Post Designation	:	Immigration Officer Grade 10
15x Posts	:	4xNoordoewer Border Post
	:	6x Ariamsvlei Border Post
	:	1x Keetmanshoop Airport
	:	1x Mata-Mata Border Post
	:	1x Sendlingsdrift Border Post
	:	2x Katima Mulilo Border Post
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 Senior Secondary Certificate or equivalent qualification on NQF Level 3.

Supplementary requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in Immigration/ Border Management or Public Administration or Business Management/Studies or International Relations/Diplomacy or Political Science or Security or Law or related fields.

Enquiries: Ms. V. Shanghala Tel: 0819510115

DEPARTMENT: CIVIL REGISTRATION
DIRECTORATE: NATIONAL CIVIL REGISTRATION REGIONAL
DIVISION: REGIONAL DIVISIONS

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Hardap Regional Office
Salary Scale	:	N$250,767 – N$299,691
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 Administration or Business Management or Local Government or Statistic related field plus four (4) years appropriate experience in Civil Registration or related fields.

Enquiries: Ms. W Palanga Tel: 0819510114

DEPARTMENT: NAMIBIAN POLICE FORCE
DIRECTORATE: HUMAN CAPITAL MANAGEMENT

Post Designation	:	Chief Human Resource Practitioner Grade 6
2x Posts	:	Police National Headquarters (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: A National Diploma in Human Resources Management or equivalent qualification on NQF Level 6 plus six (6) years appropriate experience in the field of Human Resources Management.

Supplementary requirements: Applicants must be at the level of Senior Human Resource Practitioner Grade 7 or equivalent for three (3) years.

Main duties:

- Interpret and ensure implementation of human resource policy guidelines.
- Process applications for pension admissions, amendments and withdrawals.
- Coordinate the calculation and preparation of individual notices regarding salary increments, service bonuses, salary adjustments, occupational differentiation, overtime and leave gratuity.
- Obtain approval for appointments, pension admissions/withdrawals, leave/leave gratuity, housing loan scheme, housing subsidy, allowances, medical aid scheme, Confirmation/extension of probation, transfer, translations, secondments, resignations, departmental debts, abscondments and demises, removal of furniture and retirements etc.
- Coordinate the Preparation of letters confirming appointments and or extension of probation.
- Attend to personnel audit queries.
- Maintain leave and staff records of all personnel.
- Provide input to human resource reports and the compilation thereof.
- Handle human resources enquiries.

Post Designation	:	Senior Human Resource Practitioner Grade 7
2x Posts	:	Police National Headquarters (Windhoek)
Salary Scale	:	N$305,684 – N$365,322
Housing Allowance	:	N$17,424 per annum
Transport Allowance	:	N$10,512 per annum

Minimum Requirements: A National Diploma in Human Resource Management or equivalent qualification on NQF Level 6 plus four (4) years appropriate experience in the field of Human Resources Management.

Main Duties:

- Compliance with, and interpretation of the Public Service Act, Public Service Staff Rules, Regulations and other relevant Acts and Regulations.
- To ensure uniformity, efficiency and effective conducting of human resource matters.
- Monitoring the disposition of human resources.
- On request or own initiative rendering advisory or liaison services to offices/Ministries/Agencies.
- Interviewing and or selecting people for appointment/transfer/promotion in posts.
- Determining and assisting with disciplinary actions, which include the obtaining of authority on punitive measures.
- Monitoring, coordinating and supervising the capturing of data on E-Policing.
- Advising on or assisting with the compiling of requests proposals regarding the adjustment of organizations and post establishments, casual employment, overtime remuneration, employment in addition to the fixed establishments and assisting in queries.
- Providing advice on the interpretation of HR rules and regulations and ensuring the proper application thereof.
- Developing and executing programs for training of subordinates and general orientation in the proper application of human resource procedures, methods of work and techniques and the determining of priorities.
- Programming, supervising, control and coordinating the activities of the Sub-division with that of the rest of the Ministry.
- Initiating new ideas as input towards either updating existing Public Service HR Policies or for the formulation of new ones
- Submitting HR policy proposals to the Office of the Prime Minister for consideration and approval.
- Ensuring that all staff movements (appointments, transfers, promotions, demotions, discharges, etc.) are properly recorded, monitored and relevant information transmitted to the Office of the Prime Minister for registration.

