



REPUBLIC OF NAMIBIA
OFFICE OF THE PRIME MINISTER

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Department Public Service Management
IGI House, 44 Post Mall Street
PO Box 1117
WINDHOEK

03 September 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. G 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 vacancy requests for advertisements from OMAs and RCs, 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 and Regional Councils are requested to ensure that only approved funded**

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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 (OMAs) and Regional Councils (RCs) 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 and Regional Councils 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 and Regional Councils 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. Suitably qualified racially disadvantaged persons, persons with disabilities and women are encouraged to apply.

- (i) **Applications (on form 156043) must be addressed to the Executive Director of the relevant Office/Ministry/Agency or Chief Regional Officer of the Regional Council at the address indicated in the annexure and must be submitted via the Human Resource Office.**
- (ii) **Applications for these positions advertised herein, must be made on the NEW revised Application for Employment 156043 and Health Questionnaire 156094 which are obtainable at all Government Offices/Ministries/Agencies or Regional Councils and must be completed in full. Failure to complete all items or sections of the application form and not attaching the necessary documents will disqualify the application.**
- (iii) Applications must be accompanied by a **comprehensive curriculum vitae and originally certified copies of educational qualifications, transcripts, Certificate/s of Service from previous employer/s if any and identification document. All foreign qualifications must be evaluated by the Namibia**

Qualification Authority (NQA). Faxed, e-mailed, and late applications will not be considered.

- (iv) **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.**
 - (v) **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).
 - (vi) 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).
 - (vii) 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).
 - (viii) Candidates from outside the Public Service must attach testimonials / certificate of service from former and current employers to proof their experience and current job level. Failure to attach proof of experience and current job level will disqualify the application.
- (b) To Offices/Ministries/Agencies and Regional Councils of Candidates**
- (i) Each application that is received by the Human Resource Office must be submitted to the relevant Office/Ministry/Agency and Regional Councils 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 Executive Directors for short-term retention of staff members will be a mutual agreement between those Executive Directors. If necessary formal secondment can be resorted if the situation so dictates (vide PSSR BVII/IX on secondment)

(c) To the Offices/Ministries/Agencies and Regional Councils 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. Staff members who are employed as additional to the approved establishment in the Public Service are encouraged to apply.

7. CLOSING DATE: 02 OCTOBER 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: NAMIBIA STUDENTS FINANCIAL ASSISTANCE FUND (NSFAF)
DIRECTORATE: FINANCE, INFORMATION TECHNOLOGY AND RECORDS MANAGEMENT
DIVISION: FINANCE AND RECORDS MANAGEMENT

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Scale of Salary	:	N\$543,005 –N\$ 570,914
Motor Vehicle Allowance		
Capital Cost	:	N\$ 83, 106.00 per annum
Running Cost	:	N\$ 27, 811.00 per annum
Total Cost	:	N\$110, 917.00 per annum
Housing Allowance	:	N\$121,560 per annum

Minimum Requirements: A B-degree at NQF Level 7 plus (9) years appropriate experience.

Supplementary Selection Requirements:

- A Bachelor's Degree in Finance or equivalent qualification at NQF level 7 plus nine (9) years appropriate experience in Finance and Administration, specifically in financial management, budgeting, financial reporting, procurement and supply chain management, accounting, records management, asset and fleet management, policy implementation, risk management, and compliance monitoring of which five (5) years must have been served at the senior supervisor level (i.e Chief Accountant Grade 6 or equivalent level).
- Completion of a practical training programme in fulfilment of the requirements of a recognised professional accounting body (i.e., articles).
- Experience in managing an external audit process.
- Experience in a student funding and student debt recovery environment will be an added advantage.

Main duties:

- Manage and coordinate Finance and Administration functions in compliance with Public Service policies, legislation, Treasury Instructions, and other applicable regulatory frameworks.
- Develop, implement, and monitor financial and operational plans.
- Coordinate the preparation, implementation, control, and monitoring of operational and capital budgets, including expenditure management and financial reporting.
- Ensure effective financial management, accounting, and revenue administration.
- Manage and monitor financial and administrative policies, procedures, systems, internal controls, and risk management measures.
- Manage procurement and supply chain management processes to ensure transparency, accountability, cost-effectiveness, and compliance with procurement regulations and policies.

- Oversee the management of assets, fleet, facilities, logistics, inventory, insurance, and general administrative support services.
- Ensure proper records and archives management in compliance with the Archives Act and other relevant legislation, including electronic records management systems.
- Coordinate and oversee the preparation of annual financial statements, management reports, audit requirements, and statutory reports.
- Monitor and evaluate financial and administrative systems, procedures, and operational performance, and implement corrective measures where necessary.
- Provide strategic financial and administrative advice and technical support to Executive Management and relevant stakeholders.
- Ensure the effective implementation and monitoring of service delivery standards, operational controls, and continuous improvement initiatives.
- Manage and supervise subordinate staff, including performance management, coaching, training, employee development, and succession planning.
- Facilitate stakeholder engagement, meetings, workshops, and consultations relating to financial, procurement, administrative, and operational matters.
- Promote sound governance, accountability, ethical conduct, and efficient utilisation of resources in support of organisational objectives and service delivery.
- Ensure the effective clearance of auditor (internal & external) findings.

Enquiries: Ms. Lissony Karipata Tel: 061 – 434 6051/6007/6046

Applications must be addressed to:

**Department NSFAF
Division: Human Resources
P o Box 23053
Windhoek, Namibia**

OR

Hand delivered to:

**NSFAF Head Office
746 Eros Road (Eros)
Reception (Ground Floor)**

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.

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

Enquiries: Mr. Johnson Ndokosho, Johnson.Ndokosho@meft.gov.na , Tel. 061 2087666
Mr. Festus Shaanika, Festus.Shaanika@mawlr.gov.na, Tel. 061 2087632

Applications must be addressed to:

**The Executive Director
Ministry of Environment, Forestry and Tourism
P/Bag 13306
Windhoek**

MANAGEMENT CADRE

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIVISION: WINDHOEK CENTRAL HOSPITAL

SUBDIVISION: GENERAL MANAGEMENT

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Scale of Salary	:	N\$ 543, 055 –N\$ 570, 914
Salary Notch	:	N\$ 543, 055 per annum
Housing Benefit	:	N\$ 121,560 per annum
Motor Vehicle Allowance	:	N\$ 110, 917 per annum

Minimum Requirements: An appropriate B-Tech degree or Degree in Civil Engineering or equivalent on NQF level 7 plus nine (9) years of approximate appropriate experience of which four (4) years should be in the following fields: design or construction and maintenance of infrastructure or project management or contract administration or related fields. Registration as a Professional/ Incorporate Engineer with the Engineering Council of Namibia.

Supplementary requirements: Must have a valid Driver's License.

Successful Candidates will be subjected to vetting

Key Responsibility and Accountabilities:

- Responsible for the supervision and management of the Division.
- Planning and implementation of the Windhoek Central Hospitals Development and Capital project
- Monitor conformance to town planning scheme regulations and title condition.
- Responsible for coordination and facilitation Engineering designs, BOQ & Bid documents
- Supervising, Monitoring and evaluation of technical works (Construction, renovation, maintenance of infrastructure and maintenance of Heavy Equipment.
- Development and implement infrastructure development and maintenance plans.
- Writing planning and design proposals for GRN or donor funded technical infrastructure projects and programmes.
- Responsible for Projects and Contracts Management
- Responsible for financial planning, management and control of the Division (budgeting, compiling of monthly projection and maintain commitment register), claim management and verification of invoices.
- Provide Technical support and assistance on bids documentation, evaluation and contract negotiations.
- Ensure compliances of the Acts, Regulations and Policies
- Ensure the development of human resources competencies and technical skill within the division
- Prepare sectoral quarterly and annual progress report

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- Responsible for all technical duties of the division.

Enquiries: Dr. S. K Shalongo, Tel: 061-2033004

**DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: HUMAN RESOURCE MANAGEMENT**

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Scale of Salary	:	N\$ 543,055 –N\$ 570, 914
Salary Notch	:	N\$ 543,055 per annum
Housing Benefit	:	N\$ 121,560 per annum
Motor Vehicle Allowance	:	N\$ 110,917 per annum

Minimum Requirements: An appropriate Bachelor's Degree majoring in Human Resource Management at NQF L7 plus nine (9) years appropriate experience in the field of Human Resources Management or equivalent.

Supplementary requirements: In the nine years of appropriate experience, five (5) years should be on the level of Chief Human Resource Practitioner Grade 6 or equivalent and probation MUST be confirmed before/on the date of advert. Applicant from outside the Public Service must attach proof of their current levels equivalent to Chief Human Resource Practitioner Grade 6.

Successful Candidates will be subjected to vetting.

Enquiries: Dr. S. K Shalongo, Tel: 061-203 3004

Applications must be addressed to:

**The Medical Superintendent
Windhoek Central Hospital
Private bag 13198
Windhoek**

Or

**Hand delivered to the Human Resource Management Office
Basement
Windhoek Central Hospital.**

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.

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- 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
Khomasdal
WINDHOEK**

Or Hand-delivered at:

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

MANAGEMENT CADRE

HARDAP REGIONAL COUNCIL

DIRECTORATE: REGIONAL DEVELOPMENT INTEGRATION

DIVISION: RURAL SERVICES

Post Designation	:	Director Grade 3
1xPost	:	Mariental
Scale of Salary	:	N\$ 582, 333- N\$ 617, 976
Housing Allowance	:	N\$ 131, 280 per annum
Capital Cost	:	N\$ 94, 178 per annum
Running Cost	:	N\$ 29, 455 per annum

Minimum requirements: An appropriate Bachelor Degree at NQF Level 7 plus nine (9) years appropriate experience.

