REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

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Ref.: 13/18/5
Enquiries: Ms Diina Ndafenongo
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Department Public Service Management
IGI House, 44 Post Street Mall
Private Bag 13338
WINDHOEK

06 November 2026

TO: SECRETARY TO THE CABINET
ALL EXECUTIVE DIRECTORS
DEPUTY AUDITOR GENERAL
DIRECTOR: NAMIBIA CENTRAL INTELLIGENCE SERVICES
CHIEF ELECTORAL AND REFERANDA OFFICER
DIRECTOR: ANTI-CORRUPTION COMMISSION
SECRETARIES: NATIONAL ASSEMBLY/NATIONAL COUNCIL
CHIEF REGIONAL OFFICERS: REGIONAL COUNCILS

CC: PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. I 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 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) <u>To Candidates</u>

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. <u>Failure to complete all items or sections of the application form and not attaching the necessary documents will disqualify the application.</u>**

(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 E 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) <u>To Offices/Ministries/Agencies and Regional Councils</u> <u>of Candidates</u>

(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) <u>To the Offices/Ministries/Agencies and Regional Councils</u> <u>whose vacancies are contained in the Annexure</u>

(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: 07 DECEMBER 2026**

Signed by Joyce W. Mukubi
JOYCE W. MUKUBI
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

OFFICE OF THE PRIME MINISTER

DEPARTMENT: PUBLIC SERVICE MANAGEMENT
DIRECTORATE: ORGANIZATIONAL DEVELOPMENT AND GRADING

Post designation	:	Director Grade 3
1x Post	:	Windhoek
Salary Scale	:	N$ 582,333 - N$ 617,976
Motor Vehicle Allowance		
Capital Costs	:	N$ 94,178 per annum
Running Costs	:	N$ 29,455 per annum
Total Allowance	:	N$ 123,633 per annum
Housing Benefit	:	N$131,280 per annum

Minimum Requirements: An appropriate Bachelor Degree or equivalent qualification on NQF Level 7 in Human Resource Management or Public Administration or Business Management or Public Management or Business Leadership or related fields plus nine (9) years appropriate experience.

Supplementary Requirements: A Master of Business Administration (MBA) or Master of Business Leadership (MBL) Degree or equivalent qualification with specialization in Human Resources Management will be an added advantage. Applicants must have served at the level of Deputy Director Grade 4 or equivalent for four (4) years dealing with Organizational Developments, Organizational Restructuring, Job Evaluation, and Research or related roles.

Key Performance Areas:

- The Director is accountable for the management of both Organizational Development and Job Evaluation and Grading functions/process;
- Effectively and efficiently manage the organizational development and Job Evaluation and Grading processes;
- Continuously assess environmental factors to adapt the organization services to the changing needs of the stakeholders;
- Develop and manage a Project Plans of the projects assigned to the Directorate, prioritize project tasks, control and monitor project registers.

Enquiries: Ms. Fiindje Wandjiva, Tel: 061-287 2058 / Ms. Tuyakula Haipinge, Tel: 061-287 3050

DEPARTMENT: CABINET SECRETARIAT, POLICY ANALYSIS AND COORDINATION
DIRECTORATE: POLICY RESEARCH AND ANALYSIS
DIVISION: RECORDS CONTROL AND MANAGEMENT

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N$ 543,005 - N$ 570,914

Motor Vehicle Allowance

Capital Costs	:	N$ 83,106 per annum
Running Costs	:	N$ 27,811 per annum
Total Allowance	:	N$ 110,917 per annum
Housing Benefit	:	N$ 121,560 per annum

Minimum Requirements: An appropriate Bachelor Degree or equivalent qualification on NQF Level 7 in Business Administration or Records Management or Public Administration/Management or equivalent plus nine (9) years appropriate experience in the field of Records Management or related fields.

Supplementary Requirements: In the nine (9) years of appropriate experience, three (3) years should be on the level of Chief Policy Analyst or Control Administrative Officer Grade 6 or equivalent level.

Key Responsibilities/Main Duties:

- To coordinate the scrutiny of incoming Cabinet Memoranda, preparation, control and management of cabinet records in terms of safety and security, storage and retrieval, and dispatching of Cabinet documents to Cabinet members.
- Preparation of regular work schedules and allocating them to sub-ordinate staff within the Division;
- Supervise, guide and assist staff of the Division in carrying out their duties, and also scrutinize their respective outputs before relevant documentation are dispatched to O/M/As or stored on the e-Record Management System or in the strong room;
- Coordinating the necessary storage and retrieval of the Cabinet documents on the e-Record Management System or in the strong room;
- Ensuring the Safety and Security of Cabinet Documents and other Official Documents in line with set Security Standards and other operational guidelines in compliance to the Cabinet Handbook;
- Coordination and Supervision of the provision of lithographic services;
- Lead the preparation of Annual procurement plans for the Department;
- Lead the Development and review specifications with initiating Directorates;
- Lead the sourcing of the best economic and competitive quotations;
- Coordinate records of contracts between the Department and service providers;
- Spearhead the compilation of the Division Monthly Performance Report;
- Spearhead and monitor the signing of Performance Agreements, Quarterly Reviews and Annual Appraisals within the Division.

NB: This post is subjected to a Vetting process.

Enquiries: Ms. Ellie Ndungula, Tel No: 061-2872148 or Ms. Breda Muyatwa, Tel No: 061-2872128

Applications must be addressed to:

The Executive Director
Office of the Prime Minister
Private Bag 13338

Windhoek

Or hand delivery to:

Division Human Resources
Office of the Prime Minister
5th Floor
Dr Theo Ben Gurirab Building
Windhoek

MANAGEMENT CADRE

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: PERFOMANCE, ENVIRONMENTAL & COMPLIANCE, RESEARCH & DEVELOPMENT

Post Designation	:	Director Grade 3
1x Post	:	Windhoek
Salary Scale	:	N$ 582,333 - N$ 617,976
Motor Vehicle Allowance		
Capital Costs	:	N$ 94,178 per annum
Running Costs	:	N$ 29,455 per annum
Total Allowance	:	N$ 123,633 per annum
Housing Benefit	:	N$ 131,280 per annum

Minimum Requirements: An appropriate Bachelor Degree qualification on NQF Level 7 plus nine (9) years appropriate experience.

Supplementary Requirements:
- An appropriate Master's Degree qualification on NQF Level 9.
- Four (4) years appropriate experience must have served at the Management Level.

Key Performance Areas:
- **Regulatory and Legislative Compliance**: Ensure the effective interpretation, application, and implementation of the auditing standards, relevant legislation, regulations, and policies.
- **Strategic Leadership and Management**: Demonstrate and apply strategic thinking, planning, leadership, analytical, interpersonal, communication, negotiation, management, and computer literacy skills to support the achievement of organizational objectives.
- **Policy Development and Implementation**: Participate in the formulation, review, and implementation of policies that support the achievement of the Office's strategic objectives and enhance organizational effectiveness.
- **Planning:** Develop, implement, and monitor operational plans, business strategies, and performance frameworks for Performance, Environmental & Compliance Audits, Research & Development.
- **Performance Management:** Implement the Performance Management system and give regular feedback to the audit managers about their performance.
- **Oversight**: Provide overall leadership, direction, and management of the Performance, Environmental & Compliance Audits, Research & Development.
- **Audit management**: Ensure, through Management and control, that audit work is carried out in accordance with the approved audit plan, conforms with research standards adopted by the OAG and is completed on or before the agreed deadlines.
- **Audit Reporting**: Review reports prepared by the subdivisions on the basis of evidence obtained and, thereafter, submit these to the Deputy Auditor-General on or before the agreed deadline.