- Determining all training needs within the subdivision.
- Participating in collective meetings with Trade Unions.
- Handling grievances, representations and misconduct.
- Providing counselling and guidance concerning the maintenance of manpower.
- Supervising subordinates which includes organizing, controlling, verifying, distributing, allocating, coordinating and supplementing of their work.
- Liaising and consulting directly with the Office of the Prime Minister on all HR administration matters.
- Undertaking inspections in respect of subordinates on their performance in order enhance professionalism and to ensure compliance with the prescribed staff rules and standards.
- Compiling circulars on HR matters.
- Assisting in budget for and controlling of expenditure applicable to the subdivision.
- Obtaining and monitoring the utilization of office stock and suppliers.
- Determining deviations from current policies and submit proposals to the Office of the Prime Minister on appointments, housing loan scheme, housing subsidy, allowances, medical aid scheme, progress reports, transfer, translations, retirements, public Service Regulations, Public Service Staff Rules, Labour Act, Affirmative Action Act and Social Security Act.
- Obtaining authority for appointments, housing loan scheme, housing subsidy, translations, the creation and abolishment of posts on the establishments after investigating requests substance and travelling allowances and overtime.
- Monitoring the up keeping filling system.
- Evaluate performance of subordinates through Performance Management System.
- Coordinate and responsible for the advertising of posts.
- Keeping the attendance register.
- Membership and Secretarial Services of the Ministerial Committees when necessary.
- Any other duty assigned by the supervisor

DIRECTORATE: GENDER AND WELFARE

Post Designation	:	Senior Social Worker Grade 7
1 x Post	:	Oshikoto Police Regional Headquarters
Salary Scale	:	N$305,684 – N$365,322
Housing Allowance	:	N$17,424 per annum
Transport Allowance	:	N$10,512 per annum

Minimum requirements: A Bachelor Degree in Social Work and registration as a Social Worker with the Health Professions Council of Namibia with receipt of paid-up registration or a renewed card, plus approximately four (4) years' experience in social work.

Supplementary requirements: A valid driver's license and willingness to obtain authorization to drive a GRN vehicle (if not in position of one already).
Applicants must be willing to work in uniform environment and be willing to work in the organization of +/- 18 000 workforce.

DIRECTORATE: PROCUREMENT & LOGISTICS
DIVISION: MECHANICAL & FLEET
SUB-DIVISION: GENERAL REPAIR

Post Designation	:	Chief Artisan Foreman Grade 7 (Diesel/Petrol Mechanic)
1 x Post	:	Windhoek
Salary Scale	:	N$305,684 – N$365,322
Housing Allowance	:	N$17,424 per annum
Transport Allowance	:	N$10,512 per annum

Minimum Requirement: Completed apprenticeship or a Trade Diploma issued in terms of existing legislation or National Vocational Diploma (IV) or Certificate Level III or equivalent qualification, plus six (6) years appropriate experience.

Supplementary Requirements: Candidate must have three (3) years at the level of Senior Artisan Foreman Grade 8 or equivalent (supervisory) level. A valid driver's license and computer literacy will be an added advantage.