Supplementary requirements: The candidate must be at a managerial level of a Deputy Director 4 or equivalent for at least four (4) years' experience, with proven managerial abilities emphasis in strategic management, decentralization and personnel/technically related organizational components(s) of delegated functions. Must be computer literate and must have a valid 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, programs 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.

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- 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 programs in the Directorate.
- Supervise, control and coordinate the implementation of Regional Councils decision, programs 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.

Enquiries: Mr. Werner W. Coetzee /Katrina Van Wyk Tel: 063 – 245800

Applications must be addressed to:

**The Acting Chief Regional Officer
Hardap Regional Council
Private Bag 2017
Mariental**

or Hand delivered at the: The Human Resources Offices, Mariental, First Floor, West Wing

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM
DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY
DIRECTORATE: FORESTRY
DIVISION: FOREST MANAGEMENT: NORTHERN REGIONS
SUBDIVISION: FORESTRY OSHIKOTO AND OHANGWENA REGIONS

Post Designation : Senior Forester Grade 6
1xPost : Onankali
Scale of Salary : N\$ 372, 627 – N\$ 445, 325
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum requirements: An appropriate 4-year B.Sc. or B.Sc. (Hons.) degree in Natural Resource Management or Forestry or Environmental Biology or Environmental Science or equivalent qualification at NQF Level 8.

Supplementary requirements: At least 5 years of working experience in forest management activities. A Master's qualification in Forestry or a related field with the understanding and practical knowledge of sustainable forest management would serve as an advantage. A valid driver's license (Code B / BE).

Overall responsibilities:

Responsibilities linked to this position will include overseeing administrative activities and supervision at the sectional level; planning, implementing, coordinating, and guiding of forest management activities; proposal writing; conducting fieldwork in rural areas; and mentoring staff and students.

Enquiries: Mr Amon Andreas, amon.andreas@meft.gov.na, Tel. 061 2087320 Mr Festus Shaanika, Festus.Shaanika@mawlr.gov.na, Tel. 061 2087632

DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY
DIRECTORATE: FORESTRY
DIVISION: FOREST MANAGEMENT: CENTRAL AND SOUTHERN REGIONS
SUBDIVISION: FORESTRY KHOMAS, OMAHEKE AND ERONGO REGION

Post Designation : Senior Forestry Technician Grade 8
1xPost : Omaruru
Scale of Salary : N\$ 250, 767 – N\$ 299, 691
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

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Minimum requirements: An appropriate 3 years Diploma in Forestry or Natural Resources management or Environmental Biology or equivalent qualification at NQF Level 6 with **three (3) years appropriate work experience in forest management activities or equivalent.**

Supplementary requirements: A B.Sc. degree in Forestry or related field would serve as an advantage. A valid driver's license (Code B/BE).

Overall responsibilities:

Responsibilities linked to this position will include preparation of the annual work plan for finance, personnel, and administrative services; preparation of procurement plan; compilation of the annual operational budget in consultation with the Directorate management; control and monitoring expenditure; supervision of administrative subordinates; compilation of submissions on administrative matters for the Directorate; liaise with the PMU concerning procurement and acquisition of stock and equipment;

Enquiries: Mr Amon Andreas, amon.andreas@mefl.gov.na, Tel. 061 2087320 Mr. Festus Shaanika, Festus.Shaanika@mawlr.gov.na, Tel. 061 2087632

DIRECTORATE OF SCIENTIFIC SERVICES

DIVISION: WILDLIFE MONITORING AND RESEARCH

SUB-DIVISION: WILDLIFE SURVEY AND MONITORING

Post Designation	:	Chief Conservation Scientist Grade 5
1xPost	:	Windhoek
Scale of Salary	:	N\$ 454,232 –N\$ 543, 055
Salary Notch	:	N\$ 454, 232 per annum
Housing Benefit	:	N\$ 17, 424 per annum
Transport Benefit	:	N\$ 10, 512 per annum

Minimum requirements An appropriate Degree at NQF L8 in the following field of studies: Conservation/Environmental Biology OR Ecology OR Wildlife Management OR Zoology or related fields. Six (6) years of relevant demonstrated experience in wildlife survey and monitoring or equivalent.

Supplementary requirements:

Preference will be given to candidates who meet the following additional requirements:

- Appropriate postgraduate qualification (MSc or PhD) in EITHER of the following fields: Zoology, Conservation biology or Ecology and Wildlife management.
- Willing to participate in aerial operations including aerial game counts and monitoring
- Demonstrated experience and skills in database management

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- A valid driver's license which is two (2) years or older

Job Description

- Administer, manage and run the Subdivision Wildlife Survey and Monitoring Unit by promoting inter- and intra-sectoral coordination and cooperation; providing institutional vision, direction and leadership; sourcing, securing, administering and allocating funding, personnel and other resources to ensure optimal performance and achievement of the Subdivision's goals and objectives.
- Provide advice to the MEFT concerning requirements for surveys and monitoring to enhance conservation status of ecosystems, populations and species and to ensure sustainability of wildlife utilisation countrywide.
- Help meet Namibia's conservation-related multilateral environmental agreements treaty obligations.
- Oversee the implementation of the national aerial wildlife survey and monitoring programmes in protected areas, communal land and on private land
- Compile and regularly update wildlife-related statistics at the national level
- Liaise and coordinate wildlife monitoring programmes with civil society and private sector actors
- Promote sustainable wildlife utilization by providing technical and scientific advice on wildlife off-takes
- Coordinate assessment of impacts associated with developmental projects in protected areas, and other areas with sensitive environments or high-value wildlife species

Enquiries: Mr. Kenneth HK /Uiseb. Tel: 081-9528659 or Ms. Sirkka N. Ndakalako Tel: 081 9528498

DIRECTORATE OF SCIENTIFIC SERVICES

DIVISION: WILDLIFE RESEARCH AND MONITORING SUB-DIVISION: ETOSHA ECOLOGICAL INSTITUTE

Post Designation	:	Conservation Scientist Grade 8
2xPosts	:	1x Okaukuejo, Etosha National Park
	:	1x Outjo
Scale of Salary	:	N\$ 250, 767–N\$ 299, 691 per annum
Transport Allowance	:	N\$ 250, 767 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Remoteness Allowance	:	N\$ 10, 512 per annum

Minimum requirements: An appropriate Degree on NQF L8 in the following fields: Conservation Science OR Zoology, Conservation/Environmental Biology OR Ecology OR related field, plus three (3) years appropriate experience as a Warden Grade 9 or equivalent.

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Supplementary requirements:

Preference will be given to the candidates who meet the following additional requirements:

- Relevant postgraduate qualification at NQF L9 in EITHER of the following fields: Conservation Science, Zoology, Conservation Biology, Ecology, Environmental Biology, or related field;
- Demonstrated experience in wildlife research and monitoring, especially of wildlife species of high conservation value;
- Demonstrated experience in scientific report writing;
- Demonstrated experience in wildlife research, GIS and remote sensing;
- Should have no criminal record, no pending misconduct cases or any other cases relating to wildlife crimes;
- A valid Code B driver's license which is two (2) years or older;

Job Description

- Conduct independent wildlife research and monitoring activities in the Etosha National Park and surrounding areas,
- Provide scientific input on wildlife research and planning issues,
- Assist with the development of management plans for areas and species,
- Provide MEFT with scientific advice concerning observed trends in wildlife populations and the status of ecosystems, populations and species,
- Develop and coordinate research & monitoring programmes for selected populations, species, and ecosystems at the regional scale,
- Compile reports on research programmes in conjunction with the unit and other MEFT components,
- Provide technical support to the Directorate Parks and Wildlife Management concerning regional research and planning programmes,
- Participate and contribute towards the development of research programmes aimed at generating knowledge about the ecological processes of the Etosha National Park and the surrounding areas for sound adaptive management of the region,
- Advise on the appropriate design of regional research programmes,
- Develop outreach programmes for school-going children and neighbouring communities for community engagement programmes,
- Manage and archive scientific research and monitoring data for use in research projects,
- Communicate results of wildlife research work to the public and scientific community by publishing articles in peer-reviewed journals,
- Collaborate and coordinate with National Commission on Research, Science and Technology (NCRST), National Museum of Namibia (Natural History Section), tertiary training institutes, local and international researchers and interested stakeholders to promote wildlife biodiversity-related research in Etosha National Park and the adjacent areas.

