



REPUBLIC OF NAMIBIA
MINISTRY OF FINANCE

VACANCIES

**DIRECTORATE: ADMINISTRATION
DIVISION: GENERAL SERVICES**

Post Designation: Administrative Officer Grade 12
1 X Post: Windhoek
Salary Scale: N\$113 141 - 135 702
Housing Allowance: N\$13 944 per annum
Transport Allowance: N\$10 512 Per annum

Minimum Requirements: A Senior Secondary Certificate or equivalent qualification on NQF L3 with 20 points in five subjects including an E symbol in English. Qualification in Record Management will be an added advantage.

Enquiry: Stanley Halifeli; Tel: 2092479

DIVISION: MEDICAL AID

Post Designation: Accountant Grade 8
2 X Post Designation: Windhoek
Salary Scale: N\$ 250 767 - N\$ 299 691
Housing allowance: N\$13 944 per annum
Transport allowance: N\$10,512 per annum

An appropriate National Diploma in Accounting and Finance or equivalent qualification on NQF 6.

DIVISION: MEDICAL AID

Post Designation: Administrative Officer Grade 12
2 x Posts: Windhoek
Salary Scale: N\$113 141 - 135 702
Housing Allowance: N\$13 944 per annum
Transport Allowance: N\$10 512 Per annum

Minimum Requirements: A Senior Secondary Certificate or equivalent qualification on NQF L3 with 20 points in five subjects including an E symbol in English.

Enquiry: Sylvia Kalenga, Tel: 2092168

**DIVISION: HUMAN RESOURCE, TRAINING AND DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES**

Post Designation: Senior Human Resources Practitioner Grade 7
1 x Post: Windhoek
Salary Scale: N\$ 305 684 - N\$ 365 322
Transport Allowance: N\$ 8, 760 per annum
Housing Allowance: N\$ 14, 520 per annum

Minimum Requirements: A National Diploma on NQF Level 6 majoring in Human Resources plus, five (5) years working experience in Human Resources Administration, Performance Management System, Industrial Relations, HR Statistics and Compilation of Affirmative Action Reports.

Additional Requirements: Computer literacy and valid driver license code 8.

**DIVISION: HUMAN RESOURCE, TRAINING AND DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES**

Post Designation: Administrative Officer Grade 12
1X Positions: Windhoek (HR Registry)
Salary Scale: N\$ 113 141 - N\$ 135 702
Housing allowance: N\$13 944 per annum
Transport allowance: N\$10 512per annum

Minimum Requirements: A Senior Secondary Certificate or equivalent qualification on NQF L3 with 20 points in five subjects including an E symbol in English.

SUBDIVISION: TRAINING AND DEVELOPMENT

Post Designation: Administrative Officer Grade 12
1X Positions: Windhoek
Salary Scale: N\$ 113 141 - N\$ 135 702
Housing allowance: N\$13 944 per annum
Transport allowance: N\$10 512per annum

Minimum Requirements: A Senior Secondary Certificate or equivalent qualification on NQF L3 with 20 points in five subjects including an E symbol in English.

Enquiries: Tresia Hangula, 061-2092068/Sakaria Ipinge, 061-2092830

DIVISION: SECURITY AND RISK MANAGEMENT

Post Designation: Senior Security Operations Officer Grade 7 (Re-Advisement)
1 X Post: Windhoek
Salary Scale: N\$277 264 - 331 358
Transport Allowance: N\$ 8 760 per annum
Housing Allowance: N\$ 14 520 per annum

Minimum Requirement: National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6 or equivalent qualification, plus six (6) years appropriate working experience in the Security environments and three (3) years should be at the Supervisory level. Applicant should have a valid driver's licence not newer than three (3) years.

General requirements: An appointment in this job category, irrespective of the functional level, is subject to vetting, Completed Police, Military, Correctional Service, or Security Management basic training.

Note: Confirmation of probation is subject to the successful completion of the following training by Namibia Central Intelligence Service (NCIS):

- Basic Security Awareness training for the 1st entry post.
- Advanced Security Awareness training for the 2nd entry post to the 2nd promotion post; and
- Skills in Emergency Evacuation Plan (EEP) and Health and Safety programs.

