

MANAGEMENT CADRE
MINISTRY OF JUSTICE AND LABOUR RELATIONS
DEPARTMENT OF LABOUR RELATIONS
OFFICE OF THE LABOUR COMMISSIONER

Post Designation	:	Deputy Labour Commissioner Grade 3
1xPost	:	Head Office, Windhoek
Scale of Salary	:	N\$582,333 – N\$617,976
Housing Allowance	:	N\$131,280 per annum
Motor Vehicle Allowance	:	N\$123,633 per annum
Capital Cost	:	N\$94,178 per annum
Running Cost	:	N\$29,455 per annum

Appointment requirements:

- An appropriate Bachelor's Degree at NQF Level 7 or an equivalent qualification.
- A minimum of nine (9) years' relevant professional experience, of which at least six (5) years must have been at a supervisory or middle management level.
- Appointment by the Minister responsible for Labour as a Conciliator in terms of section 82(1) of the Labour Act, 2007 (Act No. 11 of 2007), and as an Arbitrator in terms of section 85(3) of the same Act.

Supplementary requirements:

- An LLB degree or an equivalent legal qualification will be an added advantage.

The Deputy Labour Commissioner will assist the Labour Commissioner in carrying out the functions prescribed in the Labour Act, 2007 (Act No. 11 of 2007). The successful candidate must demonstrate the following competencies:

- Strong leadership and stakeholder management skills, with the ability to engage effectively with Government, employers, employers' organisations, trade unions, and employees at all levels.
- Extensive knowledge of the Labour Act, 2007, its Rules and Regulations, labour and employment legislation, the Rules of the Labour Court, and the ability to interpret and apply relevant legislation and policies.
- Sound knowledge of labour relations, employment relations, collective bargaining, conciliation and arbitration processes, and alternative dispute resolution mechanisms.
- Comprehensive knowledge of International Labour Organization (ILO) Conventions and Recommendations, particularly those ratified by Namibia, as well as relevant African Union (AU) and Southern African Development Community (SADC) labour instruments.
- Demonstrated experience in labour relations, dispute resolution, policy formulation, research, organisational development, and strategic planning.
- Excellent negotiation, analytical, problem-solving, impartiality, integrity, and diplomatic skills.

- Proven ability to perform effectively under pressure and achieve organisational objectives within strict statutory timeframes.
- Experience in budget preparation, human resources planning, and the effective management of organisational resources and functions.

Enquiries: Ms. Kyllikki Sihlahla, Tel: 061-206 6800

Applications must be submitted to:

**The Executive Director
Ministry of Justice and Labour Relations
Private Bag 19005
Komasdal
WINDHOEK**

Or Hand-delivered at:

**Ministry of Justice and Labour Relations
32 Mercedes Street
Komasdal
Windhoek
Human Resource Office**

MINISTRY OF JUSTICE AND LABOUR RELATIONS

DEPARTMENT OF LABOUR RELATIONS DIRECTORATE: PLANNING AND ADMINISTRATION DIVISION: GENERAL SERVICES SUBDIVISION: PROCUREMENT AND STOCK CONTROL

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$372,627 –N\$ 445,325
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: An appropriate National Diploma either in Business Administration/Management, Public Administration/Management, Procurement Management, Logistics and Supply Chain Management or equivalent qualification on NQF Level 6 plus six (6) years appropriate experience.

Additional requirements: Candidate must have worked at least four (4) years in Procurement and at the level of Chief Administrative Officer Grade 8 or equivalent. Preference will be given to applicants with a Bachelor Degree either in Business Administration/Management, Public Administration/Management, Procurement Management, Logistics and Supply Chain Management or equivalent qualification on NQF Level 7. Candidate must be currently serving as a member of the Procurement Management Unit (PMU) at their current place of employment and certified copy of the appointment letter must be attached. Applicants must be in possession of a valid driver's license older than two (2) years as per the Government Fleet Users' Operational Guidelines.

Enquiries: Mr. Simon J. M. Amupolo, Tel: 061-206 6111

DIVISION: GENERAL SERVICES SUBDIVISION: PROCUREMENT AND STOCK CONTROL SECTION: PROCUREMENT

Post Designation	:	Chief Administrative Officer Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$250,767 –N\$ 299,691
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: An appropriate National Diploma either in Business Administration/Management, Public Administration/Management, Procurement Management, Logistics and Supply Chain Management or equivalent qualification on NQF Level 6 plus five (5) years appropriate experience.

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

Additional requirements: Candidate must have worked at least three (3) years in Procurement and at the level of Senior Administrative Officer Grade 10 or equivalent (applicants from outside the Public Service). Preference will be given to applicants with a Bachelor Degree either in Business Administration/Management, Public Administration/Management, Procurement Management, Logistics and Supply Chain Management or equivalent qualification on NQF Level 7. Candidate must be currently serving as a member of the Procurement Management Unit (PMU) at their current place of employment and certified copy of the appointment letter must be attached. Applicants must be in possession of a valid driver's license older than two (2) years as per the Government Fleet Users' Operational Guidelines.