Enquiries: Mr. Kenneth H.K. /Uiseb at +264819528659 / Ms. Claudine Cloete at +26467229854 or Ms. Sirkka N. Ndakalako Tel: +264819528498

Applications must be addressed to:

**The Executive Director
Ministry of Environment, Forestry & Tourism
Private Bag 13306
Windhoek**

Or Hand delivery at:

**Ministry of Environment, Forestry & Tourism
Cnr of Robert Mugabe and Dr. Kenneth Kaunda Street
Windhoek.**

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIVISION: WINDHOEK CENTRAL HOSPITAL

SUBDIVISION: PROFESSIONAL SERVICES

SECTION: MEDICAL SERVICES

Post Designation	:	Specialist Grade 3
3xPosts	:	1xRadiology (Windhoek) 1xAnaesthesiology (Windhoek) 1xUrology (Windhoek)
Salary Scale	:	N\$ 582,333 –N\$ 617, 976
Salary Notch	:	N\$582, 333 per annum
Fixed Overtime	:	N\$292, 575 per annum
Motor Vehicle Allowance	:	N\$123, 633 per annum
Housing Benefit	:	N\$131, 280 per annum

Minimum requirements: Registration as a Specialist (Radiologist or Anaesthetist or Urologist) with the Medical and Dental Council of Namibia, Plus proof of maintenance of registration with the Health Professions Council of Namibia for 2026/2027 and three (3) years approximately appropriate experience in Clinical Departments of Radiology or Anaesthesiology or Urology.

Primary Purpose: The Specialist will serve as the Head of the Department to oversee all clinical and managerial tasks by leading, guiding, training, organising, controlling and evaluating. The overall clinical, training, and teaching function of the Department, including its outreach program.

Enquiries: Dr. S. K Shalongo, Tel: 061-203 3004

DIVISION: WINDHOEK CENTRAL HOSPITAL

SUBDIVISION: PROFESSIONAL SERVICES

SECTION: MEDICAL SERVICES

Post Designation	:	Specialist Grade 4
6xPosts	:	1xRadiology (Windhoek) 1xNeuro Surgery (Windhoek) 2xOrthopaedic (Windhoek) 1xSurgery (Windhoek) 1xNeurologist (Windhoek)
Salary Scale	:	N\$ 582, 333 (F)
Salary notch	:	N\$ 582, 333 (F) per annum
Fixed Overtime:	:	N\$ 283, 997 per annum
Motor Vehicle Allowance	:	N\$ 110, 917 per annum
Housing Benefit	:	N\$ 121, 560 per annum

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

Minimum requirements: Registration as a Specialist (Radiologist or Neurosurgeon or Orthopaedic Surgeon or General Surgeon or Neurologist) with the Medical and Dental Council of Namibia, Plus proof of maintenance of registration with the Health Professions Council of Namibia for 2026/2027.

Enquiries: Dr. S. K Shalongo, Tel: 061-203 3004

DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDIC & CLINICAL SUPPORT SERVICES
SUBSECTION: HOSPITAL PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Grade 6
1xPost	:	Windhoek
Salary scale	:	N\$ 372,627 –N\$ 445,325
Salary notch	:	N\$ 372,627 per annum
Transport Allowance	:	N\$ 10,517.00 per annum
Housing Allowance	:	N\$ 17,424.00 per annum
Fixed Overtime Allowances:	:	N\$ 189,882.00 per annum

Minimum Requirements: Registration as a Pharmacist with the Health Professions Council of Namibia plus proof of maintenance of registration 2026/2027 with the Health Professions Council of Namibia. An approximate appropriate experience of at least three (3) years as a Pharmacist is a MUST.

Enquiries: Yousef Makar Tel: 061 203 3158/9

DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL & CLINICAL SUPPORT SERVICES
SUBSECTION: OCCUPATIONAL THERAPY

Post Designation	:	Senior Occupational Therapist Grade 6
1xPost	:	Mental Health Forensic (Windhoek)
Scale of Salary	:	N\$ 372,627 — N\$ 445,325
Salary Notches	:	N\$ 372,627. 00 per annum
Transport Allowance	:	N\$ 10,517 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: Registration with the Health Professions Council of Namibia as an Occupational Therapist, plus Proof of maintenance of registration with the Health Professions Council of Namibia for 2026/2027. Applicant must have at least an

approximately appropriate experience of three (3) years clinical experiences in Forensic Services.

Additional Requirements: Registration with Namibian Occupational Therapy association is MUST.

Enquiries: Ms.E.Z Mataswa Tel: (061) 203 3373

DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL & CLINICAL SUPPORT SERVICES
SUBSECTION: OCCUPATIONAL THERAPY

Post Designation	:	Occupational Therapist Grade 7
2xPosts	:	Mental Health Forensic (Windhoek)
Scale of Salary	:	N\$ 305,684 — N\$ 365,322
Salary Notches	:	N\$ 305,684. 00 per annum
Transport Allowance	:	N\$ 10,517 per annum
Housing Allowance	:	N\$ 17 424 per annum

Minimum Requirements: Registration with the Health Professions Council of Namibia as an Occupational Therapist, plus Proof of maintenance of registration with the Health Professions Council of Namibia for 2026/2027.

Additional Requirements: Registration with Namibian Occupational Therapy association is must.

Enquiries: Ms. E.Z. Mataswa Tel: (061) 203 3373

DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PARAMEDIC AND CLINICAL SUPPORT SERVICES
SECTION: NUTRITION AND DIETETICS

Post Designation	:	Senior Dietician Grade 7
1xPost	:	Windhoek
Scale of Salary	:	N\$ 305,684 - N\$ 365, 322
Salary Notch	:	N\$ 305,684 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: Registration with the Health Professions Council of Namibia as a Dietician plus proof of maintenance of registration 2026/2027, plus an approximately appropriate experience of three (3) years. Candidate in the Public Service must attach

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proof of confirmation of probation as a Dietician Grade 9, on/before the date of the advert. Confirmation of probation letter must be attached.

Enquiries: Dr S. Polster Tel: (061) 203 3004

**DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: NURSING QUALITY CARE IMPROVEMENT**

Post Designation	:	Registered Nurse Grade 8
2xPosts	:	Windhoek
Scale of Salary	:	N\$ 250,767 - N\$ 299,691
Salary notch	:	N\$ 250,767.00 per annum
Transport Allowance	:	N\$ 10,512 p.a.
Housing Allowance	:	N\$ 17,424 p.a.

Minimum Requirements: Registration with Health Professions Council of Namibia as a Registered Nurse, plus proof of Maintenance of Registration with the Health Professions Council of Namibia for 2026/2027 An approximate appropriate one (1) year experience in Hospital quality assurance activities.

Enquiries: Mr. Primus Shilunga Tel. 061-203 3034

**DIVISION: WINDHOEK CENTRAL HOSPITAL
SECTION HEALTH INFORMATION AND RESEARCH
SUBSECTION DISEASE SERVEILLANCE**

Post Designation	:	Environmental Health Practitioner Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$204,977 – N\$ 245,851
Salary notch	:	N\$ 204,977 per annum
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$ 17,424per annum

Minimum Requirements: Registration as an Environmental Health Practitioner with the Health Processional Council of Namibia and proof of maintenance of registration 2026/2027.

Enquiries: Ms. Loide Tashiya Tel: (061) 203 3035

**DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT**

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

SECTION: HEALTH TECHNOLOGY MANAGEMENT

Post Designation	:	Senior Engineering Technician Grade 8
1xPost	:	Windhoek
Scale of Salary	:	N\$ 250,767 – N\$299,691
Salary Notches	:	N\$ 250,767.00 per annum
Transport Allowance	:	N\$ 10,517.00 per annum
Housing Allowance	:	N\$ 17,424.00 per annum

Minimum Requirements: An appropriate National Diploma Or equivalent qualification on NQF L6 **OR** Registration as Engineering Technician at the Engineering Council of Namibia. PLUS, three (3) years approximate appropriate experience.

Additional Requirements: Must have a valid driver's license.

Enquiries: Mr. Naleli Mneclay Tel: (061) 203 2338

DIVISION: WINDHOEK CENTRAL HOSPITAL SUBDIVISION: HUMAN RESOURCE MANAGEMENT SECTION: RECRUITMENT & CONDITIONS OF SERVICES

Post designation	:	Chief Human Resource Practitioner 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

Minimum requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus six (6) years approximate appropriate experience.

Additional Requirements: Candidate must have worked at least three (3) years on the level of a Senior Human Resource Practitioner Grade 7 or equivalent.

Enquiries: Dr. S. K Shalongo Tel: 061-203 3004

DIVISION: WINDHOEK CENTRAL HOSPITAL SUBDIVISION: HUMAN RESOURCE MANAGEMENT SECTION: HUMAN RESOURCE DEVELOPMENT

Post Designation	:	Chief Health Programmer Grade 6
1xPost	:	Windhoek
Salary scale	:	N\$ 372, 627– N\$ 445, 325
Salary notch	:	N\$ 372, 627 per annum
Housing allowance	:	N\$ 17, 424 per annum

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Transport allowance : N\$ 10, 512 per annum

Minimum requirements: An appropriate B-degree in Human Resource Management or Human Resource Development or Business Administration or equivalent qualification on NQF L7 plus six (6) years approximate appropriate experience.

Additional Requirements: Candidate must have worked at least three (3) years on the level of a Senior Human Resource Practitioner Grade 7, Senior Health Programmer Grade 7 or equivalent.

Enquiries: Dr. S. K Shalongo Tel: 061-203 3004

**DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: TRAINING**

Post Designation : Chief Health Programmer 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

Minimum requirements: An appropriate B-degree or equivalent qualification on NQF L7 in Human Resource Development or Human Resource Management or Public Administration or Business Administration plus six (6) years an approximately appropriate experience.

Additional Requirements: Candidate must have worked at least three (3) years on the level of a Senior Human Resource Practitioner Grade 7 or Senior Health Programmer Grade 7 or equivalent.

