oxy-acetylene cutting and welding Metal fabrication and structural work.

Supplementary Requirements: Preference will be given to candidates in possession of a National Vocational Certificate Level 4 in Welding and Metal Fabrication plus and a National Vocational Instructor Certificate level 5.

DIVISION: TRAINING AND EMPLOYMENT
SUBDIVISION: KAI//GANAXAB YOUTH SKILLS TRAINING CENTRE

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Kai//Ganaxab Youth Skills Training Centre (Hardap Region)
Salary Scale	:	N\$ 159, 505 – N\$ 191 312
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Appointment Requirements: A National Diploma or equivalent qualification on NQF Level 6 plus 1 year appropriate experience **OR** a Grade 12 Certificate on NQF Level 3 plus 3 years appropriate experience.

Supplementary Requirements: A national Diploma or equivalent qualification on NQF Level 6 or **in** the following disciplines: Logistics and Supply Chain Management or Transport Management or Public Management or Business Administration/ Management plus three (3) years' experience of which two (2) years should be at a level of Administrative Officer Grade 12 in the Public Service or equivalent if coming from outside the Public Service.

Enquiries: Mr. Nicolars Tembwe, **Tel:** 0811 261600/Ms. Frieda N. Nampweya **Tel:** 061 293 6203

DIRECTORATE: SPORT DEVELOPMENT
SUBDIVISION: CENTRAL EAST

Post Designation	:	Senior Sport Officer Grade 8
2xPosts	:	1xWindhoek (Khomas Region)

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

	:	1xGobabis (Omaheke Region)
Salary Scale	:	N\$ 238, 825 – N\$ 285, 420
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Appointment Requirements: A National Diploma or equivalent qualification on NQF Level 6 plus 4 years proven experience in in sport administration, sport development/ programmes or sport coaching of which two (2) years must be at an operational level (i.e. Grade 9 or equivalent levels if coming from outside the Public Service.

Supplementary Requirements: An appropriate Bachelor Degree or equivalent qualification on NQF Level 7 will be an added advantage. **A certificate of service or testimonials from former or current employer(s) regarding experience and a 2 years valid driver's license are prerequisites.**

A detailed job description can be obtained from the Human Resources Office upon request.

Application Procedures:

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. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant. A comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity Document, and 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). Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Only shortlisted candidates will be contacted and no application forms and documents will be returned. **NB: No faxed, scanned or emailed documents will be accepted**

Applications must be addressed to the following address:

**The Executive Director
Sports, Youth and National Service
Ministry of Education, Innovation, Youth, Sports, Arts and Culture
Private Bag 13186
Windhoek**

OR

**Hand Delivery
Human Resource Office
Ministry of Education, Innovation, Youth, Sports, Arts and Culture,
Government Offices Park, 2nd Floor West wing, Room 201
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

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:

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

**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

MINISTRY OF WORKS AND TRANSPORT

DEPARTMENT OF ADMINISTRATION AND CENTRALISED SUPPORT SERVICES DIRECTORATE OF CENTRALIZED SUPPORT SERVICES DIVISION: INFORMATION TECHNOLOGY

Post Designation	:	Senior Analyst Programmer Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
House Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Diploma in Programming on NQF Level 6 plus six (6) years relevant experience in Java Programming.

Additional Qualifications: An appropriate Degree in Software Development will be an added advantage.

Required Knowledge and skills: Six (6) years' experience in System Development, Java Programming SQL administration, querying and development, open-source application development, Java and Linux environment. Through understanding of the design and implementation of management software, database management, enterprise application integration, program testing and business analysis. Independent decision-making capability and proactive problem-solving skills. A team player committed to work in a continuously improving environment. Highly developed negotiation and relationship building skills. Good verbal and written communication skills.

Specific duties:

The incumbent will be in charge of the Section System Development.

Designing and developing applications/system.

Testing, installing, evaluating and maintaining systems and programs.

Development of technical specifications.

Maintenance of computer systems and programming guidelines by writing and updating policies.

Assisting application development projects by providing advice and support system development standards.

IT Project planning, management and reporting.

Prepare the section budget and submit to the Deputy Director: Information Technology for IT projects and programs aligned with the annual plan.

Enforce disciplinary code of conduct among staff members of the Section.

