

MANAGEMENT CADRE
MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY
DIRECTORATE: FORESTRY
DIVISION: CENTRAL & SOUTHERN REGIONS

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Scale of Salary	:	N\$ 543, 055 –N\$ 570, 914
Salary Notch	:	N\$ 543,055
Housing Allowance	:	N\$ 121, 560 per annum
Capital Cost	:	N\$ 83, 106 per annum
Running Cost	:	N\$ 27,811 per annum

Minimum requirements: An appropriate 4-year B.Sc. or B.Sc. (Hons.) degree in the following field: Forestry or Environmental Biology or Natural Resource Management or equivalent qualification at NQF Level 8 **with 9 years' appropriate experience in forest management activities.**

Supplementary requirements: Master's degree in Forestry or related field would serve as an advantage. Experience in planning, organising, staff leading, controlling and coordination. A valid driver's license (Code B/BE).

Overall responsibilities:

- Ensure the effective and efficient management of the Division
- Planning and implementation of forestry management activities.
- Human resource management and development of divisional staff
- Compilation and management of all Policies, Legal Frameworks and Relevant Regulations.
- Compilation of quarterly and annual reports of the Division.
- Developing and setting up of operational strategies and annual targets and strategic objectives and work plans for the Division. Ensuring that the disciplinary code of the Public Services is adhered to.
- Liaise with donor agencies to support forest management activities.
- Carry out training needs analysis and update training plan for the Division.
- Compilation and monitoring of the annual recurrent and capital budgets as well as Divisional stock.
- Support regional offices in management planning, strategic planning, operational planning, project planning, planning guidelines and policy preparations. Implement and maintain the Finance, Permit and Information Report system. Compilation of Directorate's budget and monitoring of budget.
- Support regions in implementation of law Enforcement and Extension services.

PSM CIRCULAR NO. G OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 03 SEPTEMBER 2026, CLOSING DATE 02 OCTOBER 2026

- Implement Forest. Perform such other task as may be required in the Ministry.

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Applications must be addressed to:

**The Executive Director
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