Enquiries: Dr. S. K Shalongo Tel: 061-203 3004

**DIVISION: WINDHOEK CENTRAL HOSPITAL
SECTION HEALTH INFORMATION AND RESEARCH
SUBSECTION DISEASE SERVEILLANCE**

Post Designation : Senior Health Program Officer Grade 7
1xPost : Windhoek
Scale of Salary : N\$ 305,684 - N\$ 365, 322
Salary Notch : N\$ 305,684 per annum
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate B-Degree or equivalent qualification on NQF Level 7, Plus, three (3) years approximately appropriate experience in Health Information Systems and Disease Surveillance

Enquiries: Mr. Primus Shilunga Tel: 061- 2033034

**DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: INTEGRATED HEALTH CARE INFORMATION
MANAGEMENT SYSTEM (IHCIMS)**

Post Designation	:	Senior System Administrator Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$ 318, 034 –N\$ 365, 322 (P)
Salary Notch	:	N\$ 318 ,034 per annum (P)
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirements: A Degree in Information Technology on NQF L7, plus five (5) years approximately appropriate experience in Systems and Network Administration.

Additional Requirements: Preference will be given to candidate who demonstrate proficiency experience with SISCO switch configuring.

Enquiries: Mr. Martin Haukena Tel: 061- 2033021

**DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: TRAINING**

Post Designation	:	Learning and Development Officer Grade 8
1xPost	:	Windhoek
Scale of Salary	:	N\$ 250, 767 – N\$ 299, 691
Salary Notch	:	N\$ 250,767 per annum
Housing allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum requirements: A National Diploma in Human Resources Management OR Human Resource Development or an equivalent NQF level 6.

Enquiries: Tel: 061- 2032

**DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: GENERAL SUPPORT SERVICES**

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SECTION: AUXILIARY SERVICES

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

Minimum Requirements: A National Diploma or equivalent qualification on NQF Level 6 in Public Management or Business Administration or Business Management, plus approximate appropriate experience in office administration or budget control or procurement or transport or asset management.

Additional Requirements: At least two (2) years should be on the level of a Senior Administrative Officer Grade 10 or equivalent. A valid driver's license.

Enquiries: Ms M. Tjavara Tel: 061- 2033004

DIVISION: WINDHOEK CENTRAL HOSPITAL SUBDIVISION: GENERAL SUPPORT SERVICES SECTION: PATIENT ACCOUNTS & DOMESTIC SERVICES

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

Minimum Requirements: A National Diploma or equivalent qualification on NQF Level 6 in Public Management or Business Administration or Business Management, plus approximate appropriate experience in Domestic Services and Cleaning Services or Patient Services (Patient Admissions, Patient Accounts and Payments) or Record Management or related functions.

Additional Requirements: At least two (2) years should be on the level of a Senior Administrative Officer Grade 10 or equivalent. A valid driver's license

Enquiries: Ms M. Tjavara Tel: 061- 2033004

DIVISION: WINDHOEK CENTRAL HOSPITAL SUBDIVISION: NURSING SERVICES SECTION: SPECIALIZE NURSING SERVICES SUBSECTION: MENTAL HEALTH SERVICES

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

Post Designation	:	Chief Security Orderly Grade 10
1xPost	:	Windhoek
Scale of Salary	:	N\$ 167, 481-N\$ 200, 878
Salary notch	:	N\$ 167, 481.00 per annum
Transport Allowance	:	N\$ 10,512.00 per annum
Housing Allowance	:	N\$ 13,944.00 per annum

Minimum Requirements: Junior Secondary Certificate, with 24 points over seven (7) subjects and at least a D symbol obtained in English or equivalent qualification on NQF L2 plus the completion of military-, police- or prison or in service training. Plus, three (3) years approximately appropriate experience in the operations of Mental Health Civil and Forensic Services.

Enquiries: Ms. C. Dausas Tel. 061-2033030

**DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZE NURSING SERVICES
SUBSECTION: MENTAL HEALTH SERVICES**

Post Designation	:	Security Orderly Grade 11
2xPosts	:	Windhoek
Scale of Salary	:	N\$ 139,636 –N\$ 167,481
Salary notch	:	N\$ 139,636 per annum
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 13,944 per annum

Minimum Requirements: Junior Secondary Certificate, with 24 points over seven (7) subjects and at least a D symbol obtained in English or equivalent qualification on NQF L2 plus the completion of military-, police- or prison or in service training, plus one (1) year approximately appropriate experience in the operations of Mental Health Civil and Forensic Services

Enquiries: Ms. C. Dausas Tel. 061-2033030

**DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION : INTEGRATED HEALTH CARE INFORMATION
MANAGEMENT SYSTEM (IHCIMS)**

Post Designation	:	Computer Technician Grade 11
1xPost	:	Windhoek
Salary Scale	:	N\$ 157, 632 –N\$ 177, 946 (P)
Salary Notch	:	N\$ 157,632 per annum (P)

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Transport Allowance : N\$ 10, 512 per annum
Housing Allowance : N\$ 13,944 per annum

Minimum requirements: A National Diploma or equivalent qualification in Information Technology on NQF Level 6. Candidate must have proficiency experience with SISCO switch configuring.

Enquiries: Mr. Martin Haukena Tel: 061- 2033021

**DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: GENERAL SUPPORT SERVICES
SECTION: DOMESTIC SERVICES**

Post Designation : Kitchen Supervisor, Grade 13
1xPost : Windhoek
Scale of Salary : N\$ 90,171 –N\$ 109,428
Salary notch : N\$ 90,171 per annum
Housing allowance : N\$ 10,452 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum Requirements: Junior Secondary Certificate or equivalent qualification on NQF L2, with 24 points over seven (7) subjects and at least a D symbol in English

Enquiries: Mr. HL Hekandjo Tel: 061- 2033029

Applications must be addressed to:

**The Medical Superintendent
Windhoek Central Hospital
Private bag 13198
Windhoek**

Or

Hand delivered to the Human Resource Management Office, Basement, Windhoek Central Hospital.

**KHOMAS DIRECTORATE OF HEALTH AND SOCIAL WELFARE SERVICES
WINDHOEK**

Post Designation : Medical Officer Grade 5
1x Post : Robert Mugabe Clinic
1x Post : Katutura Health Centre

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Duty Station	:	Windhoek
Salary Scale	:	N\$ 454, 232 –N\$ 543, 055
Salary Notch	:	N\$ 454, 232 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Motor Vehicle Allowance	:	N\$ 85, 063 per annum
Fixed Overtime	:	N\$ 24,3 089 per annum

Minimum Requirements: Registration with the Health Professional Council of Namibia as a Medical Officer

Post Designation	:	Senior Social Worker Grade 7
2xPosts	:	Subdivision Social Welfare Services
1xPost	:	Section Women and Child Protection Unit
Duty Station	:	Windhoek
Salary Scale	:	N\$ 305,684 – N\$365, 322
Salary Notch	:	N\$ 305,684 annum
Housing Allowance	:	N\$ 17 ,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: Registration with the Health Professions Council of Namibia as a Social Worker plus three (3) years appropriate experience.

Post Designation	:	Chief Environmental Health Practitioner Grade 7
1xPost	:	Subdivision Environmental Health Services
2xPosts	:	Subdivision Port/Border Health Services
Duty Station	:	Windhoek
Salary Scale	:	N\$ 305,684 –N\$ 365, 322
Salary Notch	:	N\$ 305,684 annum
Housing Allowance	:	N\$ 17 ,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: Registration with the Health Professions Council of Namibia as an Environmental Health Practitioner plus three (3) years' experience as a Senior Environmental Health Practitioner.

Additional Requirements: A valid drivers' license.

Post Designation	:	Senior Environmental Health Practitioner Grade 8
1x Post	:	Subdivision Environmental Health Services
1x Post	:	Subdivision Port/Border Health Services

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Duty Station	:	Windhoek
Salary Scale	:	N\$ 250, 767–N\$ 299, 691
Salary Notch	:	N\$ 250,767 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: Registration with the Health Professions Council of Namibia as an Environmental Health Practitioner plus three (3) years' appropriate experience.

Post Designation	:	Registered Nurse Grade 8
2x Posts	:	Katutura Health Centre
1x Post	:	Section Special Programs (HIV/AIDS, TB & Malaria)
Duty Station	:	Windhoek
Salary Scale	:	N\$ 250, 767–N\$ 299, 691
Salary Notch	:	N\$ 250,767 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: Registration with the Health Professions Council of Namibia as a Registered Nurse.

Post Designation	:	Enrolled Nurse Grade 10
1xPost	:	Otjomuise Clinic
Duty Station	:	Windhoek
Salary Scale	:	N\$ 167, 481–N\$ 200 878
Salary Notch	:	N\$ 167, 481 per annum
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10 ,512 per annum

Minimum Requirements: Registration with the Health Professions Council of Namibia as an Enrolled Nurse.

Post Designation	:	Dental Therapist Grade 8
1x Post	:	Okuryangava Health Centre
1x Post	:	Khomasdal Health Centre
1x Post	:	Maxwilili Clinic
Duty Station	:	Windhoek
Salary Scale	:	N\$ 250, 767–N\$ 299, 691
Salary Notch	:	N\$ 250,767 per annum
Housing Allowance	:	N\$ 17 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

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Minimum Requirements: Registration with the Health Professions Council of Namibia as a Dental Therapist.