Provide support to the programming team.

Roles and responsibilities:

- Analyzing and modifying existing systems and developing new ones to resolve problems based on the needs of the Ministry.

- Designs, test and implement new systems, maintain and modifies existing applications to meet the needs within the limitations of current or proposed computer system.
- Designing, defining, testing, installing and maintaining software to improve efficiency in the Ministry.
- Support systems recovery processes in the event of problems.
- Diagnoses and resolve major system problems.
- Identify and evaluate new software products and techniques to improve service quality.
- Analyze system performance, make and implement recommendations regarding system improvements and system tuning.
- Management of suppliers, software versions and licenses and planning for software.

Enquiries: Mr. J T Pohamba Tel: +264 61–208 8640 / Ms. P Simataa Tel: +264 61 -208 8126

Applications must be submitted on form 156043 obtainable from any Public Service Office and should be accompanied by certified copies of qualifications, Transcript of Academic Record, ID document, 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. Previously disadvantaged and persons with Disabilities who meet the advert requirements are encouraged to apply. The applications must be submitted to the following address:

**The Executive Director
Ministry of Works and Transport
Private Bag 13341
Ausspannplatz
Windhoek**

OR hand delivered to:

**The Human Resource Office
Ministry of Works and Transport
Registry Office, Room 101
First floor**

NB! Only shortlisted candidates will be contacted and documents will not be returned. All supporting documents (ID's, Qualifications, and References) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents will disqualify the application.

ERONGO REGIONAL COUNCIL

DIRECTORATE: GENDER EQUALITY AND WOMEN EMPOWERMENT

DIVISION: ERONGO REGION

SUBDIVISION: CHILD CARE AND PROTECTION

Post Designation	:	Social Worker Grade 8
1xPost	:	Uis
Scale of Salary	:	N\$ 238, 825 –N\$ 285, 420
House Allowance	:	N\$ 17, 424 per annum
Transport	:	N\$ 10, 512 per annum

Minimum requirements: Registration as a Social Worker with Social Work and Psychology Council of Namibia.

Supplementary requirement: Candidate must have a valid Code B Driver License

NOTES TO CANDIDATES:

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
- Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.
- Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
- Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
- The prescribed Application form latest revised (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae and originally certified copies of educational qualifications and identity document(s) must be submitted to:

**The Chief Regional Officer
Erongo Regional Council
Human Resource Division
Private Bag 5019
Swakopmund**

Enquiries: Mr. Jackson Amasiku, Tell: 064 4105700, Ms Albertyne. Kauluma Tell: 0644105700

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION DIVISION: TECHNICAL SERVICES

Post Designation	:	Engineer Grade 6
1xPost	:	Rundu
Scale Salary	:	N\$ 354, 883 – N\$ 424, 119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum requirements: Bachelor's Degree in Engineering at NQF L7. Registration as Professional Engineer / Incorporated Engineer with the Engineering Council of Namibia.

KEY PERFORMANCE AREAS:

- Advise on policy matters, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plan.
- Facilitate Technical Services' Divisional and Sub-divisional operational planning within the framework of the overall strategic and development plan of the Regional Council and the plans of line ministries/offices/departments.
- Participate in the establishment of policies for regional technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Oversee collection of regional infrastructure development needs and combination thereof into a regional infrastructure plan.
- Guide, evaluate and process data on infrastructure needs.
- Prepare, recommend, control and account for all technical projects of the Regional Council.
- Interpret and ensure implementation of policy frameworks at the Regional Council in line with approved legislation.
- Provide technical input in the Directorate and Divisional operational planning, ensuring that the outcome support the strategic plan and decentralization.
- Monitor and prepare progress reports on capital projects for Regional Council.
- Prepare development budget for the division and engineering services for settlement areas.

- Deal with consultants and contractors for services in Regional Councils and settlement areas.
- Carry out any other official duties assigned from time to time.

To candidates:

- Applications **must** be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- All Public Servant applicants should send their applications through their O/M/A's Human Resource Offices and confirmation letter of probation **must** be attached.
- All foreign Qualifications **must** be evaluated and letters from the Namibia Qualification Authority (NQA) to be attached.
- **Must** Complete a latest revised Application Form for Employment in full, and on any parts of the application form that do not apply to you please indicate as such by writing N/A.