Duties and Responsibilities:

- Deputy of Mechanical Services Division doing administration as overall personnel and logistics related matters – and safe keeping of all records.
- Management and Budgeting control for fleet maintenance.
- Managing procurement for Namibian Police Workshops – equipment, machines, tools, spare parts.
- Advice on and render necessary technical assistance on fleet maintenance and its management.
- Serving in a Procurement Management Unit and evaluation of bidding documents.
- Formulating and coordinating fleet maintenance policy.
- Handling and coordinating theft cases of government property at stock controlling point.
- Accessing police vehicles accidents reports and recommend there off.
- Ascertain and compile reports on Quarterly report, Annual report, Stock taking and equipment.
- Organize training policy of all personnel at Workshops country wide.
- Control and monitor the budget of repairs and contract on the acquisition of vehicles and spare parts.
- Control and monitor all requisitions for repairs and services of vehicles, for e.g. Spare Parts, Tyres, Batteries and Accessories.
- Follow-up on vehicles damage reports and losses.
- Liaise with the Department of Transport, Ministry of Works and Transport, Government Garage, as well as private sectors with regard on technical issues.
- To execute proper mechanical inspections on Police vehicles to ascertain that vehicles are safe to operate and serviceable.
- To identify any possible future failures of components/ parts and the reporting of such.
- To keep record of all assignments, according to the job card, and hours spend in the execution.
- To comply with the general safety rules of the workshop.
- To ensure a clean and safe work environment at all times.
- To attend to all courses, meetings and lectures summoned to.
- To safeguard all tools, equipment, identity discs (to obtain special tools) and garments, components or special tools entrusted with.
- To guard against the misuse of any equipment of the Namibian Police, Workshop for private purpose.
- To attend regular tool inspections and the reporting of any losses.
- To perform mechanical or mechanical related duties to all Namibian police workshops.
- To comply with each and every order, directive and/ or instruction issued by the Head of Procurement and Logistics Directorate, or his delegate.

DIRECTORATE: PROCUREMENT & LOGISTICS
DIVISION: PROCUREMENT & ASSET
SUB-DIVISION: PROCUREMENT

Post Designation	:	Chief Administrative 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: A National Diploma in Public Administration, Logistics or Business administration studies or equivalent qualification on NQF Level 6, plus four (4) years' appropriate experience in Government procurement system or related procurement system.

Supplementary requirements: Applicants must be at the level of Senior Administrative Officer Grade 10 (supervisory) level or equivalent for two (2) years. Preference will be given to candidates with a Bachelor of Business Administration / Management, Public Administration / Management/Office Administration/Management or Logistics and Supply Management. Interested candidates must be in possession of a valid driver's license (Code B), older than one (1) year as per ORC Fleet Management Policy.

Duties and Responsibilities:

- To comply with each and every order, directive and/ or instruction issued by the Head of Procurement and Logistics Directorate, or his delegate.
- Serve as a member of the Secretariat to the Bid Evaluation Committee
- Invite Bids through Ministerial Procurement Committee.
- Write submission to Procurement Committee regarding bids and contracts.
- Ensure verification surveillance visits at supplies sites before award of contract to assure quality control system e. g performance inspection and testing of material.
- Resolve purchase order/contract problems with suppliers
- Contract management
- Draw up the annual exemption, annual procurement plans and compile Procurement Activity report.
- Conduct purchasing practices in accordance with Government Regulations procedures, approved contracts and bids.
- Develop/review standard specifications for performance terms in conjunction with initiating department.
- Research and investigate detailed information for compiling specifications
- Preparation of bid documents after receipts of requests for bid or contracts together with specifications to Procurement Committee.
- To advise commodity managers on procurement actions in terms of procedures and regulations.
- Pre-tender award negotiations with qualified bidders, in case of possible adjustment e.g. volume, time frame etc, that is in the best interest of the government.
- Handle applications for price adjustment.
- Report discrepancies experienced with Contractors to Procurement Committee for discussion and reporting to Ministerial Procurement Committee and also follow up complaint received.
- Distribute copies of all contracts, agreements and approved bids to various offices.
- Organizing discussions with suppliers both actual and potential
- Initiate annual contracts prior to expiry dates
- Handle applications for extension of contract through Ministerial Procurement Committee
- Ensure verification surveillance visits at supplies sites before award of contract to assure quality control system e. g performance inspection and testing of material.