Post Designation	:	Dental Surgery Assistant Grade 11
1x Post	:	Okuryangava Health Centre
1x Post	:	Khomasdal Health Centre
1x Post	:	Maxwilili Clinic
Duty Station	:	Windhoek
Salary Scale	:	N\$ 139,636 –N\$ 167, 481
Salary Notch	:	N\$ 139,636 per annum
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10 ,512 per annum

Minimum Requirements: Senior Secondary Certificate or equivalent qualification on NQF Level 3.

Additional Requirements: Certificate in Dental Assistant/ Surgery on NQF Level 4.

Post Designation	:	Radiographic Assistant Grade 11
2xPosts	:	Katutura Health Centre
Duty Station	:	Windhoek
Salary Scale	:	N\$ 139,636 –N\$ 167, 481
Salary Notch	:	N\$ 139,636 per annum
Housing Allowance	:	N\$ 13 ,944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: Registration with the Health Professions Council of Namibia as a Radiographic Assistant.

Post Designation	:	Senior Health Program Officer Grade 7
1x Post	:	Section Physical Facility Planning
Duty Station	:	Windhoek
Salary Scale	:	N\$ 305,684 –N\$ 365, 322
Salary Notch	:	N\$ 305,684 annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Bachelors' Degree or equivalent qualification NQF Level 7 majoring in Urban & Regional Planning or Development Planning or Spatial

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Planning or Land Use Planning or Civil Engineering or Architecture or Project Management or related field Plus three (3) years' appropriate experience.

Additional Requirements: A valid driver's licence.

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Subsection Human Resource Management
Duty Station	:	Windhoek
Salary Scale	:	N\$ 167, 481– N\$200, 878
Salary Notch	:	N\$ 167, 481 per annum
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10 ,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 Plus one (1) year appropriate experience or Senior Secondary Certificate or equivalent qualification on NQF L3 **plus** 3 years appropriate experience

Post Designation	:	Engineering Technician Grade 9
2xPosts	:	Section Health Technology Management
Duty Station	:	Windhoek
Salary Scale	:	N\$ 204, 977 –N\$ 245, 851
Salary Notch	:	N\$ 204, 977 per annum
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 or Registration as Engineering Technician at the Engineering Council of Namibia.

Applications must be address to:

**The Regional Director
Khomas Directorate of Health and Social Welfare Services
Private Bag 13322
Windhoek**

Or Hand Deliver to

**Khomas Directorate of Health and Social Welfare Services
Bach Street
Katutura & Central Hospital Complex**

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Enquiries: Human Resources (061 203 5010)

DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: CARDIAC SERVICES
SECTION: ADULT CARDIOLOGICAL SERVICES

Post Designation	:	Medical Officer Grade 5
1xPost	:	Cardiac Intensive Care (Windhoek)
Scale of Salary	:	N\$ 454,232 –N\$ 543,055
Salary Notch	:	N\$ 454,232 per annum
Motor Vehicle Allowance	:	N\$ 85,063 per annum
Housing Allowance	:	N\$ 17,424 per annum
Fixed Overtime	:	N\$ 243,089 per annum

Minimum Requirements: Registration with the Health Professions Council of Namibia as a Medical Practitioner. Proof of Maintenance of Registration with the Health Professions Council of Namibia for 2026/2027.

Enquiries: Dr J. Nghaamwa, 061-203 3004

DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL & CLINICAL SUPPORT SERVICES
SUBSECTION: OCCUPATIONAL THERAPY

Post Designation	:	Senior Occupational Therapist Grade 6
1xPost	:	Mental Health (General Psychiatry – Civil) (Windhoek)
Scale of Salary	:	N\$ 372,627 — N\$ 445,325
Salary Notches	:	N\$ 372,627. 00 per annum
Transport Allowance	:	N\$ 10,517 per annum
Housing Allowance	:	N\$ 17 424 per annum

Minimum Requirements: Registration with the Health Professions Council of Namibia as an Occupational Therapist, plus Proof of maintenance of registration with the Health Professions Council of Namibia for 2026/2027. Applicant must have at least an approximately appropriate experience of three (3) years clinical experiences in Forensic or Mental Health Services.

Additional Requirements: Registration with Namibian Occupational Therapy association is MUST.

Enquiries: Ms.E.Z Mataswa Tel: (061) 203 3373

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

DIVISION: WINDHOEK CENTRAL HOSPITAL

Post designation	:	Control Health Programmer Grade 5
1xPost	:	Windhoek
Salary scale	:	N\$ 454,232 – N\$ 543, 055
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum requirements: An appropriate B-degree or equivalent qualification on NQF L7 plus eight (8) years approximately appropriate experience in a Neonatal or Paediatric Services of which three (3) years must be on the Supervisory level.

Supplementary requirements: A Master's degree in Clinical Nursing Neonatal or Paediatric will be added advantage.

Enquiries: Dr. S. K Shalongo, Tel: 061-203 3004

DIVISION: WINDHOEK CENTRAL HOSPITAL

SUBDIVISION: GENERAL SERVICES

SECTION: AUXILIARY SERVICES

SUBSECTION: OFFICE SERVICES

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Windhoek
Scale of Salary	:	N\$ 167,481 – N\$ 200,878
Salary notch	:	N\$ 167,481 per annum
Housing allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: An appropriate National Diploma or (equivalent qualification) on NQF level 6 plus one (1) year approximate appropriate experience in Procurement or logistic or stock Management/Asset Management or Senior Secondary Certificate or equivalent qualification on NQF L3 plus three (3) years approximate appropriate experience in Procurement or logistics or Stock Management/Asset Management.

Supplementary requirements: Proof of appointed as a member of the Procurement Management Unit (PMU) will be an added advantage. A valid driver's license is a must.

Enquiries: Mr T Michael, Tel: 061- 2033019

Application forms should be addressed to:

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

**The Medical Superintendent
Windhoek Central Hospital
Private bag 13198
Windhoek**

**Or
Hand delivered to the Human Resource Management Office, Basement, Windhoek
Central Hospital.**

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
Khomasdal
WINDHOEK**

Or Hand-delivered at:

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

ERONGO REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION

DIVISION: HUMAN RESOURCES MANAGEMENT

SUBDIVISION : TRAINING

Post Designation	:	Learning and Development Officer Grade 8
1xPost	:	Head Office Swakopmund
Scale of Salary	:	N\$ 250 767 –N\$ 299, 691
Salary Notch	:	N\$250,767.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An appropriate National Diploma on NQF L6.

Main Duties:

- Draw up Regional Council's Training Plan and oversee its implementation.
- Carrying out training needs assessment for institutional review and ensure capacity building in the Regional Council in consultation with line managers/Training Committee.
- Analyze training materials related to training and human capital development, serve as a member of the Training Committee.
- Facilitate in-house training as decided by the Training Committee, conduct induction of new employees /seconded staff.
- Conduct induction of new employees/delegated staff
- Develop and maintain a training database for all staff members and service providers, on a monthly, quarterly, and annual basis, review progress against personal development plans.
- Advise the Training Committee on training matters, evaluate outcomes of training and prepare reports and recommendations for the Training Committee.
- Coordinate and disseminate information on all training activities.
- Submit training applications for discussion in the Training Committee, draft terms, and reference to evaluate applications and monitor outsourced training.
- Coordinate training interventions with the parent Ministry and the Line Ministries as needed.
- Serve as a Secretary of the Training Committee, monitor, and evaluate annual work plan and report progress to the Supervisor.
- Carry out any other official duties as may be assigned from time to time.

Enquiries: Ms. Mary Jane Nicolao, Tel: 064 410758 or Mr Abner P. Abner, Tel: 064 4105726

DIVISION: ADMINISTRATION

SUBDIVISION: AUXILIARY SERVICES

SECTION: PROCUREMENT AND STOCK CONTROL

Post Designation : Senior Administrative Officer Grade 10

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

1xPost	:	Head Office Swakopmund
Scale of Salary	:	N\$ 167 481–N\$ 200 878
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10, 512.00 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

Main Duties:

- Responsible for the procurement and safekeeping of Council supplies and stock.
- Facilitate timely payments to suppliers.
- Ensure the maintenance of Council buildings and office equipment.
- Interpret and ensure adherence to frameworks for procurement and stock-control systems.
- Supervise and direct subordinates within the section.
- Prepare requisitions for expenditure to the Economizing Committee.
- Prepare submissions of acceptance of donations.
- Provide input for the compilation of section reports e.g. loss, inspections.
- Compile list of assets for disposal in terms of the Treasury Instructions.
- Record the transfer and the movement of assets (Regional Council/Line Ministries).
- Registering the opening and closing of stock control points.
- Carry out the Secretarial function of the Economizing Committee.
- Carry out inspections of stock at Constituency and Settlement offices.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr Abner P. Abner/ Ms Maria Mikkael Tel: 064-410 5756 or Tel: 064 4105741

DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION
DIVISION: REGIONAL PLANNING
SUBDIVISION: POPULATION AND STATISTICS

Post Designation	:	Chief Development Planner Grade 6 (Chief Statistician)
Grade 6		
1xPost	:	Head Office Swakopmund
Scale of Salary	:	N\$ 372,627 –N\$ 445,325
Salary Notch	:	N\$372,627 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

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

Minimum Requirements: An appropriate B. degree on NQF L7 or equivalent qualification, majoring in one or more of the following subjects: Statistics, Applied Statistics, Mathematics, Population and Development Studies, Demography, Economics, Econometrics, Research, Sociology, Geography and one or more of the above-mentioned additional subjects.