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

“Failure to complete all items on a latest revised application form for employment, attaching evaluation letter of foreign qualification and not attaching necessary documents will disqualify the application”.

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

Application must be submitted on a latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualification and comprehensive CV.

Enquiries: Mr. Herculano K. Mwenyo 066-266000, Ms. Anna – Rosa N. Muyeu 066-266000

Application must be addressed to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu**

OR

Hand delivery to:

**Human Resource Office No. 15
Kavango East Regional Council
Maria Mwengere Street
Rundu**

DIRECTORATE: HUMAN RESOURCES, FINANCE AND ADMINISTRATION

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

DIVISION: ADMINISTRATION

SUBSECTION: CONSTITUENCY SUPPORT

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Ndonga Linena Constituency Office
Salary Scale	:	N\$ 354, 883– N\$ 424, 119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum
Remoteness Allowance	:	N\$13,800 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6, plus six (6) years appropriate experience. The applicant **MUST** be on the level of Chief Administrative Officer Grade 8. The experience mentioned must have been attained whilst employed in the same job category performing the same functions and duties as per PSM Circular No. 5 of 2015.

Main Duties:

- Work closely with the Regional Councillor responsible for the Constituency.
- Ensure the supervision of staff at the Constituency office.
- Implement, monitor and evaluate annual work plan and produce monthly progress reports.
- Provide monthly reports both to the Constituency Councillor and Deputy Director Administration.
- Assist the Directorate Planning and Development on issues relating to Decentralized Build-Together Programme.
- Coordinate development projects at constituency level and communicate any relevant concerns to the Directorate Planning and Development Services.
- Create platforms to solicit inputs from Constituency Development Committee on project proposals.
- Submit budget proposals to the Deputy Director Administration in consultation with the Councillor and monitor and evaluate Constituency Office budget and ensure compliance.
- Participate in the development of the Strategic Plan.
- Ensure the development of an Operational Plan and the implementation thereof.
- Provide monthly reports both to the Regional Councillor responsible for the Constituency and Deputy Director Administration.
- Ensure that stock-taking takes place annually and inventory registers are in existence and updated regularly.
- Ensure the reconciliation of transport transactions and produce monthly reports.
- Organize proper handling of correspondences (incoming/outgoing mail).
- Identify constituency training and staffing needs/ resources.
- Ensure the existence of proper filing systems.
- Organize community meetings on request of the Regional Councillor responsible for the Constituency.
- Ensure minute-taking and submission of CDC minutes to the Regional Council.

- Ensure that all purchases at Constituency Office are done according to the approved procurement procedure.
- Report Information Technology related problems to Information Technology Section.
- Provide support services to the Regional Emergency Management Unit.
- Attend to customer complaints/inputs / suggestions on basic services to relevant service providers.
- Oversee the cleanliness and image of Constituency Office.
- Carry out any other official duties assigned from time to time.

To Candidates:

- Applications must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications.
- All Public Servant applicants should send their applications through their O/M/A's Human Resource offices and confirmation letters must be attached.
- All foreign qualifications must be evaluated and letter (s) from the Namibia Qualifications Authority (NQA) to be attached.
- Failure to complete all items on the application form for employment (latest revised) and not attaching the necessary documents will disqualify the application. Only shortlisted candidates will be considered and no personal documents will be returned.
- Faxed applications will not be considered.

NB! Women and Persons with Disability who meet the appointment requirements are encouraged to apply.

Applications must be submitted on form **156043 and 156094 (latest revised)**, obtainable from government offices, with certified copies of identification documents, educational qualifications with a comprehensive **CV** must be addressed to:

Application must be addressed to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu**

Or hand delivery to:

**Human Resource Office No. 15
Kavango East Regional Council
Maria Mwangere Street
Rundu**

Enquiries: Mr. Jona M. Kangumbe Tel: 066 – 266 000/Ms. Anna – Rosa Muyeu Tel: 066 – 266 000

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS ARTS AND CULTURE: KHOMAS REGION