- Deal with all correspondence from Companies.

KHOMAS POLICE REGIONAL HEADQUARTERS
SUB-DIVISION: PROCUREMENT

Post Designation	:	Artisan Foreman Grade 9 (Petrol/Diesel Mechanic
1 x Post	:	Windhoek
Salary Scale	:	N$ 204,977–N$ 245 851
Transport Allowance	:	N$10,512 per annum
Housing Allowance	:	N$17,424 per annum

Minimum requirements: Completed apprenticeship or a Trade Diploma issued in terms of existing legislation or National Vocational Diploma (IV) or Certificate Level III, plus three (3) years of appropriate experience.

Supplementary requirements: A valid drivers' license and experience as an Electrical Technician.

Enquiries: Senior Inspector P. Shimanda or W/O[1] E. Eelu 061-2093364/45

DEPARTMENT OF NAMIBIAN POLICE FORCE

Post Designation	:	Kitchen Supervisor Grade 13
10x Posts		1 x Windhoek Police Station
		1 x Gobabis Police Station
		1 x Otjiwarongo Police Station
		1 x Kamanjab Police Station
		1 x Outapi Police Station
		1 x Ondangwa Police Station
		1 x Ongwediva Police Station
		1 x Eenhana Police Station
		1 x Tsumeb Police Station
		1 x Enias Libuto Police Station
Salary Scale	:	N$90,171 – N$109,428
Transport Allowance	:	N$10,512 per annum
Housing Allowance	:	N$13,944 per annum

Minimum requirements: Junior Secondary Certificate with appropriate Subjects or equivalent qualification on NQF Level 2.

Supplementary Requirements: Applicants must have three (3) years appropriate experience.

Post Designation	:	Senior Cleaner Grade 14
12x Posts	:	1 x Khomas Police Regional Headquarters
		1 x //Karas Police Regional Headquarters
		1 x Omaheke Police Regional Headquarters
		1 x Otjozondjupa Police Regional Headquarters
		1 x Opuwo Police Station
		1 x Outapi Police Station
		1 x Oshana Police Regional Headquarters
		1 x Oshikango Police Station
		1 x Tsumeb Police Station
		1 x Kavango East Police Regional Headquarters

		1 x Katima Mulilo Police Station 1 x Namibian Police Forensic Science Institute
Salary Scale	:	N$71,922– N$88,839
Transport Allowance	:	N$10,512 per annum
Housing Allowance	:	N$13 944 per annum

Minimum requirements: None

Supplementary requirements: Junior Secondary Certificate or equivalent qualification on NQF Level 2 and an appropriate three (3) years of experience.

Post Designation	:	Senior Labourer Grade 14
10x Posts		1 x Khomas Police Regional Headquarters 1 x Aussenkehr Police station 1 x Hardap Police Regional Headquarters 1 x Omaheke Police Regional Headquarters 1 x Walvisbay Police Station 1 x Kunene Police Regional Headquarters 1 x Ohangwena Police Regional Headquarters 1 x Oshikoto Police Regional Headquarters 1 x Kavango East Police Regional Headquarters 1 x Ndiyona Police Station
Salary Scale	:	N$ 71 922 – N$ 88 839
Transport Allowance	:	N$10 512 per annum
Housing Allowance	:	N$13 944 per annum

Minimum requirements: None

Supplementary requirements: Junior Secondary Certificate or equivalent qualification on NQF Level 2 and an appropriate three (3) years of experience.

Applications must be addressed to:

The Namibian Police Force: Recruitment Office
Private Bag 12024
Ausspannplatz
Windhoek

or hand deliver to:

Corner of Julius K. Nyerere and Jan Jonker Road
Police National Headquarters
Ausspannplatz
Windhoek