DIVISION: SECURITY AND RISK MANAGEMENT

Post Designation: Security Operations Assistant Grade 12
3 X Positions: Windhoek
Salary Scale: N\$ 113 141 - 135 702
Housing allowance: N\$ 17, 424 per annum
Transport allowance: N\$ 10, 512 per annum

Minimum requirements: A Grade 12 Certificate or equivalent qualification (NQF Level 3) with a minimum of 20 points over five (5) subjects including an E symbol in English.

General Requirements: An appointment in this Job category, irrespective of the functional level, is subject to vetting, and completed police, military, correctional service or security management basic training, irrespective of the functional level and 03 years of appropriate experience. Confirmation of probation is subject to the successful completion of the Basic Security Awareness training by Namibia Central Intelligence Services (NCIS), for the 1st entry post.

Additional Requirements: A valid code B driver's license.

Enquiries: Mr. George Musweu, Tel: 209 2604

**DIRECTORATE: BUDGET MANAGEMENT AND CONTROL:
DIVISION: BUDGET CONTROL AND PAYMENT SERVICES:
SUB-DIVISION: BUDGET CONTROL**

Post Designation: Senior Accountant Grade 7
2X Positions: Windhoek
Salary Scale: N\$ 305 684-365 322
Salary Notch: N\$ 305 684 per Annum
Housing allowance: N\$17, 424per annum
Transport allowance: N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma in Accounting and Finance or equivalent qualification on NQF 6 plus 3 appropriate years' experience.

**DIRECTORATE: BUDGET CONTROL AND PAYMENT SERVICES
SUBDIVISION: BUDGET CONTROL
SECTION: FINANCIAL SYSTEMS (PAYROLL HELPDISK)**

Post Designation: Accountant Grade 8
2 X Positions: Windhoek
Salary Scale: N\$ 250 767-N\$ 299 691
Housing allowance: N\$17, 424per annum
Transport allowance: N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma in Accounting and Finance or equivalent qualification on NQF 6.

**SUB-DIVISION: BUDGET CONTROL: SECTION:
SIGNING & BURLING (ACCOUNTS PAYABLE)**

Post Designation: Accountant Grade 8
1 X Post: Windhoek
Salary Scale: N\$ 250 767-N\$ 299 691
Housing allowance: N\$17 424 per annum
Transport allowance: N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma in Accounting and Finance or equivalent qualification on NQF 6.

**SUB-DIVISION: BUDGET CONTROL: SECTION:
FINANCIAL SYSTEMS**

Post Designation: Administrative Officer Grade 12
4 X Positions: Windhoek
Salary Scale: N\$ 113 141 - N\$ 135 702
Housing allowance: N\$13 944 per annum
Transport allowance: N\$10 512per annum

Minimum Requirements: A Senior Secondary Certificate or equivalent qualification on NQF L3 with 20 points in five subjects including an E symbol in English.

**DIVISION: BUDGET CONTROL AND PAYMENT SERVICES:
SUB-DIVISION: BUDGET CONTROL: SECTION:
SECTION DISBURSEMENT (FINANCIAL SYSTEMS)**

Post Designation: Chief Administrative Officer Grade 8
1 X Post: Windhoek
Salary Scale: N\$ 250 767-N\$ 299 691
Housing allowance: N\$117 424 per annum
Transport allowance: N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 4-year appropriate experience OR Senior Secondary Certificate or equivalent qualification on NQF L3 plus 6 years' appropriate experience and a driver's license.

**DIVISION: BUDGET CONTROL AND PAYMENT SERVICES:
SUB-DIVISION: BUDGET CONTROL: SECTION:
DISBURSEMENT (FINANCIAL SYSTEMS)**

Post Designation: Senior Administrative Officer Grade 10
1 X Post: Windhoek
Salary Scale: N\$ 250 767-N\$ 299 691
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 Senior Secondary Certificate or equivalent qualification on NQF L3 plus 3 years' appropriate experience