CIRCUIT 1

Post Designation	:	Head of Department Grade 6 Re-advertisement
1xPost	:	Dawid Bezuidenhout High School Commerce Department: Accounting and Business Studies Grade 8 - 11
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
1xPost	:	Dr. Abraham Iyambo Primary School Junior Primary Phase Department: English and Otjiherero Pre-primary - Grade 3
Salary Scale	:	N\$ 354, 883 –N\$ 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
1xPost	:	Eros Girls' School Home Science Department: Fashion and Clothing, Food/Home Economics and Hair Dressing
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
1xPost	:	Dr. Frans Aupa Indongo Primary School Languages Department: English and Oshindonga or Rukwangali or Khoekhoegowab or Afrikaans Grade 4 – 7
Salary Scale	:	N\$ 354, 883 –N\$ 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
5xPosts	:	Maarsen Primary School (Pre Primary - Grade 7)
	:	Otjiu Primary School (Pre Primary - Grade 7)
	:	Opuwo Junior Primary School (Pre Primary-Grade 7)
	:	Epupa Primary School (Pre Primary-Grade 7)
	:	Okondaunue Combined School (Pre Primary-Grade 9)
Salary scale	:	N\$ 432, 601 –N\$ 517, 195
Salary Notch	:	N\$ 432, 601 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
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.

Post Designation	:	Head of Department Grade 6
2xPosts	:	Elias Amxab Combined School (Junior Primary-Mol; Otjiherero)
	:	Orumana Combined School (Junior Primary-Mol; Otjiherero)
Salary scale	:	N\$354, 883 –N\$ 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.

Post Designation	:	Senior Librarian Grade 7
1xPost	:	Regional Office/Community Library (Khorixas)
Salary scale	:	N\$291, 128 –N\$ 347, 926
Salary Notch	:	N\$291, 128 per annum
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirements: A Bachelor Degree / equivalent qualification on NQF level 7.

Supplementary Requirement:

- Preference will be given to candidates who are currently serving as Librarian Grade 9 with an appropriate Bachelor Degree in Library and information Studies/Record Management on NQF Level 7 plus three (3) years of experience.
- Candidates must ensure that copy of their confirmation of probation in their current position is attached.

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 deliver at:

**Human Resource Office
DoEIYSAC
Khorixas**

Enquiries: Mr. Moses N. Hendrik /Mr. Johny J. Mapanka, **Tel:** 067-335000

OHANGWENA REGIONAL COUNCIL

DIRECTORTE FINANCE AND ADMINISTRATION DIVISION ADMINISTRATION SUBDIVISION AUXILIARY SERVICES

Post designation	:	Control Administrative Officer Grade 6
1xPost	:	Eenhana (Head Office)
Salary Scale	:	N\$ 354, 883-N\$ 424, 119
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirements: A National Diploma or equivalent qualification (NQF Level 6) plus 6 years appropriate experience of which three (3) years should be in Procurement and Stock Control environment. The applicant **MUST** be on the level of Chief Administrative Officer Grade 8 or equivalent level for applicants outside the Public Service. Candidate must have extensive knowledge and experience in the application of the Public Procurement Act, Fleet Management, Stock Control and Registry as well as served as a member of **internal procurement structure** and Valid Driver's License (Proof must be attached thereof).

Key performance areas: As per the Post Profile of Control Administrative Officer Grade 6, Auxiliary Services in Regional Councils.

Person in the designated groups and person with disabilities are encouraged to apply. Applicants within the Public Service must attach proof of confirmation of probation to their application for employment and those from the Private Sectors and Public Enterprises must attach proof of their current position's obligations (testimonials, certificate of service from former and current employer). Any part of the application form that do not apply to you please indicate as such by writing **N/A**.

Completed application for employment, together with a comprehensive curriculum vitae and original certified copies of educational qualifications, identity document and certificate of service must be addressed to:

**The Chief Regional Officer
Ohangwena Regional Council
Private Bag 88011
EENHANA**

Enquiries: Human Resources: **Tel. No.:** 065 – 264301/17/23/27

OMUSATI REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION SUBDIVISION: AUXILLIARY SERVICES

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

Minimum Requirement: A National Diploma or equivalent qualification at NQF Level 6.

Supplementary Requirements

Candidate must have served Six (6) years appropriate experience of which Two (2) years should be at supervisory level of Chief Administrative Officer Grade 8 or equivalent supervisory level. Preference will be given to candidates with a National Diploma in Public Management/Administration or Logistic and Supply Chain Management or Public Sector procurement Management or equivalent qualification. Knowledge and experience in Public Procurement will serve as an added advantage.