Enquiries: Mr. Simon J. M. Amupolo, Tel: 061-206 6111

**DIVISION GENERAL SERVICES
SUBDIVISION: AUXILIARY SERVICES**

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$372,627 –N\$ 445,325
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: A National Diploma either in Transport Management, Business Management / Administration, Public Administration / Management or equivalent qualification at NQF Level 6, plus Six (6) years appropriate experience

Additional requirements: Candidate must have worked at least four (4) years should be in Auxiliary Services and at the level of Chief Administrative Officer Grade 8 or equivalent. Preference will be given to candidates with Bachelor Degree on NQF Level 7 either in Transport Management, Business Management / Administration, Public Administration / Management or equivalent qualification at NQF Level 6 plus a valid Driving License older than two (2) years as per the Government Fleet Users' Operational Guidelines.

Enquiries:Mr. Simon J. M. Amupolo, Tel: 061-206 6111

**DIVISION: GENERAL SERVICES
SUBDIVISION: AUXILIARY SERVICES
SECTION: TRANSPORT**

Post Designation	:	Chief Administrative Officer Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$250,767 –N\$ 299,691
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

Appointment requirements: A National Diploma either in Transport Management, Business Management / Administration, Public Administration / Management or equivalent qualification at NQF Level 6, plus Six (6) years appropriate experience.

Additional requirements: Candidate must have worked at least three (3) years in fleet management and at the level of Senior Administrative Officer Grade 10 or equivalent. Preference will be given to candidates with Bachelor Degree on NQF Level 7 either in Transport Management, Business Management / Administration, Public Administration / Management or equivalent qualification at NQF Level 6 plus a valid Driving License older than two (2) years as per the Ministry of Labour Fleet Management Policy.

Enquiries: Mr. Simon J. M. Amupolo, Tel: 061-206 6111

DIVISION: GENERAL SERVICES
SUBDIVISION: AUXILIARY SERVICES
SECTION: TRANSPORT

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Windhoek
Salary Scale	:	N\$167,481 –N\$ 200,878
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: A National Diploma either in Transport Management, Business Management / Administration, Public Administration / Management or equivalent qualification at NQF Level 6 plus 1-year appropriate experience, or a Senior Secondary Certificate on NQF Level 3 plus 3 years' appropriate experience.

Additional requirements: Preference will be given to candidates with Bachelor Degree on NQF Level 7 either in Transport Management, Business Management / Administration, Public Administration / Management or equivalent qualification at NQF Level 6 plus a valid Driving License older than two (2) years as per the Ministry of Labour Fleet Management Policy, plus two (2) years appropriate experience in fleet management.

Enquiries: Mr. Simon J. M. Amupolo, Tel: 061-206 6111

DIVISION: GENERAL SERVICES
SUBDIVISION: AUXILIARY SERVICES
SECTION: MAINTENANCE

Post Designation	:	Artisan Foreman Grade 9
1xPost	:	Windhoek

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

Salary Scale	:	N\$204,977 –N\$ 245,851
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: A Completed Apprenticeship or Trade Diploma issued in terms of existing legislation PLUS 4 years' appropriate experience.

Additional requirements: Interested candidates must be in a possession of a valid Driving License older than two (2) years as per the Government Fleet Users' Operational Guidelines. Computer literacy will be added advantage.

Enquiries: Mr. Simon J. M. Amupolo, Tel: 061-206 6111

**DIVISION: FINANCE, HUMAN RESOURCES AND DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES MANAGEMENT**

Post Designation	:	Senior Human Resource Practitioner Grade 7
2xPosts	:	Windhoek
Salary Scale	:	N\$305,684 –N\$ 365,322
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: A National Diploma majoring in Human Resources Management on NQF L6 plus four (4) years' appropriate experience in Employee Wellness, Industrial Relations or Human Resources Administration or equivalent.

Additional requirements: Preference will be given to candidates with a Bachelor Degree in Human Resources Management on NQF Level 7. Applicants must be in possession of a valid driver's license (manual transmission) older than two (2) years as per the Government Fleet Users' Operational Guidelines.

Enquiries: Mr. Simon J. M. Amupolo, Tel: 061-206 6111

**DIRECTORATE: LABOUR SERVICES
DIVISION: | | KHARAS REGION
SUBDIVISION: LABOUR SERVICES**

Post Designation	:	Control Labour Inspector Grade 6
1xPost	:	Keetmanshoop, Kharas Region
Salary Scale	:	N\$372,627 –N\$ 445,325
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: An appropriate National Diploma or equivalent qualification on NQF Level in either Human Resources Management or Industrial / Labour Relations, plus six (6) years appropriate experience in labour matters or equivalent.