Enquiries: Ms. Cynthia Mabuku; Tel: 61 209 2432

**DIRECTORATE: GOVERNMENT INTERNAL AUDIT:
SUBDIVISION: GOVERNMENT INTERNAL AUDIT SERVICES**

Post Designation: Chief Internal Auditor Grade 6
1 X Post: Windhoek
Salary Scale: N\$372 627-445 325
Housing Allowance: N\$ 17 424 per annum
Transport Allowance: N\$ 10 512 per annum

Minimum Requirements: An appropriate B- Degree in Auditing/ Accounting, Finance, Business Administration /Business Management/ Internal Audit Technician or equivalent at NQF Level 7 plus five (5) years' appropriate experience in Accounting and Auditing. Confirmation of probation is subject to the issuing of the certificate of successful completion of the internal training course by the Executive Director; Ministry of Finance on advice of the Director, Government Internal Audit and Policy Coordination.



REPUBLIC OF NAMIBIA
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VACANCIES

SUBDIVISION: GOVERNMENT INTERNAL AUDIT SERVICES

Post Designation: Internal Auditor Grade 8
1X Post: Windhoek
Salary Scale: N\$ 250 767-N\$ 299 691
Housing allowance: N\$17, 424 per annum
Transport allowance: N\$10,512 per annum

Minimum Requirements: An appropriate B Degree in Auditing, Internal Audit Technician /Accounting, Finance, Business Management/ Business Administration or equivalent qualification on NQF 7.

SUBDIVISION: GOVERNMENT INTERNAL AUDIT: SUB-DIVISION: PUBLIC SERVICE INTERNAL AUDITORS

Post Designation: Internal Audit Grade 8
2X Positions: Windhoek
Salary Scale: N\$ 250 767-N\$ 299 691
Housing allowance: N\$17, 424 per annum
Transport allowance: N\$10,512 per annum

Minimum Requirements: An appropriate B Degree in Auditing, Internal Audit Technician /Accounting, Finance, Business Management/ Business Administration or equivalent qualification on NQF 7

Enquiries: Ms. Maxine Cloete-Hangula, Tel: 061-209 2482

DIVISION INFORMATION TECHNOLOGY: SUB-DIVISION: ICT

Post Designation: Computer Technician Grade 11
2 X Positions: Windhoek
Salary Scale: N\$157 632 – 177 946(P)
Housing allowance: N\$ per annum
Transport allowance: N\$ per annum

Minimum requirements: A National Diploma in Information Technology or equivalent qualification at NQF level 6.

SUBDIVISION: SYSTEM ADMINISTRATION

Post Designation: Senior System Administrator Grade 7
1 X Post: Windhoek
Salary Scale: N\$305 684 – 365 322
Housing Allowance: N\$ 17 424 per annum
Transport Allowance: N\$ 10 512 per annum

Minimum requirements: A Bachelor's Degree in Programming/ Software Engineering/Computer Science/Business Computing or any equivalent qualification at NQF level 7, plus at least 2 appropriate years of experience.

Enquiries: Stavros Beukes, 061-2092917

DIRECTORATE: PUBLIC PRIVATE PARTNERSHIP (PPP)

Post Designation: Private Secretary Grade 9
1X Position: Windhoek
Salary Scale: N\$204 977-N\$ 245 851
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)

Enquiries: Mr. Nafimane Shipanga 061-2092921

DEPARTMENT STATE ACCOUNTS
DIRECTORATE: ASSET, CASH
& DEBT MANAGEMENT

DIVISION ASSET MANAGEMENT
SUBDIVISION SYSTEMS DEVELOPMENT

Post Designation: Senior Accountant Grade 7
1X Post: Windhoek
Salary Scale: N\$ 305 684 – 365 322
Housing allowance: N\$17, 424 per annum
Transport allowance: N\$10,512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent on NQF Level 6 plus 3 appropriate years' experience and a Valid driver's license.

SUBDIVISION:
SYSTEMS DEVELOPMENT

Post Designation: Accountant Grade 8
1X Post: Windhoek
Salary Scale: N\$ 250 767-N\$ 299 691
Housing allowance: N\$17, 424 per annum
Transport allowance: N\$10,512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent on NQF Level 6 and a Valid driver's license.