Main duties:

- Supervises the functions of the Subdivision Auxiliary Services.
- Draws up and oversee fleet management, stock control and procurement process for the Regional Council.
- Participates in the development of the Strategic Plan.
- Monitors, adherence to policies and directives.
- Participates in the development and implementation of the Annual Plan.
- Prepares budget for the Subdivision.
- Implement Performance Management System.
- Carry out any other official duties assigned from time to time.

NB!

- Applicants with foreign qualifications must attach an evaluation letter of their qualification issued by Namibia Qualifications Authority.
- Applications must be submitted on Form 156043 (obtainable from any Public Service Office) and should be accompanied by a comprehensive CV and certified copies of Educational Qualifications and Identity Document.
- Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.
- Failure to complete all items on the application form for employment and not attaching all necessary documents will disqualify the application.

Applications must be addressed to:

The Chief Regional Officer

**Omusati Regional Council
Private Bag 523
Outapi**

Or Hand delivered @

**Erf 1080, Namaungu Street
Omusati Regional Council, Head Office
Human Resources Office, Room D-3
Outapi**

Enquiries: Mr M. Senalye/Ms. H.N. Shimuningeni @ 065 251019

OSHANA REGIONAL COUNCIL

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

RE-ADVERTISEMENT

Post Designation	:	Principal Grade 5
9xPosts		
Salary Scale	:	N\$ 432,601 –N\$ 517, 195
Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512-00 per annum
Duty Stations	:	Ankambo Primary School (Onamutai Circuit)
	:	Onamayongo Junior Primary School (Oluno Circuit)
	:	likuku Junior Primary School (Ompundja Circuit)
	:	Ompundja Primary School (Ompundja Circuit)
	:	Engombe Primary School (Oshakati Circuit)
	:	Endombo Primary School (Ompundja Circuit)
	:	Charles Anderson Combined School (Ompundja Circuit)
	:	lipumbu Secondary School (Oshakati Circuit)
	:	Kapembe Secondary School (Eheke Circuit)

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 Junior Primary to Senior Primary Phase.
- **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 Junior Primary to Junior Secondary phase.
- **For Secondary 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 from Junior Secondary to Senior Secondary Phase.

Post Designation	:	Head of Department Grade 6:
4xPosts		
Salary Scale	:	N\$ 354,883 –N\$ 424, 119

Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512-00 per annum
Duty Stations	:	Fillipus Aupa Nangolo Secondary School: Languages (English and Oshikwanyama or Oshindonga) Grade 8-12 (Onamutai Circuit)
	:	Oshakati Primary School: Pre- Grade to Grade 3 MOI-Oshindonga (Oshakati Circuit)
	:	Okadila Combined School: Junior Primary Phase MOI Oshikwanyama (Onamutai Circuit)
	:	Erundu Primary School: Languages: English and Oshindonga or Oshikwanyama Grade 4-7 (Oshakati Circuit)

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.

- 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
Oshana Regional Council
Directorate of Education, Arts & Culture
Private Bag 5518
OSHAKATI**

Or hand Delivery

**Directorate of Education, Arts & Culture
Human Resource Office
906 Sam Nuyoma Road
Old Complex (Oshakati Town Council)**

Enquiries: Kaarina L. Iiyenda / Klaudia T. Shindondola, Tel: 065-229800

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

CIRCUIT: OKAHANDJA

Post Designation	:	Head of Department Grade 6
Department	:	Social Sciences
Area of Specialization	:	History & Geography Grade 8-12
1xPost	:	Okakarara Secondary School Okakarara)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 199
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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

CIRCUIT: GROOTFONTEIN

Post Designation	:	Head of Department Grade 6
Department	:	Languages
Area of Specialization	:	English & Afrikaans/ Khoekhoegowab Grade 8-12
1xPost	:	Khorab Secondary School (Otavi)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 199
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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

Post Designation	:	Head of Department Grade 6
Department	:	Social Sciences
Area of Specialization	:	Social Studies Grade 4-7
1xPost	:	Kalenga Primary School
Salary Scale	:	N\$ 354, 883 – N\$ 424, 199
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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

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 261
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