Additional requirements: Candidate must have worked at least two (2) years on the level of Grade 7 or equivalent (applicants from outside the Public Service). Preference will be given to applicants in possession of a Bachelor's Degree on NQF Level 7 in one of the disciplines as mentioned above. Applicants must be in possession of a valid driver's license older than two (2) years as per the Government Fleet Users' Operational Guidelines.

Enquiries: Mr. Shou-Henok Amukwa, Tel: 061-206 6224

**DIRECTORATE: LABOUR SERVICES
DIVISION: KUNENE REGION
SUBDIVISION: OCCUPATIONAL HEALTH AND SAFETY**

Post Designation	:	Chief Inspector: Industries Grade 7
1xPost	:	Keetmanshoop, Kharas Region
Salary Scale	:	N\$305,684 –N\$ 365,322
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: A National Diploma in Occupational Health and Safety (OHS) accredited at NQA Level 6 or equivalent qualification on NQF Level 6 plus six (6) years of experience in Occupational Health and Safety.

Additional requirements: Applicants must be in possession of a valid driver's license (manual transmission) older than two (2) years as per the Government Fleet Users' Operational Guidelines. Computer skills will be an added advantage.

Enquiries: Ms. Petrina Nghidengwa, Tel: 061-206 6111

**DIRECTORATE: LABOUR MARKET SERVICES
DIVISION: LABOUR MARKET INFORMATION
SUBDIVISION: LABOUR STATISTICS**

Post Designation	:	Senior Statistician Grade 7
1xPost	:	Head Office, Windhoek
Salary Scale	:	N\$305,684 –N\$ 365,322
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: An appropriate B. Degree on NQF L7 or equivalent qualification, majoring in either one or more of the following subjects: Statistics or Economics plus three (3) years of appropriate experience in statistics or related fields, involving data collection, analysis, interpretation and other statistical activities.

Additional requirements: Knowledge of statistical tools (SPSS, STATA, and Microsoft Excel) and must be in possession of a valid driver's license (manual transmission) older than two (2) years as per the Government Fleet Users' Operational Guidelines.

Enquiries: Ms. Tuyakula Shifidi, Tel: 061-206 6111

**DIRECTORATE: LABOUR MARKET SERVICES
DIVISION: LABOUR MARKET INFORMATION
SUBDIVISION: PRODUCTIVITY PROMOTION**

Post Designation	:	Senior Development Planner Grade 7
1xPost	:	Head Office, Windhoek
Salary Scale	:	N\$305,684 –N\$ 365,322
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: A Bachelor's Degree in either Economics / Public Management / Media Studies on NQF L7 or equivalent qualification with three (3) years relevant experience in the field of economics research, policy implementation, business process improvement, stakeholder engagement, public awareness or strategic communication or equivalent.

Additional requirements: Applicant must be computer literate and proficient in the use of Microsoft Excel, Word and PowerPoint and must be in possession of a valid driver's license (manual transmission) older than two (2) years as per the Government Fleet Users' Operational Guidelines.

Enquiries: Ms. Julia Hamhata, Tel: 061-206 6246

**DIRECTORATE: LABOUR MARKET SERVICES
DIVISION: ZAMBEZI REGION
SUBDIVISION: EMPLOYMENT SERVICES**

Post Designation	:	Senior Employment Officer Grade 8
1xPost	:	Katima Mulilo, Zambezi Region
Salary Scale	:	N\$250,767 –N\$ 299,691
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in either Human Resources Management, Public Administration / Management, Business Administration and Industrial Psychology with three (3) years working experience.

Additional requirements: Candidates must possess a valid driver's license (manual transmission) older than two (2) years as per the Government Fleet Users' Operational Guidelines, Computer skills, presentation and Communication Skills.

Enquiries: Mr. Arnold Ngeama, Tel: 061-206 6237

**OFFICE OF THE LABOUR COMMISSIONER
DIVISION: REGISTRATION, COMPLAINTS, RESEARCH AND DEVELOPMENT
SUBDIVISION: RESEARCH AND DEVELOPMENT**

Post Designation	:	Chief Policy Analyst Grade 6
1xPost	:	Head Office, Windhoek
Salary Scale	:	N\$372,627 – N\$445,325
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: An appropriate Degree on NQF Level 7 in one of the following fields: Labour Law, Law (LLB), or Industrial Relations, plus four (4) years appropriate experience in Labour and Legal Research related activities.

Additional requirements: Candidate must demonstrate proven experience in legal search, along with a solid understanding of labour law procedures and processes and Computer literacy.

Enquiries: Ms. Emma Nikanor, Tel: 061-206 6847

Applications must be submitted to:

**The Executive Director
Ministry of Justice and Labour Relations
Private Bag 19005
Komasdal
WINDHOEK**

Or Hand-delivered at:

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