- **Research Management**: Review research plans, reports and other technical products for audit services performed and prepared by research division on or before the agreed deadlines.

NB: Shortlisted candidates may be required to undergo Psychometric Test, and Management post may be subjected to security clearance.

Enquiries: Ms. Joolokeni Hamunyela, Tel: 061-285 8426 or Ms. Beatrice Mutonga, Tel: 061-2858219

Applications must be addressed to:

The Deputy Auditor-General
Office of the Auditor-General
Private Bag 13299
Windhoek
Namibia

Or hand delivery to:

The Office of the Auditor-General
123 Robert Mugabe Avenue
Windhoek

MANAGEMENT CADRE

MINISTRY OF GENDER EQUALITY AND CHILD WELFARE

DEPARTMENT OF SOCIAL DEVELOPMENT
DIRECTORATE: SOCIAL PROTECTION SERVICES

Post Designation	:	Director Grade 3
1x Post	:	Windhoek, Head Quarter
Salary Scale	:	N$ 582,333 - N$ 617,976
Motor Vehicle Allowance		
Capital Costs	:	N$ 94,178 per annum
Running Costs	:	N$ 29,455 per annum
Total Allowance	:	N$ 123,633 per annum
Housing Benefit	:	N$ 131,280 per annum

Minimum Requirements: An appropriate Bachelor Degree or equivalent qualification on NQF Level 7 plus nine (9) years appropriate experience in the management and administration of social safety nets or related fields.

Supplementary Requirements: Four (4) years must have been served at the level of Deputy Director Grade 4.

The incumbent of this position reports to the Deputy Executive Director in the Department Social Development and is primarily responsible for the management and administration of social protection services.

Key Responsibilities:

- Reforms and digitalizes the management of social protection programs.
- Develops appropriate systems, processes and procedures for the management of social assistance programs.
- Improves efficiency and effectiveness in the management and administration of social protection services.
- Creates and spreads awareness of the eligibility criteria and requirements for accessing social assistance programs.
- Coordinates the timely development of the Directorate's Annual Plans and Performance Agreements of staff members and reporting thereon.
- Manages the implementation of the Annual Plans of the Directorate.
- Plans, organizes, directs, controls and supervises the work of staff members to ensure effective and efficient management and administration of social assistance programs in accordance with the relevant legal framework.
- Manages the human, financial and other resources of the Directorate.
- Executes any other official duties assigned by the supervisor.

Enquiries: Mr. Sakaria H. Sheehama, Tel: 061- 283 3172

Applications must be addressed to:

The Executive Director

Ministry of Gender Equality and Child Welfare
Juvenis Building, Independence Avenue
Private Bag 13359
Windhoek

Or hand delivery to:

Ministry of Gender Equality and Child Welfare
Juvenis Building, Independence Avenue
Windhoek

MANAGEMENT CADRE

MINISTRY OF JUSTICE AND LABOUR RELATIONS

DEPARTMENT OF LABOUR RELATIONS
DIRECTORATE: PLANNING AND ADMINISTRATION
DIVISION: GENERAL SERVICES

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

Minimum Requirements: A Bachelor Degree on NQF Level 7 either in Business Administration/Management or Public Management or Procurement and Logistic or Supply Chain Management or equivalent qualification plus nine (9) years appropriate experience in the fields of General Services or related fields.

Supplementary Requirements:

- The applicants must have worked at least four (4) years at a supervisory level of Grade 6/5 or equivalent levels if coming from outside the Public Service or above, plus a valid driver license.
- A Bachelor Degree on NQF Level 8 will be an advantage.
- Good knowledge and understanding of the Labour Act, Public Service Act, Procurement Act, State Finance Act, Workman Compensation Act, Affirmative Action Act, Public Service Staff Rules, Treasury Instructions, Stock Taking and Transport Procedures.
- Candidates should possess good interpersonal relationship skills with proven managerial and leadership skills.
- Experience in the field of Budgeting, Capital Project Management and Computer literacy will be an added advantage.

Key Responsibilities:

- He/she will be reporting to Director and responsible for overseeing the effective and efficient smooth running of the Division.
- Responsible for the preparation, co-ordination and consolidation of the annual work plans of the Division and Monitor the successful implementation the Performance Management System thereof.
- Coordinating the Division's budget formulation and overseeing its implementation.
- Ensure compliance with and interpretation of all applicable legislations.
- Advising the Management of the Ministry on the functions of Human Resources, transport, stock control, assets, registry, and support services.
- Serve as a member various committee in the Department to advice on General Services related matters.

- Responsible for the proper Management of Department Assets.

Enquiries: Ms. Aune N. Mudjanima, Tel No: 061-206 6111

Applications must be addressed to:

The Executive Director
Ministry of Justice and Labour Relations
Private Bag 19005
Khomasdal
Windhoek

Or hand delivery to:

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

MANAGEMENT CADRE

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT
DIRECTORATE: HABITAT AND HOUSING DEVELOPMENT
DIVISION: PLANNING

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

Minimum Requirements: A Bachelor Degree in Town and Regional Planning on NQF Level 7 plus nine (9) years appropriate experience.

Supplementary Requirements: Registration with Namibia Council for Town and Regional Planners as a professional Town and Regional Planner.

Main Functions:
Evaluate, prepare and advise on urban layout plans with regard to:

1. **Town Planning**:

- Activity center in general, business center, Industrial areas, residential areas and densities, transport modes, educational facilities, open spaces, municipal services and streets.
- Evaluate the need and desirability of development.
- Consult and coordinate with Local Authorities and Regional Councils on planning issues.
- Evaluate final lay out plans submitted to the Township Board.
- Organize the planning and surveying of township lay out plans.
- Provide guidelines and structure plans for towns.
- Design urban development plans.
- Evaluate town planning schemes prepared in terms of the Township and Division Ordinance (18 of 1954).
- Evaluate applications for subdivisions in terms of Township and Division of land ordinance (11 of 1963).
- Conduct general research on town planning issues.
- Proclamation of Towns.

2. **Regional Planning:**

- Advise and assist central Government and Regional Councils on Regional planning and Development, including the compilation of and implementation of regional development plans.

3. Capital Projects:

- Evaluate and advise on the planning and execution capital projects.

4. Act as an Advisor:

- Advise and assist the Government (MURD/NAMPAB/Township Board), Local Authorities and Regional Councils on the preparation/initiation and implementation of approved town schemes, on the desirability for and necessity of establishing township and on the subdivision of land.
- Advise NAMPAB and the Minister on the desirability for and necessity of a township to be proclaimed.
- Advise on the leasing of state land.
- Advise on Government policy on the transformation of unsurveyed state land into private land.