Main Duties:

- Interpret policies and implementation of policy frameworks at the Regional Council.
- Provide technical input in the Directorate operational plan in line with the strategic plan.
- Assess the compiled data and report to the Deputy Director Development Planning, Regional Council and other stakeholders.
- Advise the Council and other stakeholders on population and statistics related issues.
- Conduct regional research on population and statistics for decision making and socio-economic development.
- Ensure that regional database is updated on time e.g. statistical and GIS databases.
- Implement plans within defined time and resource limits.
- Liaise with Namibia Statistics Agency and other data collectors to harmonize regional data.
- Identify staff training and development needs and make recommendations.
- Appraise staff and make recommendations.
- Ensure adherence to relevant policies and procedures.
- Ensure that the work schedule of subordinates is supervised and program targets are met.
- Carry out any other official duties assigned from time to time

Post Designation	:	Statistician Grade 8
1xPost	:	Head Office Swakopmund
Scale of Salary	:	N\$ 250, 767 –N\$ 299, 691
Salary notch	:	N\$250,767 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An Appropriate B. Degree on NQF Level 7 or equivalent qualification majoring in one or more of the following subjects: Statistics, Applied Statistics, Mathematics, Population and Development Studies, Demography, Economics, Econometrics, Research, Sociology, Geography and one or more of the above-mentioned additional subjects.

Main Duties:

- Collect, compile, analyze and store regional data.
- Assess and interpret regional data for decision making.
- Conduct regional research.
- Produce monthly, quarterly and annual reports.

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

- Monitor, Evaluate and verify regional data on population, unemployment, diseases, poverty and socio-economic issues.
- Liaise with Namibia Statistics Agency and other data collectors to harmonize regional data.
- Establish and maintain a regional socio-economic database for planning and development.
- Monitor and evaluate changes and trends of socio-economic data.
- Disseminate information on the socio-economic development indicators of the region to relevant stakeholders at all levels.
- Attend to queries from data users at all levels.
- Promote awareness on statistics in the region.
- Make user-friendly reports and presentations on statistical data.
- Carry out any duties assigned from time to time.

Enquiries: Mr Sylvester Mubila, Tel: 064 410722 or Mr Abner P. Abner, Tel: 064 4105726

**DIRECTORATE: INFRASTRUCTURE DEVELOPMENT
DIVISION: TECHNICAL SERVICES**

Post Designation	:	Engineer Grade 6
1xPost	:	Head Office Swakopmund
Scale of Salary	:	N\$ 372, 627– N\$445, 325
Salary notch	:	N\$372,627.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: Registration as a Professional Engineer **or** Incorporated Engineer with the Engineering Council of Namibia.

Note: Proof of registration must be submitted

Main Duties:

- Interpret and ensure implementation of policy frameworks at the Regional Council in line with approved legislation.
- Provide technical input in Directorate and Divisional operational planning ensuring that outcomes support the strategic plan and decentralization.
- Oversee the establishment of procedures for controlling, monitoring and progress reporting of activities of work programmes in the division.
- On a monthly, quarterly and annual basis, review progress against individual and divisional plans and against budgets.
- Ensure that work plans are drawn up.
- Provide advice to the Regional Council on matters pertaining to planning.
- Compile monthly, quarterly and annual reports of the Regional Council.
- Monitor and evaluate annual work plan and report progress to the Council.
- Monitor and prepare progress reports on capital projects for Regional Council.

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

- 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.

Enquiries: Ms. Dimari Van Rensburg, Tel: 064 4105758 or Mr Abner Abner, Tel: 064 4105726

Application must be submitted to:

**The Chief Regional Officer
Erongo Regional Council
Private Bag 5019
SWAKOPMUND**

Or Hand delivery at:

**Erongo Regional Council
Human Resources Department
Acacia Building, 461 Tobias Hainyeko Street
SWAKOPMUND**

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Chief Human Resource Practitioner Grade 6
1xPost	:	Rundu
Salary Scale	:	N\$ 372, 627–N\$ 445, 325
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 majoring in Human Resource plus six (6) years appropriate experience.

Supplementary Requirements: Preferences will be given to candidates at Supervisory level of Senior Human Resource Practitioner Grade 7 with extensive knowledge of Human Resource Administration, Affirmative Action (AA), Performance Management System (PMS), Industrial Relations and Employees Wellness.

Main duties of the job:

- Compliance and interpretation with the Public Service Act, Education Act, Public Service Staff Rules, Regulations and other relevant Acts and Regulations.
- To ensure uniformity, efficiency and effective administration of personnel matters in the region.
- Interviewing and / or selecting people for appointment / promotion.
- Making proposals on the adjusting of Cabinet, Public Service Commission and Ministerial Delegations.
- Advising on (or assisting with) the compiling of requests / proposals regarding adjustment of organizations and post establishments, casual employments, overtime remuneration, employment in addition to the fixed establishment.
- Assessing the staffing needs of the Ministry and have the necessary establishment proposals drafted for consideration by the Office of the Prime Minister.
- Determining of all training needs in respect of personnel administration.
- Participating in collective meetings with Trade Unions.
- Conducting inspections within the Office to ensure compliance with prescribed staff rules and standards.
- Handling grievances, representations, misconduct and labour related issues.
- Providing counseling and guidance concerning the maintenance and development of human resources.
- Liaising and consulting directly with the Office of the Prime Minister on all personnel administration matters.
- Monitoring the disposition of personnel.
- Supervising subordinates which includes organizing, controlling, verifying, distributing / allocating, co-coordinating, delegating and supplementing of their work.
- Undertaking inspections in respect of subordinates on their performance in order to enhance professionalism.
- Budgeting for and controlling of expenditure applicable on personnel offices.

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

- Monitoring the utilization of office stocks and supplies.
- Any other work related duties assigned by the supervisor.

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

Enquiries: Ms. Anna – Rosa N. Muye, Tel:066-266000

Applications 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**

//KHARAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Chief Hostel Matron Grade 12
2xPosts	:	1xWestdene Hostel (Keetmanshoop) 1xAriamsvlei Hostel (Ariamsvlei)
Salary Scale	:	N\$ 113, 141 –N\$ 135, 702
Salary notch	:	N\$ 133,141 per annum
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A Junior Secondary Certificate with 24 points within seven (7) subjects or equivalent qualification on NQF L2 and a D Symbol in English.

Supplementary Requirements: Five (5) years appropriate experience as a Hostel Matron Grade 13 or equivalent.

Enquiries: Ms Emily M Likeke/Ms Emilia N Mbalili, Tel: 063-227017/227073

DIVISION: PLANNING AND DEVELOPMENT SECTION: BUILDING AND MAINTENANCE

Post designation	:	Senior Works Inspector Grade 8
1xPost	:	Keetmanshoop Regional Office
Scale of Salary	:	N\$ 250, 767 x P – N\$299, 691
Salary Notch	:	N\$ 250, 767 per annum
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 OR An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience OR An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience.

Supplementary Requirements:

Preference will be given to applicants with a valid driver's license.

- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Computer literacy in Microsoft Word, Excel and Power Point.
- Knowledge of Education Act 2001 (Act no. 16 of 2001).

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

Enquiries: Ms. Anthonia N. Eises / Ms. E.N. Mbalili, Tel: 063 227027/227075

DIVISION: INFORMATION, ADULT AND LIFE LONG LEARNING, ARTS, AND CULTURE
SECTION: LIFE LONG LEARNING, YOUTH, SPORTS, ARTS AND CULTURE

Post designation	:	Education Officer Grade 8 (Aroab CLDC)
1xPost	:	Aroab
Scale of Salary	:	N\$ 250, 767 –N\$ 299, 691
Salary Notch	:	N\$ 250, 767 per annum
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$13, 800 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 8

Supplementary Requirements:

- A 4-year qualification majoring in Adult Education **Or** Community Development.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Driver's License

Enquiries: Ms. Anthonia N. Eises / Ms. E.N. Mbalili, Tel: 063 227027/227075

Applications must be submitted to:

The Regional Director
Directorate of Education, Innovation, Youth, Sports, Arts and Culture
||Kharas Regional Council
Private Bag 2160
Keetmanshoop

OR

Hand deliver at the Directorate of Education, Innovation, Youth, Sports, Arts and Culture
Wheeler Street, Keetmanshoop: ||Kharas Region.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUB SECTION: HOSTELS ADMINISTRATION

Post designation	:	Senior Administrative Officer Grade 10
1xPost	:	Keetmanshoop Regional Officer
Scale of Salary	:	N\$ 167, 481 – N\$200, 878
Salary Notch	:	N\$ 167, 481 per annum

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

Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus 1-year appropriate experience OR_A Senior Secondary Certificate (NQF Level 3) plus 3 years' appropriate experience

Supplementary Requirements:

- Candidate must have experience in Hostel Administration and Nutrition.
- Sound knowledge to train staff to prepare food without the loss of nutrients, work hygienically with food and how to use cleaning materials/chemicals.
- Responsible for continuous training of subordinates.
- Act as representative and controlling officer for Namibian School Feeding Programme.
- Must be able to Liaise with the Ministries/Stakeholders.
- A valid driver's license will be an add advantage.