Enquiries: Mr. Waldemar T Lawrence Tel: 061 209 2443

DIVISION ASSET MANAGEMENT
SUBDIVISION: STOCK INSPECTION

Post Designation: Accountant Grade 8
1X Post: Windhoek
Salary Scale: N\$ 250 767-N\$ 299 691
Housing allowance: N\$17, 424 per annum
Transport allowance: N\$10,512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent on NQF Level 6 and a Valid driver's license.

Enquiries: Mr. Waldemar T Lawrence Tel: 061 209 2443

DIVISION: CASH AND DEBT
MANAGEMENT
SUBDIVISION: GOVERNMENT GUARANTEES

Post Designation: Accountant Grade 8
1X Post: Windhoek
Salary Scale: N\$ 250 767-N\$ 299 691
Housing allowance: N\$17, 424 per annum
Transport allowance: N\$10,512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent on NQF Level 6 and a Valid driver's license.

DIVISION: CASH AND DEBT MANAGEMENT
SUBDIVISION: GOVERNMENT GUARANTEES

Post Designation: Senior Accountant Grade 7
1X Post: Windhoek
Salary Scale: N\$ 305 684 – 365 322
Housing allowance: N\$17, 424 per annum
Transport allowance: N\$10,512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent on NQF Level 6 plus 3 appropriate years' experience and a Valid driver's license.

Enquiries: Ms. Salome Idhenga: Tel: 061 209 2833

DIRECTORATE: EXPENDITURE AND
FINANCIAL MANAGEMENT: DIVISION:
ACCOUNTING AND FINANCIAL CONTROL
SECTION GENERAL LEDGER

Post Designation: Accountant Grade 8
1X Post: Windhoek
Salary Scale: N\$ 250 767-N\$ 299 691
Housing allowance: N\$17, 424 per annum
Transport allowance: N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma in Accounting and Finance or equivalent qualification on NQF 6.

Enquiries: Ms. Laimi Abraham 061-2092702

SUBDIVISION PAYMENT CONTROL
SECTION NEGOTIABLE BANKING

Post Designation: Accountant Grade 8
2 X Post: Windhoek
Salary Scale: N\$ 250 767-N\$ 299 691
Housing allowance: N\$17, 424 per annum
Transport allowance: N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma in Accounting and Finance/Finance or equivalent qualification on NQF 6.

SUBDIVISION PAYMENT CONTROL
SECTION MINISTERIAL ACCOUNTANT

Post Designation: Accountant Grade 8
3 X Post: Windhoek
Salary Scale: N\$ 250 767-N\$ 299 691
Housing allowance: N\$17, 424 per annum
Transport allowance: N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma in Accounting and Finance/Finance or equivalent qualification on NQF 6.

SUBDIVISION PAYMENT CONTROL
SECTION BANK RECONCILIATION

Post Designation: Accountant Grade 8
2 X Post: Windhoek
Salary Scale: N\$ 250 767-N\$ 299 691
Housing allowance: N\$17, 424 per annum
Transport allowance: N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma in Accounting and Finance/Finance or equivalent qualification on NQF 6.

Enquiries: Ms. Laimi Abraham 061-2092702
Enquiries: Mr. Martinus Nakale, 061 -02092705

DIVISION: FINANCIAL DIRECTIVES: SECTION:
BANK TRANSFERS

Post Designation: Senior Accountant Grade 7
1X Post: Windhoek
Salary Scale: N\$ 305 684 – 365 322
Housing allowance: N\$17, 424 per annum
Transport allowance: N\$10,512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent on NQF Level 6 plus 3 appropriate years' experience.

Enquiries: Mr. Lysias Kafidi Tel: +264 61 209 2627

Closing Date: 07 September 2026

NB: In order to access the full adverts with job descriptions please follow the following link: <https://mof.gov.na/web/mof/vacancies>

IN TERMS OF THE AFFIRMATIVE ACTION PLAN OF THE MINISTRY OF FINANCE, QUALIFYING FEMALES AND PERSONS WITH DISABILITIES WHO MEET THE PRESCRIBED ADVERTISEMENT REQUIREMENTS ARE ENCOURAGED TO APPLY.

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

Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employers or Certificate of Service (NB: Testimonials with experience specifications is a must).

Applications must be addressed to
The Executive Director: Ministry of Finance
Private Bag 13295
Windhoek, Namibia