Enquiries: Big Don Kondunda, Tel: 061 297 5062

Applications must be addressed to:

The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
Windhoek

Or hand delivery to:

Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street
Windhoek

MANAGEMENT CADRE

ERONGO REGIONAL COUNCIL

DIRECTORATE: DEVELOPMENT PLANNING, MONITORING & EVALUATION

Post Designation	:	Director Grade 3
1x Post	:	Swakopmund
Salary Scale	:	N$ 582,333 - N$617,976
Motor Vehicle Allowance		
Capital Costs	:	N$ 94,178 per annum
Running Costs	:	N$ 29,455 per annum
Total Allowance	:	N$ 123,633 per annum
Housing Benefit	:	N$ 131,280 per annum

Minimum Requirements: An appropriate Bachelor Degree on NQF Level 7 or equivalent qualifications in one of the following fields: Development Planning or Economics or Project Management or Regional and/or Rural Development plus nine (9) years appropriate experience.

Supplementary Requirements: Preferences will be given to candidates with four (4) years served at the level of Deputy Director Grade 4 or equivalent level. Applicants must have a valid driver's licence.

Key Performance Areas:

- Coordinate the planning process and consult the Regional Development Coordinating Committee and other development partners in respect of development planning.
- Ensure supervision, communication, coordination, formulation of regional policies and create awareness of policies, programmes and procedures impacting regional development planning, and decentralization amongst line ministries.
- Approval of expenditure within approved financial management procedures and guidelines.
- Compile, control and implement the Directorate budget (operational and capital). Coordinate the statistical activities in the Region.
- Develop an Operational Plan of the Directorate and oversee its implementation add to all Directors.
- Participate in the decentralisation awareness raising campaign and ensuring the implementation of the Decentralisation Action Plan (DAP).
- Provide advice to the Regional Council on matters pertaining to planning and development.
- Interpret and ensure compliance to national and sectorial policies.
- Responsible for the implementation of policy frameworks.
- Identification of staff training needs.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plans.
- Provide leadership and guidance to the Directorate.
- Oversee the establishment of procedures for planning, public participation, controlling, monitoring and progress reporting of activities of work programmes in the Directorate.
- Oversee the work of the Regional Development Coordinating Committee and Regional Aids Coordinating Committee Secretariats.

- Oversee the integration of infrastructure development needs into a Regional Infrastructure Plan.
- Supervise, control and coordinate the implementation of Regional Councils decisions, programmes and plans related to planning and development.
- Ensure that the staff needs assessment and review of institutional capacity building is undertaken for the Directorate.
- Liaise with Central Bureau of Statistics.
- Assess and determine staffing needs of the Directorate.
- Coordinate advice and oversee implementation of national policies regarding rural services, planning and development, housing, land, conservation and community development.
- 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 mainstreaming of HIV and AIDS within the development planning programmes.

Enquiries: Mr. M Kamwi, Tel: 064-410 5715 and Ms. E Haindongo, Tel: 064-4105738

Applications must be addressed to:

The Chief Regional Officer
Erongo Regional Council
Private Bag 5019
Swakopmund

Or hand delivery to:

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

OFFICE OF THE PRIME MINISTER

DEPARTMENT: ADMINISTRATION AND INFORMATION TECHNOLOGY MANAGEMENT
DIRECTORATE: HUMAN RESOURCES, ADMINISTRATION AND FINANCE
DIVISION: HUMAN RESOURCES
SUBDIVISION: HUMAN RESOURCES ADMINISTRATION AND WELLNESS

Post Designation	:	Human Resource Administrator Grade 11
2x Posts	:	Windhoek
Salary Scale	:	N$ 139,636 - N$167,481
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

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

Key Performance Areas:

- Assist Human Resources Practitioners (HRPs) with the sorting, scheduling/listing, screening and processing of applications received for vacant posts.
- Assist HRPs with the preparation and issuing of invitations to shortlisted candidates for interviews.
- Assist in ensuring that the Venue for the written test/Oral interview is available.
- Establish and maintain the Probation Progress Report Register and ensure that records are updated regularly.
- Administer and monitor the submission of probation progress reports and certificates to Heads of Directorates/Divisions.
- Follow up on outstanding probation reports and ensure that the required documentation is submitted within prescribed timeframes.
- Facilitate the processing of confirmation letters for staff members who have successfully completed their probation period.
- Ensure that confirmation documentation is submitted to the Executive Director for approval within the prescribed period.
- Maintain accurate records of probation, confirmation and related personnel actions.
- Administer medical aid applications, amendments, notifications and related documentation.
- Administer and process Social Security registration, admission and claim forms for staff members.
- Maintain accurate and up-to-date records of employee benefit documentation.
- Administer and process staff leave applications in accordance with PSSRs (Leave).
- Monitor leave balances and inform staff members of their available leave credits.

Enquiries: Ms. Josefina Kafunga, Tel No: 061-2872144 or Ms. Ngumeja Tjiuma, Tel No: 061-2872147

DIRECTORATE: PUBLIC OFFICE BEARER'S COMMISSION

Post Designation	:	Private Secretary Grade 9

1x Post	:	Windhoek
Salary Scale	:	N$ 204,977 - N$ 245,851
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: An appropriate National Diploma in Secretariat Studies or Office Management or Administration or equivalent qualification on NQF Level 6.

Key Performance Areas:
- Managing office of the director on daily basis.
- Follow up on action items for director, schedule and coordinate appointment.
- Draft letters, emails and capture important documents electronically.
- Maintain incoming, outgoing calls, organize the Office.
- File all correspondences in a hard/soft copies.
- Ensure reservations for meetings and trips are made and update contact lists.

NB: This post is subjected to a Vetting process.

Enquiries: Ms. Helvi Ilonga, Tel No: 061-287 2046 or Ms. Ndeshihafela Shikwambi, Tel No: 061 287 2077

DIRECTORATE: PUBLIC SERVICE INNOVATION AND REFORM
SECTION: POLICY ANALYSIS, MONITORING AND EVALUATION

Post Designation	:	Policy Analyst Grade 7
2x Posts	:	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: An appropriate Bachelor Degree in Social Sciences: Economics or Industrial Psychology or Population Studies or Statistics or Innovation and Design Thinking or Knowledge Management or Public Management or Public Policy on NQF Level 7 or related fields plus three (3) years appropriate experience in policy analysis, research, knowledge management, public sector innovation, monitoring and evaluation, stakeholder engagement, institutional development and organizational strengthening.

Supplementary Requirements: Preference will be given to candidates with proven experience in social and economic development, policy analysis, research and development, knowledge management, monitoring and evaluation, public sector innovation, institutional reform and stakeholder engagement.

