

MANAGEMENT CADRE

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

DEPARTMENT: CIVIL REGISTRATION

DIRECTORATE: NATIONAL CIVIL REGISTRATION

DIVISION: NATIONAL POPULATION REGISTER

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$543,055 - N\$570,914
Housing Benefits	:	N\$121,560 per annum
Motor Vehicle Allowance		
Capital Costs	:	N\$83,106 per annum
Running Costs	:	N\$27,811 per annum
Total allowance	:	N\$110,917 per annum

Minimum Requirements: An Appropriate Bachelor's Degree at NQF Level 7 in Public Administration or Business Management or Local government or Law/Legal Studies or Statistics or Information Systems or related fields plus 9 years' appropriate experience in Civil Registration or related fields.

Key Responsibilities

The successful candidate will be responsible for:

- Develop and implement policies, procedures, and strategies relating to national population register.
- Ensure the accuracy, integrity, confidentiality, and security of national population register.
- Provide technical guidance and support to regional offices on matters relating to the National Population Register.
- Supervise, mentor, and evaluate staff within the division.
- Lead digital transformation initiatives aimed at modernizing population registration systems.
- Ensure compliance with the Births, Marriages and Deaths Registration Act and other relevant legislation.
- Managing the stock and reorder of national documents
- Monitoring performance indicators and preparing management reports.
- Managing financial, human and other resources within the division.
- Liaise with government institutions, development partners, and other stakeholders on matters relating to civil registration.
- Promote effective customer service and continuous improvement in service delivery.
- Manage risks relating to data protection, cybersecurity, and business continuity.

Competencies required

The ideal candidate should demonstrate:

- Strategic leadership and management skills.
- Strong analytical and problem-solving abilities.
- Project and change management capabilities.
- Financial and human resource management skills.

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- Strong decision-making and organizational skills.
- Excellent communication, report writing, and presentation skills.
- High ethical standards, integrity, and commitment to public service.
- Ability to work under pressure and manage multiple priorities.

Enquiries: Ms. L N K Nkandi Tel: 0819510107

DIRECTORATE: NATIONAL CIVIL REGISTRATION
DIVISION: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$543,055 - N\$570,914
Housing Benefit	:	N\$121,560 per annum
Motor Vehicle Allowance		
Capital Costs	:	N\$83,106 per annum
Running Costs	:	N\$27,811 per annum
Total allowance	:	N\$110,917 per annum

Minimum Requirements: An Appropriate Bachelor's Degree at NQF Level 7 in Public Administration or Business Management or Local government or Law/Legal Studies or Statistics or Information Systems or related fields plus 9 years appropriate experience in Civil Registration or related fields.

Key Responsibilities

The successful candidate will be responsible for:

- Develop and implement policies, procedures, and strategies relating to national population register.
- Ensure the accuracy, integrity, confidentiality, and security of national population register.
- Provide technical guidance and support to regional offices on matters relating to the National Population Register.
- Supervise, mentor, and evaluate staff within the division.
- Lead digital transformation initiatives aimed at modernizing population registration systems.
- Ensure compliance with the Births, Marriages and Deaths Registration Act and other relevant legislation.
- Managing the stock and reorder of national documents
- Monitoring performance indicators and preparing management reports.
- Managing financial, human and other resources within the division.
- Liaise with government institutions, development partners, and other stakeholders on matters relating to civil registration.
- Promote effective customer service and continuous improvement in service delivery.
- Manage risks relating to data protection, cybersecurity, and business continuity.
- Any other duties assigned.

Competencies required

The ideal candidate should demonstrate:

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- Strategic leadership and management skills.
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- Project and change management capabilities.
- Financial and human resource management skills.
- Strong decision-making and organizational skills.
- Excellent communication, report writing, and presentation skills.
- High ethical standards, integrity, and commitment to public service.
- Ability to work under pressure and manage multiple priorities.

Enquiries: Ms. L N K Nkandi Tel: 0819510107

Applications must be addressed to:

**The Executive Director
Ministry of Home Affairs, Immigration, Safety and Security
Private Bag 13200
Windhoek**

Or hand delivery to:

**The Human Resource Office, 9th Floor, East Wing
Ministry of Home Affairs, Immigration, Safety and Security
Corner Hosea Kutako Drive and Harvey Street,
Erf 6971, Windhoek North
Windhoek**

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT DIRECTORATE: HUMAN RESOURCE AND SUPPORT SERVICES DIVISION: HUMAN RESOURCES

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

Minimum requirements: An appropriate National Diploma in Human Resources Management or Industrial Psychology or an equivalent qualification on NQF Level 6.

Enquiries: Ms. M. Shilongo Tel: 0819510116

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT DIRECTORATE: FINANCE AND GENERAL SERVICES DIVISION: GENERAL SERVICES SECTION: TRANSPORT

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
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 on NQF Level (6) in Transport Management or Public Management or Logistics and Supply Chain Management or related fields plus one (1) year appropriate experience.

OR

A Senior Secondary Certificate or equivalent qualification on NQF Level 3, plus three (3) years appropriate experience.

Enquiries: Ms. M. Shilongo Tel: 0819510116

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT DIRECTORATE: FINANCE AND GENERAL SERVICES DIVISION: GENERAL SERVICES SECTION: PROCUREMENT

Post Designation	:	Senior Administrative Officer Grade 10
2x Posts	:	Windhoek
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 on NQF Level (6) in Public Management Business Management or Logistics and Supply Chain Management or related fields plus one (1) year appropriate experience in related fields.

OR

A Senior Secondary Certificate or equivalent qualification on NQF Level 3, plus three (3) years appropriate experience.

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Enquiries: Ms. M. Shilongo Tel: 0819510116

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES
SECTION: OFFICE SUPPORT

Post Designation	:	Senior Administrative Officer Grade 10
2x Posts	:	Windhoek
Salary Scale	:	N\$167,481 – N\$200,878
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma on NQF Level (6) in Public Management or Business Management or related fields plus one (1) year approximate appropriate experience in related fields.

OR

A Senior Secondary Certificate or equivalent qualification on NQF Level 3, plus three (3) years appropriate experience.

Enquiries: Ms. M. Shilongo Tel: 0819510116

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: INFORMATION TECHNOLOGY MANAGEMENT
SUBDIVISION: CORE INFRASTRUCTURE SERVICES

Post Designation	:	System Administrator Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$276, 867 – N\$311, 798 (P)
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A Degree in Information Technology related courses on NQF Level 7.

Supplementary requirements: Hands-on experience administering NetApp ONTAP storage systems, Experience with VMware vSphere administration, Experience with Microsoft Hyper-V, Strong Linux administration skills (RHEL/CentOS/Ubuntu), Working knowledge of storage protocols (NFS, CIFS, iSCSI, FC), Scripting experience in Bash, PowerShell, or Python Understanding of networking fundamentals (VLANs, switching, routing)

Enquiries: Ms. M. Shilongo Tel: 0819510116

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: INFORMATION TECHNOLOGY MANAGEMENT
SECTION: SYSTEM DEVELOPMENT AND MAINTENANCE

Post Designation	:	Analyst Programmer Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$ 226,764 – N\$271,440 (P)
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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