Enquiries: Ms. Anthonia N. Eises / Ms. E.N. Mbalili Tel: 063 227027/22707

Applications must be addressed to:

Acting Chief Regional Officer
//Kharas Regional Council
Private Bag 2160
Keetmanshoop

KHOMAS REGIONAL COUNCIL

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

Post Designation	:	Principal Grade 5
1xPost	:	Windhoek
		Khomas 1: Steenkamp Primary School
Salary Scale	:	N\$ 454, 232 –N\$ 543, 055
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on an 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 (s) to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Supplementary Requirement:

- Candidates in possession of 5 years (or more) experience at the functional level Grade 6 (or higher) at school or in a related work environment. **(Proof must be attached)**
- Candidates must be suitably /appropriately qualified or trained for the phase he or she applies for in terms of the provision of the National Curriculum for Basic Education (2016)

Enquiries: The Human Resource Office Tell no: 061- 293 9411

DIVISION: LIFELONG LEARNING SUBDIVISION: ARCHIVES AND INFORMATION SERVICES

Post Designation	:	Librarian Grade 9
14xPosts	:	Windhoek
		Khomas A: Eros Girls' School
		Khomas B: Eldorado Secondary School
		Khomas C: Namibia Primary School
		Khomas D: Hochland High School
		Khomas E: Martti Ahtisaari Primary School
		Khomas F: Ella du Plessis High School
		Khomas G: A. Shipena Secondary School
		Khomas H: Jan Mohr Secondary School
		Khomas I: A. I. Steenkamp Primary School
		Khomas J: Concordia College
		Khomas K: Dawid Bezuidenhoudt High School

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

		Khomas L: Jan Jonker Secondary School
		Khomas M: Bloukrans Primary School
		Khomas N: Centaurus High School
Salary Scale	:	N\$ 204, 977 x P –N\$ 245, 851
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Appointment Requirements: An appropriate B. Degree (or equivalent qualification) on NQF L7

Supplementary Selection Requirements:

- Candidates must possess an appropriate B. Degree (or equivalent) on NQF L7 majoring in Library Science and/or Library and Information Science/Studies. **(Proof must be attached)**;
- Candidates who possesses at least two (2) year (or more) appropriate experience will have an added advantage
- Computer Literacy will be an added advantage.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

CIRCUIT 1

Post Designation	:	Head of Department Grade 6
1xPost	:	Khomasdal Primary School
		Junior Primary Department: English and Afrikaans (Pre-Primary -Grade 3)
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

CIRCUIT 2

Post Designation	:	Head of Department Grade 6 (Re-Advertised)
1xPost	:	Jan Mohr Secondary School
	:	Mathematics and Physics or Chemistry or Biology (Grade 8-AS)
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Post Designation	:	Head of Department Grade 6 (Re-Advertised)
1xPost	:	A. Shipena Secondary School

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

	:	Mathematics and Biology or Physics or Chemistry (Grade 8-AS)
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

CIRCUIT 3

Post Designation	:	Head of Department Grade 6
1xPost	:	Windhoek Technical High School
	:	Design and Technology or Metal Work and Welding or Building Studies or Motor Mechanics or Technical Drawing or Electricity and Electronics or Technical Studies B or Technical Studies C (Grade 8-AS)
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

CIRCUIT 5

Post Designation	:	Head of Department Grade 6
1xPost	:	Monte Cristo Primary Project School
	:	Languages Department: English and Afrikaans or Otjiherero (Grade 4-7)
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Post Designation	:	Head of Department Grade 6
1xPost	:	Academia Secondary School
	:	English and Afrikaans or Oshindonga (Grade 8-AS)
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
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:

- 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.

Applications must be submitted to the following address:

**Khomas Regional Council
Directorate of Education, Arts and Culture
Private Bag 13236
WINDHOEK**

Or Deliver by hand at:

**The Registry Office
6th Floor, Dr. Frans Indongo Gardens:
Windhoek**

OHANGWENA REGIONAL COUNCIL

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

Post Designation	:	Inspector of Education Grade 5
1xPost	:	Ohakafiya Circuit
Salary Scale	:	N\$454, 232 – N\$543, 055
Salary Notch	:	N\$454, 232 per annum
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A recognized 4-year tertiary teaching qualification on NQF Level 7 (or equivalent) plus 9 years teaching experience.

Supplementary selection requirements: Computer literacy and a valid driver's license will be an added advantage.

SECTION: SCHOOLS

Post Designation	:	Principal Grade 5
7xPosts	:	Oshamono Combined School (Epembe Circuit) (Re-Advertisement) Olukeno Primary School (Okongo Circuit) (Re-Advertisement) Edundja Primary School (Ondobe Circuit) Oushakeneno Primary School (Endola Circuit) Okanaimbula Primary School (Epembe Circuit) Onekuta Junior Secondary School (Ondobe Circuit) Omhito Combined School (Ohakafiya Circuit)
Salary Scale	:	N\$454, 232 – N\$543, 055
Salary Notch	:	N\$454, 232 per annum
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an 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 plus 7 years teaching experience.

Take note: Candidates must have a professional teaching qualification that would enable him/her to teach at the appropriate phase (e.g. Junior Primary/Senior Primary/Junior Secondary /Senior Secondary Phase).

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

Post Designation	:	Head of Department Grade 6
8xPosts:		Ndjukuma Combined School: Mathematics and Physical Science Grade 4-9 (Ohangwena Circuit) Ndapona YaShikende Primary School: English and Oshikwanyama Grade 4-7 (Ondobe Circuit) Omulunga Combined School: Junior Primary Phase: (Pre-Primary-Grade 3) (Oshindonga Mol), (Epembe Circuit) Onanghulo Combined School: Mathematics and Science (Biology/Physics) Grade 4-11 (Ongha Circuit) Elise Shipale Combined School: English and Oshikwanyama Grade 4-9 (Ondobe Circuit) Oshela Secondary School: Mathematics and Science (Physical Science/Biology) Grade 10-12 (Okongo Circuit) Eenhana Secondary School: English and Oshikwanyama Grade 8-12 (Eenhana Circuit) Eexumba Combined School: Mathematics and Physical Science Grade 8-9 (Ongha Circuit)
Salary Scale	:	N\$ 372, 627- N\$445, 325
Salary Notch	:	N\$ 372, 627 per annum
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A recognized three 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 one 1-year teaching qualification plus 6 years teaching experience.

The shortlisting of Heads of Department posts will be done in terms of the area of specialisation or phase and appropriate years of teaching experience.

**SUB-DIVISION: PROFESSIONAL DEVELOPMENT
SECTION: ADVISORY SERVICES**

Post Designation	:	Senior Education Officer Grade 6 (Junior Primary Grade 1-3)
Area of Specialization	:	Junior Primary: Oshikwanyama/Oshindonga Mol
1xPost	:	(Eenhana)
Salary Scale	:	N\$ 354, 883 - N\$424, 119
Salary Notch	:	N\$ 354, 883 per annum
Housing Allowance	:	N\$17, 424 per annum

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

Transport Allowance : N\$10, 512 per annum

Minimum Requirement: An appropriate degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

Or

An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

Supplementary Selection Requirements: Applicants must have attended and completed a Jolly Phonics and Jolly Grammar 1 training (certified certificates of attendance should be attached). Computer literacy and a valid driver's license or be willing to obtain such within a reasonable time frame will be an added advantage.

Applications must be addressed to:

**The Director
Directorate of Education, Innovation, Youth, Sports, Arts and Culture
Division: Human Resource
Private Bag 88005
Eenhana**

OR

Hand Delivery:

**Ohangwena Education Office
Eenhana
HR office
1st Floor**

Enquiries: Ms. Mutaleni Uugulu/Mr. Akwilinus I Paulus Tel: 065 2929 200

OMUSATI REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: INSPECTORATE

SUB-DIVISION: CIRCUIT OFFICES

Post Designation	:	Inspector of Education Grade 5
1xPost	:	Etagi Circuit
Salary Scale	:	N\$ 454, 232–N\$ 543, 055
Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512–00 per annum

Appointment requirements: A recognized 4-year tertiary teaching qualification on NQF Level 7 plus 9 years teaching experience

Supplementary requirements: Preference will be given to candidates with teaching qualification on NQF Level 8 plus five (5) years appropriate experience at the position of Grade 6 level /similar or higher in the above field and confirmation letter of probation and contactable references must be attached

CIRCUIT: OUTAPI

(Re-advertisement)

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 11)
1xPost	:	Oukwandongo Combined School
Salary Scale	:	N\$ 454, 232–N\$543, 055
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-years 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 7 years teaching experience

CIRCUIT: OGONGO

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 9)
1xPost	:	Utulo Combined School
Salary Scale	:	N\$ 454, 232–N\$543, 055

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

Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-years 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 7 years teaching experience

CIRCUIT: OKALONGO

Post Designation : Principal Grade 5 (Phase: Pre-Grade 9)
1xPost : Onembamba Combined School
Salary Scale : N\$ 454, 232-N\$543, 055
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-years 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 7 years teaching experience

CIRCUIT: ANAMULENGE

(Re-advertisement)

Post Designation : Head of Department Grade 6 (**Social Sciences**
Grade 4-11)
1xPost : Ondeka Combined School
Salary Scale : N\$ 372, 627N\$-445, 325
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

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

An appropriate recognized 3-years 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

Supplementary requirements; Preference will be given to candidates who are qualified to teach Geography and History Grade 8-11

CIRCUIT: OKAHAO

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshindonga Grade 8-11)
1xPost	:	Nangombe Secondary School
Salary Scale	:	N\$ 372, 627-N\$445, 325
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements; Preference will be given to candidates who are qualified to teach English and Oshindonga Grade 8-11