Competence required:
- Strong policy analysis, research and report-writing skills
- Good statistical, economic and socio-demographic analytical skills
- Strong project management
- Good presentation, negotiation skills
- Excellent writing and facilitation skills
- Good research, statistical and analytical skills

- Innovative, critical, independent, and creative thinking abilities
- Technology development and design
- Understanding private, public and civil society interrelations
- Courage and ability to challenge major policy issues at highest level

Enquiries: Mr. Licius Mbaindjikua, Tel No: 061-287 2180 or Ms. Ngumeja Tjiumaa, Tel No: 061-287 2147

DIRECTORATE: PUBLIC SERVICE INNOVATION AND REFORM
SECTION: GRAPHIC DESIGN AND VISUAL CONTENT DEVELOPMENT

Post Designation	:	Policy Analyst Grade 7
1x 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 Requirements: An appropriate Bachelor Degree in Communications/Media Studies/Journalism on NQF Level 7 or related fields plus three (3) years appropriate experience in Publishing or Newswriting or Newsletter production. Experience in Graphic Design, Innovation and Design Thinking, research analysis, public sector innovation, citizens' and stakeholder engagement, and project management will serve as added advantages.

Supplementary Requirements: Preference will be given to candidates with proven experience in graphic design, layout and visual content development, particularly as it relates to newsletter production, media publishing, public communication, content development and/or digital communication:

Competence required:
- Strong writing, editing and proofreading skills.
- Good newswriting, newsletter production and media publishing skills.
- Excellent communication, presentation and stakeholder engagement skills.
- Good research, analytical and information-gathering skills.
- Innovative, critical and creative thinking abilities.
- Knowledge of graphic design, layout and digital communication tools
- Understanding of public sector communication and citizen-focused messaging.
- Knowledge of public sector innovation and reforms.
- Ability to manage deadlines and coordinate publication processes.
- Competence in using computer software and publishing-related applications.
- Strong attention to detail and commitment to accuracy in published content.

Enquiries: Mr. Alan Hansen, Tel: 061-287 2180 / Ms. Ngumeja Tjiuma, Tel: 061-287 2030

DIRECTORATE: DISASTER RISK MANAGEMENT
DIVISION: SUPPORT SERVICES
SUBDIVISION: AUXILIARY SERVICES & WAREHOUSE MANAGEMENT
SECTION: WAREHOUSE MANAGEMENT AND STOCK CONTROL

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 or equivalent qualification on NQF level 6 in Business Administration or Supply Chain Management or Logistics or related fields plus one (1) year appropriate experience in Logistics or Stock Management or Asset Management.

OR

A Senior Secondary Certificate or equivalent qualification on NQF Level 3 plus three (3) years appropriate experience in Logistics or Stock Management or Asset Management.

Supplementary Requirements: A valid driver's license will serve as added advantage.

Key Performance Areas:

- Receive, off load and record stock deliveries and distribute to the appropriate storage facilities to facilitate distribution to beneficiaries;
- Record all deliveries and make sure that all good receipt books are updated;
- Investigate, record and report all stock discrepancies;
- Record and report any damaged, missing or faulty goods;
- Perform housekeeping in the warehouse and keep the warehouse clean inside and outside;
- Receive stock in accordance with set stock receiving procedures
- Ensure regional warehouse compliance to Warehouse Standard Operation Procedure (SOP);
- Ensure correct labelling of all stock and update stock registers;
- Ensure maintenance of stock control registers for emergency operations by all regions;
- Ensure regional warehouse compliance to warehouse SOPs;
- Provide stock management support to the Department;
- Write Treasury submissions on acceptance of donations and disposal of stock;
- Coordinate and advise the regions on disposal of stock processes;
- Manage commodity beneficiary management information system (CBMIS);
- Conduct regular stocktaking and verification exercises;
- Manage the performance and development of staff;
- Prepare monthly, quarterly and annual reports.

Enquiries: Ms. Helen Likando, Tel: (061) 287 2148 / Ms. Rosina V. Marenga, Tel: 061 287 2035

SUBDIVISION: AUXILIARY SERVICES & WAREHOUSE MANAGEMENT
SECTION: PROCUREMENT AND SUPPORT SERVICES

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 or equivalent qualification on NQF Level 6 in Business Administration or Public Management or Supply Chain Management or Procurement Management or Logistics or related fields plus one (1) year appropriate experience in Procurement or Logistics.

OR

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

Supplementary Requirements: A valid driver's license will be added as advantage.

Key Performance Areas:

- Expedite approval of purchase orders to ensure timely delivery of goods and services;
- Archive all contracts/supplier management documentations;
- Gather and collect information on supplier performance;
- Check completeness and status of all issued purchase orders or requisitions;
- Keep record of accounts payable and internal client queries;
- File all procurement records;
- Facilitate bidding processes with Procurement Management Unit (PMU);
- Draft procurement submissions and update commitment register;
- Ensure proper capturing of records and posting on Pastel;
- Prepare monthly, quarterly and annual procurement reports;
- Manage the performance and development of staff;

Enquiries: Ms. Helen Likando, Tel: (061) 287 2148 / Ms. Rosina V. Marenga, Tel: 061 287 2035

Applications must be addressed to:

The Executive Director
Office of the Prime Minister
Private Bag 13338
Windhoek

Or hand delivery to:

Division Human Resources
5th Floor
Dr Theo Ben Gurirab Building
Windhoek

NATIONAL ASSEMBLY

NATIONAL ASSEMBLY SECRETARIAT

Post Designation	:	Senior Security Operations Officer Grade 7
1x Post	:	Windhoek
Salary Scale	:	N$ 305,684 - N$ 365,322
Transport Allowance	:	N$ 10,512 per annum
Housing Allowance	:	N$ 17,424 per annum

Minimum Requirements: A National Diploma in either Security Management or Police Science or Correctional Service or Military Science on NQF Level 6 plus five (5) years appropriate experience.

Supplementary Requirements: An appointment in this Job category, irrespective of the functional level, is subject to vetting, and completed police or military or correctional service or security management basic training. Confirmation of probation is subject to the successful completion of the Advanced Security Awareness training by Namibia Central Intelligence Services (NCIS), for the 2nd entry post to 2nd promotion post. Valid Driver's License will be an added advantage.

Main Duties:

- Monitor and ensure that security programs (physical, information and personnel security) are implemented, enforced, maintained, evaluated and adhered to;
- Ensure implementation of the physical security systems (CCTV, access control, fire detectors and intrude alarms) and standing instructions;
- To assist the Chief Security Operations Officer in detailed execution of Division's responsibilities;
- Ensure that Government assets (people, information and properties) are protected;
- Coordinate and liaise with NAMPOL and other Law Enforcement Agencies on security matters of the National Assembly.
- To develop, review, oversee and evaluates the implementation of the various security directives, manuals and policies in the National Assembly.
- Ensure the security programs such as: Physical security, personnel security, document security, ICT security and security awareness are implemented, enforced, maintained, monitored, evaluated and adhered to.
- To ensure that security policies and plans are developed, managed and strictly implemented, enforced and adhered to.
- Conduct background checks and do vetting.
- Oversee and manage the performance of Security Operations Officer and Security Operations Assistant.
- To investigate the contravention of security directives and advise the Chief Security Operations Officer in respect of appropriate steps deemed necessary as a result of such investigations.

Enquiries: Mr. Andreas N. Uusiku, Tel 2889111 x 2653 /2502 or the HR Office, Tel 2889111 x 2606 / 2659 / 2514

Applications must be addressed to:

Secretary of the National Assembly
Private Bag 13323
Windhoek

Or hand delivery to:

The National Assembly
14C Love Street
Parliament Building

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: CASH BASED AUDITS

Post Designation	:	Chief Auditor Grade 6
1x Post	:	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 Bachelor Degree qualification on NQF Level 7 plus six (6) years of experience in the Auditing field.

Supplementary Requirements:
- A valid driver's license.
- Studying towards a professional course such as ACCA, CTA, etc.

Key Performance Areas:
- Responsible for the overall supervision of the audit team on a daily basis to ensure proper performance of work.
- Responsible to lead an audit subdivision and for the planning, execution and completion of assigned audits in accordance with the OAG's auditing standards and methodologies.
- Regularly liaise with the audit clients and ensure that matters arising from the audits are resolved amicably and that good client relations are maintained.
- Delegate and assign responsibilities to audit team in accordance with the approved annual sub-divisional plan.
- Ensure for each assigned audit, that the audit plan is prepared, approved and carried out in accordance with the OAG standards and methodologies by the agreed deadline.
- Ensure for each assigned audit, through review that documents in the Audit File are organized, referenced and cross referenced in accordance with OAG standards and methodology on audit documentation.
- Review draft management letters prepared by the audit team on the basis of audit evidence obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines.

DIRECTORATE: ACCRUAL BASED AUDIT

Post Designation	:	Assistant Auditor Grade 8 (Trainee)
1x Post	:	Windhoek
Salary Scale	:	N$ 250,767 (Fixed)

Minimum Requirements: An appropriate Bachelor Degree qualification on NQF Level 7 in Accounting and Finance.

Supplementary Requirements:

- Studying towards a professional course such as ACCA and CA.
- A valid driver's license.
- Financial Audit experience.

Key Performance Areas:

- Apply standard audit procedures and techniques to ensure proper audit findings.
- Keep proper documentation with sufficient and appropriate audit evidence to ensure quality control.
- Document audit evidence, conclusions and recommendations in the Annual Audit File, in accordance with the Audit Standards and methodologies adopted by the OAG.
- Submit the Annual Audit File (audit working papers) to the supervisor on or before agreed target dates.
- Audit, examine and verify Financial Statements and supporting information submitted for audit purposes.
- Responsible for the compilation and submission of work plans, the execution of audits and the reporting thereon.

DIRECTORATE: PERFOMANCE AND ENVIRONMENTAL AUDITS
SUBDIVISION: COMPLIANCE AUDITS

Post Designation	:	Assistant Auditor Grade 8 (Trainee)
2x Posts	:	Windhoek
Salary Scale	:	N$ 250,767 (Fixed)

Minimum Requirements: An appropriate Bachelor Degree qualification on NQF Level 7 majoring in Law, (E.g. Bachelor of Commerce-Law, Bachelor of Arts-Law, Bachelor of Juris-Law).

Supplementary Requirements: A valid driver's license.

Key Performance Areas:

- Responsible for the compilation and submission of audit plans, the execution of audits and the reporting thereon.
- Keep abreast with the auditing standards, policies and procedures and take responsibility of self-development.
- In the absence of the Chief Auditor, the auditor should be able to lead an audit subdivision and oversee the planning, execution and completion of assigned audits in accordance with the OAG`s auditing standards and methodologies by the agreed deadline.
- Regularly liaise with the audit clients and ensure that matters arising from the audits are resolved amicably and that good client relations are maintained.
- Ensure for each assigned audit, through review, that documents in the Audit File are organized, referenced and cross-referenced in accordance with OAG auditing manuals and methodology on audit documentation and submit it to the supervisor as per agreed deadlines.
- Draft management letter on the basis of audit evidence obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines.

- Draft Compliance report on the basis of audit evidence obtained and thereafter, submit these to the supervisor for review on or before the agreed deadlines.
- Participate in Engagement and Exit meetings with clients, ensure that all difficult issues arising from the audit are resolved amicably and maintain good working relationship with the clients.

Note:
The job category **Assistant Auditor Grade 8** is a training level. Successful candidates will be appointed on a contractual basis while undergoing occupational specific training for a period of two (2) years. After successful completion of the prescribed theoretical and practical training courses that such Assistant Auditor is able to operate on the level of an Auditor may be translated thereto.

The Assistant Auditor Grade 8 are placed temporarily on a fixed–term contract with the followings conditions:

I. Not entitled to membership of the **Public Service Employee Medical Aid Scheme (PSEMAS)**.
II. Not entitled to be a member of the **Government Institutions Pension Fund (GIPF).**
III. Eligible for membership with the **Social Security Commission (SSC).**
IV. Eligible for two (2) days' Vacation Leave and two (3) days Sick Leave for each completed month of service.
V. Shall enter into a contractual agreement with the OAG before training commences.

DIRECTORATE: ADMINISTRATION
DIVISION: HUMAN RESOURCES
SUBDIVISION: HUMAN RESOURCE STRATEGY AND MANAGEMENT

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x 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 Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in Human Resources Management or Public Management/Administration or related fields plus four (4) years appropriate experience in the functional areas of Human Resources.

Supplementary Requirements:
- An appropriate Bachelor Degree qualification or equivalent qualification on NQF Level 7 in Human Resources Management or Public Management/Administration or related fields.
- Extensive experience in disciplinary and misconduct procedures, recruitment & selection process, and overall Human Resources Management.

Key Performance Areas:
- Recruitment and selection process.

- Industrial relation functions (Grievance and representations, disciplinary, misconduct, etc).
- Supervision, control and administrative management of human resources matters.
- Interpretation of Public Service Staff Rules (PSSR), prepare and conduct awareness raising sessions on PSSR to staff members.
- Compilations and provisioning of statistics to stakeholders.

DIRECTORATE: ADMINISTRATION
DIVISION: INFORMATION TECHNOLOGY
SUBDIVISION: SYSTEMS DEVELOPMENT, IMPLEMENTATION AND MAINTANANCE

Post Designation	:	Senior Analyst Programmer Grade 7
1x 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 Requirements: An appropriate Bachelor Degree in Programming, Computer Science, Software Engineering, Information Technology or equivalent qualification on NQF Level 7 plus four (4) years appropriate experience.

Supplementary Requirements:
- Experience in C#/ASP.NET Core, Java, PHP, Life Ray, or MSSQL.
- Software Development Skills.

Key Performance Areas:
- Analyze, maintain and modify existing systems.
- Develop functional specifications, design, and test and implement new systems.
- Supervise implementation, testing and modification of application systems.
- Develop licenses, versions and acquisitions.
- Prepare technical documentation and provide user support.

DIVISION: PUBLIC RELATIONS AND COMMUNICATION

Post Designation	:	Senior Public Relations Officer Grade 7
1x 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 Requirements: An appropriate Bachelor Degree on NQF Level 7 plus four (4) years appropriate experience in Public Relations or Communications.