CIRCUIT: OGONGO

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 4-9)
1xPost	:	Pyamukuu Combined School
Salary Scale	:	N\$ 372, 627-N\$445, 325
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements; Preference will be given to candidates who are qualified to teach Mathematics and Physical Science Grade 8-9

CIRCUIT: OGONGO

Post Designation : Head of Department Grade 6 (**Junior Primary Mol; Oshindonga Pre-Primary and Grade 1-3**)
1xPost : Okapya Primary School
Salary Scale : N\$ 372, 627-N\$445, 325
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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: OGONGO

(Re-advertisement)

Post Designation : Head of Department Grade 6 (**Languages: English and Oshindonga Grade 8-11**)
1xPost : Ombathi Combined School
Salary Scale : N\$ 372, 627-N\$445, 325
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

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

Supplementary requirements; Preference will be given to candidates who are qualified to teach English and Oshindonga Grade 8-11

CIRCUIT: OKALONGO

Post Designation : Head of Department Grade 6 (**Mathematics and Science Grade 4-11**)
1xPost : John Shekudja Combined School
Salary Scale : N\$ 372, 627-N\$445, 325
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements; Preference will be given to candidates who are qualified to teach Mathematics and Physical Science Grade 8-11

CIRCUIT: OKALONGO

Post Designation : Head of Department Grade 6 (**Mathematics and Science Grade 8-12**)
1xPost : Haudano Secondary School
Salary Scale : N\$ 372, 627-N\$445, 325
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements; Preference will be given to candidates who are qualified to teach Mathematics and Physical Science (Chemistry and Physics) Grade 8-12

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

CIRCUIT: OUTAPI

(Re-advertisement)

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshindonga Grade 4-11)
1xPost	:	Jerry Ekandjo Combined School
Salary Scale	:	N\$ 372 627-445 325
Housing Allowance	:	N\$ 17 424.00 per annum
Transport Allowance	:	N\$ 10 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements; Preference will be given to candidates who are qualified to teach English and Oshindonga Grade 8-11

CIRCUIT: OSHIKUKU

(Re-advertisement)

Post Designation	:	Head of Department Grade 6 (Social Science Grade 8-12)
1xPost	:	Nuuyoma Secondary School
Salary Scale	:	N\$ 372, 627-N\$445, 325
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements; Preference will be given to candidates who are qualified to teach Geography Grade 8-12, History Grade 8-9 and Development Studies Grade 10-11. Candidates with merit in Geography Higher level/AS level will be at advantage

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

CIRCUIT: OTAMANZI

Post Designation : Head of Department Grade 6 (**Junior Primary, Mol; Oshindonga Pre-Primary and Grade 1-3**)
1xPost : Etilyasa Primary School
Salary Scale : N\$ 372, 627-N\$445, 325
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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: OTAMANZI

Post Designation : Head of Department Grade 6 (**Languages: English and Oshindonga Grade 8-11**)
1xPost : Erastus Shapumba Junior Secondary School
Salary Scale : N\$ 372, 627-N\$445, 325
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements: Preference will be given to candidates who are qualified to teach English and Oshindonga Grade 8-11

CIRCUIT: RUACANA

Post Designation : Head of Department Grade 6 (**Junior Primary Mol; Oshindonga Pre-Primary and Grade 1-3**)
1xPost : Omudhuwahuwanga Primary School
Salary Scale : N\$ 372, 627-N\$445, 325

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

Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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: RUACANA

(Re-advertisement)

Post Designation : Head of Department Grade 6 (**Junior Primary Mol; Otjiherero Pre-Primary and Grade 1-3**)
1xPost : Otjekua Primary School
Salary Scale : N\$ 372, 627-N\$445, 325
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Applications must be addressed to:

**Omusati Regional Council
Directorate of Education, Arts and Culture
Private Bag 529
OUTAPI**

Or hand delivery at:

Omusati Regional Office Reception

Enquiries: Ms. Anna Andumba /Mr. Oiva Toivo Namwele, Tel 065-251700

ZAMBEZI REGIONAL COUNCIL

ZAMBEZI HEALTH DIRECTORATE

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO

SUBDIVISION: DISTRICT PRIMARY HEALTH CARE

Post Designation	:	Medical Officer Grade 5
1xPost	:	Sibbinda Health Centre
Salary Scale	:	N\$ 454, 232 –N\$ 543, 055
Housing Allowance	:	N\$ 17, 424 per annum
Remoteness Allowance	:	N\$ 13, 800 per annum
Capital Cost	:	N\$ 60, 943 per annum
Running Cost	:	N\$ 24, 120 per annum
Fixed Overtime	:	N\$ 243, 089 per annum

Minimum Requirements: Registration with the Health Professional Council of Namibia as a Medical Practitioner. Proof of maintenance of registration card with the Health Professional Council of Namibia for 2026/2027 must be attached.

DIVISION: REHABILITATION & SOCIAL WELFARE SERVICES

SUBDIVISION: SOCIAL WELFARE SERVICES

Post Designation	:	Chief Social Worker Grade 6
1xPost	:	Katima Mulilo (Regional Office)
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: Registration with the Health Professional Council of Namibia and proof of maintenance of the registration for 2026-2027 plus 6 years appropriate experience, of which two years must be on the level of Senior Social Worker.

DIVISION: PUBLIC & ENVIRONMENTAL HEALTH

SUBDIVISION: PORT/BORDER HEALTH SERVICES

Post Designation	:	Chief Environmental Health Practitioner Grade 7
1xPost	:	Ngoma Border Post
Salary Scale	:	N\$ 305, 684 –N\$ 365, 322
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13, 800 per annum

Minimum Requirements: Registration with the Health Professional Council of Namibia and proof of maintenance of the registration for 2026-2027 plus 6 years'

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appropriate experience, of which two years must be on the level of Senior Environmental Health Practitioner.

DIVISION: GENERAL AND FACILITY MANAGEMENT
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY PLANNING

Post Designation : Senior Health Programme Officer Grade 7
1xPost : Katima Mulilo (Regional Office)
Salary Scale : N\$ 305, 684 –N\$ 365, 322
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate Bachelor's Degree or equivalent qualification on NQF level 7 plus three (3) years appropriate experience.

Additional requirements: Experience in planning, budgeting and implementation of capital projects. Applicants should be in possession of a valid driver's license.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE

Post Designation : Senior Registered Nurse Grade 7
1xPost : Bukalo Health Centre
Salary Scale : N\$ 305, 684 – N\$365, 322
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10,512 per annum
Remoteness Allowance : N\$ 9,000 per annum

Minimum Requirements: Registration with Health Professional Council of Namibia as Registered Nurse Practitioner plus five (5) years appropriate experience as a Registered Nurse. Proof of Health Professional Council of Namibia maintenance card for 2026-2027 must be attached.

SUBDIVISION: NURSING SERVICES

Post Designation : Senior Registered Nurse Grade 7
1xPost : Katima Mulilo (Regional Management Team)
Salary Scale : N\$ 305, 684 –N\$ 365, 322
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: Registration with Health Professional Council of Namibia as Registered Nurse Practitioner plus three (3) years appropriate experience as a Registered Nurse. Proof of Health Professional Council of Namibia maintenance card for 2026-2027 must be attached.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE

Post Designation	:	Pharmacist Grade 7
1xPost	:	Ngweze Clinic
Salary Scale	:	N\$ 305, 684 –N\$ 365, 322
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: Registration as Pharmacist with the Health Professional Council of Namibia and Proof of maintenance of registration card with the Health Professional Council of Namibia for 2026/2027 must be attached.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE

Post Designation	:	Registered Nurse Grade 8
9xPosts	:	2x Sibbinda Health Centre
	:	1x Mbalasinte Clinic
	:	1x Sachona Clinic
	:	1x Batubaja Clinic
	:	1x Chinchimane Clinic
	:	1x Isize Clinic
	:	1x Impalila Clinic
	:	1x Mafuta Clinic
Salary Scale	:	N\$ 250, 767 –N\$ 299, 691
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	Sibbinda Health Centre N\$ 13, 800
		Chinchimane N\$ 13, 800
		Muyako N\$ 13, 800
		Batubaja, Mbalasinte, Sachona, Impalila N\$ 21, 000
		Isize N\$ 9,000 per annum

Minimum Requirements: Registration as Pharmacist with the Health Professional Council of Namibia and Proof of maintenance of registration card with the Health Professional Council of Namibia for 2026/2027 must be attached.

DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES
SECTION: HUMAN RESOURCES MANAGEMENT

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification in Records and Archives on NQF Level 6 plus one-year appropriate experience.

Or

Senior Secondary Certificate or equivalent on NQF Level 3; with a minimum of 20 points over 5 subjects and a E-symbol in English plus 3 years' appropriate experience in registry and records management.

Key performance areas:

- Supervise and monitor Registry activities;
- Ensure timely collection and delivery of Office mails;
- Open & distribute all incoming mails;
- File correspondences according to the File Plan;
- Control the movement of files and documents 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 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 codes and index.
- Maintain stock levels of office supplies.
- Ensure CONFIDENTIALITY.

Applications must be hand delivered at:

**HRM Offices,
RMT,
Katima Mulilo District Hospital**

Or couriered to:

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The Director Zambezi Health Directorate

Katima Mulilo

Namibia.

Enquiries: Ms. Esnard Matongo/ Ms. Viola Kakambi, Tel: 066 – 251475/251456