Supplementary Requirements:
- Bachelor Degree on NQF Level 7 in Public Relations or Communications or Media and Journalism.
- Knowledge on how to use InDesign, Photoshop and Microsoft Office products.
- Ability to proof read and possess presentation skills.

- A valid driver's license.

Key Performance Areas:
- Planning public relation and communication strategies for the OAG to ensure efficient and effective dissemination of information.
- Co-ordinate exhibitions, press conferences and drafting press releases and deals with queries from the public.
- Analyzing the coverage given by the media to the OAG.
- Coordinating photo opportunities to the enhancement of a positive image of the OAG.
- May be required to proofread and edit production copy for grammatical and typographical errors.
- Liaising with internal stakeholders as well as external stakeholders such as the Ministry of Finance, Judiciary and Parliament.
- Coordinate events for the OAG.

SUBDIVISION: INTERNAL AUDIT AND RISK MANAGEMENT

Post Designation	:	Internal Auditor Grade 8 **(Re-advertisement)**
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 Bachelor Degree Qualification on NQF Level 7 plus three (3) years appropriate experience.

Supplementary Requirements:
- Qualification in Internal Audit or Risk Management;
- Member of the Institute of Internal Auditor (IIA);
- A valid driver's license.

Key Performance Areas:
- Carry out all internal audit activities as per annual plan in accordance with the Institute of Internal Auditors (IIA)'s standards.
- File and update internal audit evidence and supporting documentation within the established systems.
- Conduct specific internal audit and special investigations within the required time frame.
- Review and evaluate the reliability and integrity of Auditor-General's systems and Operations.
- Reviews policies and procedures to determine whether internal mechanisms are being adhered to and are still relevant.
- Recommend changes to be made to management, in the internal policies and procedures to increase efficiency of operations.
- Follow-up on the recommendations made in the reports and assess the extent of the implementation.
- Prepares comprehensive written reports to the Deputy Auditor-General/Internal Audit Committee on the systems audited or investigated.

- Draft reports to management on findings and recommendations.
- Conducts risk assessments on the Audit Universe and prioritize OAG's risk areas.
- Execute any other duties assigned by the Chief Internal Auditor or any other authorised person.

NB: Shortlisted candidates may be required to undergo Psychometric Test.

Enquiries: Ms. Joolokeni Hamunyela, Tel: 061-285 8426 or Ms. Beatrice Mutonga, Tel: 061-2858219

Applications must be addressed to:

The Deputy Auditor-General
Office of the Auditor-General
Private Bag 13299
Windhoek
Namibia

Or hand delivery to:

The Office of the Auditor-General
123 Robert Mugabe Avenue
Windhoek

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

DEPARTMENT: TECHNICAL OPERATIONS, PLANNING & RESOURCE MANAGEMENT
DIVISION: GENERAL SERVICES
SUBDIVISION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Chief Human Resource Practitioner Grade 6
1x Post	:	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 in Human Resource Management or Public Management/Administration or related fields plus six (6) years appropriate experience.

Supplementary Requirements: The applicants must have worked at least two (2) years as a Senior Human Resources Practitioner Grade 7 or equivalent level, 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, 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 Prime Minister, 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 human resources administration.
- Participating in collective meetings with Trade Unions when so required.
- Conducting inspections within the Office to ensure compliance with prescribed staff rules and standards.
- Handling grievances, representations, misconduct and labour related issues.
- Providing counselling and guidance concerning the maintenance and development of human resources.
- Liaising and consulting directly with the Office of the Prime Minister on all human resources 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.
- Coordinate Employee Wellness Programme.

- Budgeting for and controlling of expenditure applicable on human resources office.
- Monitoring the utilization of Subdivision stocks and supplies.
- Any other work-related duties assigned by the supervisor.

Enquiries: Ms. Hilaria Namoloh, Tel: (061) 2025 3012 or Mr. Simeon V. Amushelelo, Tel: (061) 208 7386

DIRECTORATE: RESOURCE MANAGEMENT
DIVISION: RESEARCH MANAGEMENT
SUBDIVISION: PELAGIC

Post Designation	:	Senior Fisheries Biologist Grade 6
1x Post	:	Swakopmund
Salary Scale	:	N$ 372,627 - N$ 445,325
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Danger Allowance	:	N$ 36,204 per annum

Minimum Requirements: An appropriate Bachelor Degree or equivalent qualification on NQF Level 8 in one or more of the following directions: Fisheries or Aquatic Science, Biological Sciences, Chemistry, Statistics, and Fisheries Stock Assessment. A sound practical knowledge of fisheries research, with at least three (3) years appropriate experience in the field of fisheries research and data analysis.

Supplementary Requirements: A high degree of competence in the use of computers, particularly Microsoft (Access, Excel, Word software) and a valid driver's license will be an advantage.

Responsibilities: The successful candidate will be required to supervise and coordinate projects in the Large Pelagic Section, conducting research on pelagic species (tunas, swordfish, line fish, sharks. Obtain information on key large pelagic fish taxa abundance, their distribution, and size structure, as well as the composition of the pelagic fish assemblage. The candidate will also be required to formulate scientific recommendations for the sustainable exploitation of those resources, as well as present scientific results to the Senior Management of the Ministry and the Marine Resources Advisory Council (MRAC). The candidate shall further be expected to select, design, prepare and present research findings for in-house discussions, including internal review, for scientific publication and for presentation to the Industry and general public. The candidate shall be expected to guide other scientists working on the large pelagic species, specifically, the compilation of the ICCAT data.

Enquiries: Dr. Johannes N. Kathena, Tel: +264 64 410 1159 or Ms. Revival Huises, Tel: +26461 205 3051

Applications must be addressed to:

The Executive Director
Ministry of Agriculture, Fisheries, Water and Land Reform
Private Bag 13355
WINDHOEK

Or hand delivery to:

Ministry of Agriculture, Fisheries, Water and Land Reform
c/o Dr. Kenneth D. Kaunda & Goethe Streets
Fisheries Building
WINDHOEK

DEPARTMENT OF WATER AFFAIRS
DIRECTORATE: WATER SUPPLY AND SANITATION COORDINATION
DIVISION: WATER SUPPLY AND SANITATION COORDINATION NORTH-CENTRAL REGIONS
SUBDIVISION: WATER SUPPLY AND SANITATION COORDINATION OSHIKOTO REGION

Post Designation	:	Development Planner Grade 8
1x Post	:	Onankali
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 Bachelor Degree in Sociology or Community Development or Water Resources Management or Public Management or Public Administration or Business Administration or equivalent qualification on NQF Level 7.

Supplementary Requirements: Applicants must have a code B valid driver's license.

Enquiries: Mr. Stephenson Tuukondjele, Tel: 0811563696 or Ms. Anna P. Nakathingo, Tel: 061 - 2087374

SUBDIVISION: WATER SUPPLY AND SANITATION COORDINATION

Post Designation	:	Rural Water and Sanitation Officer Grade 10
6x Posts	:	1x Eenhana (Ohangwena Region) 1x Onankali (Oshikoto Region) 1x Nkurenkuru (Kavango West Region) 1x Karibib (Erongo Region) 1x Oshakati (Oshana region) 1x Hoachanas (Hardap Region)
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 in Community Development or Adult Education or Environmental Health Sciences or equivalent qualification on NQF Level 6.

Supplementary Requirements: Applicants must have a valid driving license Code B.

Enquiries: Mr. Lasarus Shikololo (Eenhana) Tel (065) 264250, Mr. Stephenson Tuukondjele (Onankali) Cell: 0811563696, Mr. Richard M. Shikongo (Nkurenkuru) Cell: 0811255320, Ms.

Johanna Munkawa (Karibib) Tel: 064 550057, Mr. Hamwaalwa Hangula (Oshakati) Cell: 0812871690, Mr. Carlo C. Cloete (Hoachanas) Tel: 063 242774, or Ms. Anna P. Nakathingo Tel: (061) 2087374

SUBDIVISION: WATER SUPPLY AND SANITATION COORDINATION

Post Designation	:	Work Inspector Grade 9
2x Posts	:	1x Rundu 1x Opuwo
Salary Notch	:	N$ 204,977 - N$ 245,851
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: An appropriate National Diploma in Civil or Mechanical Engineering on NQF Level 6.

OR

An appropriate N3 in Civil, Building and Construction, Bricklaying & Plastering, Plumping & Pipefitting, Automotive Diesel Mechanic Engineering plus a completed apprenticeship or the passing of a trade test plus four (4) years appropriate experience.

OR

An appropriate N1 or equivalent plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience.

Supplementary Requirements:

- Extensive knowledge in maintenance or operational equipment (Solar water, generators and infrastructure.
- Applicants must have a valid driver's license Code 8/BE/B.

Enquiries: Ms. Morrister N. Katulo (Rundu), Tel: 066 266100, Ndelitungilwa Mutota (Opuwo), Tel: 065 273030 or Ms. Anna P. Nakathingo, Tel: (061) 2087374

DIRECTORATE: WATER SUPPLY AND SANITATION COORDINATION

Post Designation	:	Chief Learning and Development Officer Grade 6
1x Post	:	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 in Human Resource Management or Public Administration or Public Management or Business Administration or related field plus six (6) years appropriate experience.

Supplementary Requirements:

- An appropriate Bachelor Degree or equivalent qualification on NQF Level 7 in Human Resource Management or Public Administration or Public Management or Business Administration.

- Applicants must have a Code 8/BE/B valid driver's license.

Enquiries: Margaret Kambinda (Windhoek), Tel: 061 2087314, or Ms. Anna P. Nakathingo, Tel: (061) 2087374

DIRECTORATE: WATER SUPPLY AND SANITATION COORDINATION
DIVISION: WATER SUPPLY AND SANITATION COORDINATION SOUTHERN REGIONS

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Mariental
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 Business Administration or Public Management or Logistics and Supply Chain Management or Transport Management plus four (4) years appropriate experience.

Supplementary Requirements:
- The applicants must have at least two (2) years at the level of Senior Administrative Officer Grade 10 or equivalent. Should have knowledge of Procurement, Stock Control, Fleet Management and Finance.
- Applicants should have valid driver's license.

Enquiries: Mr. Carlo C. Cloete (Hardap), Tel: 063 242774/89 or Ms. Anna P. Nakathingo, Tel: (061) 2087374

DIRECTORATE: WATER SUPPLY AND SANITATION COORDINATION
SUBDIVISION: WATER SUPPLY AND SANITATION COORDINATION

Post Designation	:	Chief Artisan Foreman Grade 7
2x Posts	:	1x Oshakati (Oshana Region) 1x Nkurenkuru (Kavango West Region)
Salary Scale	:	N$ 305,684 - N$ 365,322
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: Completed apprenticeship or Trade Diploma on Level 3 in terms of existing legislation plus six (6) years appropriate experience.

Supplementary Requirements: The applicants must have worked at least two (2) years at the level of Senior Artisan Foreman Grade 8 and in possession of a valid Code 8/BE/B driver's license.

Enquiries: Mr. Hamwaalwa Hangula (Oshakati) Tel: 0812871690, Mr. Richard M. Shikongo (Nkurenkuru), Cell: 0811255320 or Ms. Anna P. Nakathingo, Tel: (061) 2087374

DIRECTORATE: WATER SUPPLY AND SANITATION COORDINATION
SUBDIVISION: WATER SUPPLY AND SANITATION COORDINATION

Post Designation	:	Senior Artisan Foreman Grade 8
2x Posts	:	1x Onankali (Oshikoto Region) 1x Opuwo (Kunene Region)
Salary Scale	:	N$ 250,767 - N$ 299,691
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: Completed apprenticeship or Trade Diploma on Level 3 in terms of existing legislation plus five (5) years appropriate experience.

Supplementary Requirements:
The applicants must:

- have worked at least three (3) years at the level of Artisan Foreman Grade 9.
- have knowledge in the operation and maintenance of water supply infrastructure, technical problem solving, and community based management and personnel management.
- be in possession of a valid Code 8/BE/B driver's license.

Enquiries: Mr. Stephenson Tuukondjele (Onankali), Cell: 0811563696, Ndelitungilwa Mutota (Opuwo), Tel: 065 273030 or Ms. Anna P. Nakathingo, Tel: (061) 2087374

DIRECTORATE: WATER SUPPLY AND SANITATION COORDINATION
SUBDIVISION: WATER SUPPLY AND SANITATION COORDINATION

Post Designation	:	Senior Rural Water and Sanitation Officer Grade 9
2x Posts	:	1x Otjiwarongo (Otjozondjupa Region) 1x Opuwo (Kunene Region)
Salary Notch	:	N$ 204,977 - N$ 245,851
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: An appropriate National Diploma in Community Development or Adult Education or Environmental Health Sciences on NQF Level 6 plus two (2) years appropriate experience in rural water and sanitation.

Supplementary Requirements: Preference will be given to applicants with sound knowledge and understanding of the Rural Community of a particular region and in possession of a Code 8/BE/B driver's license.

Enquiries: Ndelitungilwa Mutota (Opuwo), Tel: 065 273030, Mr Ernest Karabo (Otjiwarongo), Tel: 067 303025 or Ms. Anna P. Nakathingo, Tel: (061) 2087374

DIRECTORATE: WATER SUPPLY AND SANITATION COORDINATION
SUBDIVISION: WATER SUPPLY AND SANITATION COORDINATION ZAMBEZI REGION

Post Designation	:	Artisan Grade 10 (Electrical)
1x Post	:	Katima Mulilo
Salary Notch	:	N$ 167,481 - N$ 200,878
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: Completed apprenticeship or a Trade Diploma issued in terms of existing legislation or a Level 3 Vocational Certificate in (Electrical).

Supplementary Requirements: Knowledge in the operation and maintenance of water supply infrastructure, technical problem solving, and community based management and personnel management will be an advantage. The applicants must be in possession of a valid Code B/BE drivers' license.

Enquiries: Ms. Betty Muyatwa (Katima Mulilo), Tel: 066-253323 or Ms. Anna P. Nakathingo, Tel: 061-2087374

DIRECTORATE: WATER RESOURCES MANAGEMENT
DIVISION: WATER LAW ADMINISTRATION

Post Designation	:	Chief Agricultural Inspector Grade 8 (Water)
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 Bachelor of Science Degree Honours in Water Resources Management, Environmental Management, Environmental Law or Water Resources Law on NQF Level 8 plus three (3) years appropriate experience in licensing or permitting, compliance and enforcement.

Supplementary Requirements: Preference will be given to applicants with a Master of Science in Water Resources Management, Environmental Management, and Environmental Law or in Water Resources Law on NQF level 9. The applicants must be in possession of a valid driver's license.

Enquiries: Mr. Salmo Djuulume, Tel: (061) 2087226 or Ms. Anna P. Nakathingo, Tel: (061) 2087374

DIRECTORATE: WATER RESOURCES MANAGEMENT
DIVISION: WATER BASIN MANAGEMENT

Post Designation	:	Hydrologist Grade 8
2x Posts	:	1x Windhoek 1x Keetmanshoop
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 Degree or equivalent qualification on NQF Level 8 in Water Resources Management or Environmental Science/Biology or Chemistry or Hydrology.

Supplementary Requirements: Applicants should demonstrate interest in general Water Resources Management and be familiar with water and environmental legislation or Basin Management Approach and should also be computer literate and have good English communication and writing skills. A valid driver's license is required for this position. Knowledge and experience in water resources management will be an added advantage.

Duties & Responsibilities:

- Assist with the co-ordination of specific tasks related water basin management in Namibia.
- Support the implementation of with integrated water resources management issues in the country and internationally.
- Assist with the awareness raising on the Water Resources Management Act, Act 11 of 2013, National Water Policy of 2000.
- Support awareness raising on water resources and general environmental related matters.
- Support the establishment of Water Basin Management Committees (BMC) and other water management institutions.
- Provide administration, secretariat and technical support to Basin Management Committees.
- Assist with the drawing up of tender specifications, the administrative and technical handling and payment of tenders.
- Supervise and co-ordinate the smooth execution of all routine tasks, trips, reports and as well certain technical / scientific investigative projects.
- Participate in and represent the Division at stakeholder meetings and on committees.
- Coordinate and/or compile basin status reports.
- Supervise junior staff members in the Sub-section.
- Carry out any other tasks as assigned by the supervisor

Enquiries: Ms Ndina Nashipili; Deputy Director (Water Basin Management), Tel (061) 208 7154

DIRECTORATE: WATER RESOURCES MANAGEMENT
DIVISION: HYDROLOGY

Post Designation	:	Hydrological Technician Grade 9
1x Post	:	Windhoek
Salary Scale	:	N$ 204,977 - N$ 245,851
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma for Technician or equivalent qualification on NQF Level 6.

Supplementary Requirements: A Post-Graduate Diploma or Degree in Hydrology, Geohydrology, Water Resources Management on NQF Level 7 entry position; Good communication skills in English both written and oral; Knowledge of the Namibia's water legislation and policies, Namibian citizenship; A Code 8 driver's license.

Enquiries: Mr. Alfeus I. Moses, Deputy Director: Hydrology, Tel: 061 208 7258 or Ms. Anna P. Nakathingo, Tel: (061) 2087374

DIRECTORATE: WATER RESOURCES MANAGEMENT
DIVISION: GEOHYDROLOGY

Post Designation	:	Hydrological Technician Grade 9
2x Posts	:	Windhoek
Salary Scale	:	N$ 204,977 - N$ 245,851
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: An appropriate National Diploma for Technician or equivalent qualification on NQF Level 6.

Supplementary Requirements: A Post-Graduate Diploma or Degree in Geology, Geohydrology, Water Resources Management on NQF Level 7 entry position; Good communication skills in English both written and oral; Knowledge of the Namibia's water legislation and policies, Namibian citizenship; A Code 8 driver's license.

Functions and Duties:
- Collection and entry of data into database (GROWAS II)
- Assist with administrative tasks relating to consultants and contractors engaged through projects.
- Implementation of plans and present data in a well thought, organized, professional and self-motivated manner and work with minimal supervision.
- Assist hydrological team with execution of tasks as requested.

Enquiries: Mr. Sakeus Ihemba, Deputy Director: Geohydrology, Tel: (061) 208 7148

DIRECTORATE: WATER RESOURCES MANAGEMENT
DIVISION: WATER ENVIRONMENT

Post Designation	:	Senior Hydrologist Grade 6
1x Post	:	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 Degree or equivalent qualification on NQF Level 8 in Chemistry or Environmental Biology as major subjects plus six (6) years appropriate experience in Water Resources Quality Management, and/or Water Treatment Technologies.

Supplementary Requirements: An MSc Degree in Integrated Water Resources Management, would be an added advantage. A valid driver's license is a strict requirement for the position.

Duties & Responsibilities:

- Conduct water quality assessments and research projects.
- Administer the review and enforcement of quality regulations and guidelines/standards.
- Process water quality data to evaluate compliance and manage water resources;
- Contribute to international river basins on the water quality of international water sources.
- Provide technical support to basin management committees.
- Supervision and co-ordination of specific tasks related to the water quality compliance regulations.
- Assist with the drawing up of tender specifications, the administrative and technical handling and payment of tenders.
- Supervise and co-ordinate the smooth execution of all routine tasks, trips, reports and as well certain technical / scientific investigative projects.
- Assist with the awareness raising on the Water Resources Management Act, Act 11 of 2013 and the implementation process.
- Supervise junior staff members in the section.
- Carry out any other tasks as assigned by the supervisor.

Enquiries: Ms Cynthia Ortmann, Tel No: 061-2087169, Cynthia.Ortmann@mawlr.gov.na

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DIRECTORATE: WATER RESOURCES MANAGEMENT
DIVISION: WATER ENVIRONMENT

Post Designation	:	Hydrologist 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 Degree or equivalent qualification on NQF Level 8 in Chemistry or Environmental Biology.

Supplementary Requirements: An MSc Degree in Integrated Water Resources Management would be an added advantage. A valid driver's license is a strict requirement for the position.

Duties & responsibilities:

- Conduct water quality assessments and research projects.
- Administer the review and enforcement of quality regulations and guidelines/standards.
- Process water quality data to evaluate compliance and manage water resources.
- Contribute to international river basins on the water quality of international water sources.
- Provide technical support to basin management committees.

- Assist with the awareness raising on the Water Resources Management Act, Act 11 of 2013 and the implementation process.
- Carry out any other tasks as assigned by the supervisor.

Enquiries: Ms. Cynthia Ortmann, Tel No: 061-2087169, Cynthia.Ortmann@mawlr.gov.na

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DIRECTORATE: WATER RESOURCES MANAGEMENT
DIVISION: HYDROLOGY

Post Designation	:	Chief Hydrologist Grade 5
1x Post	:	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 Degree or equivalent qualification on NQF Level 8 in Hydrology or Water Resources Management or Civil Engineering or Environmental Science and/or relevant subjects such as Geography, Natural Resources, Physical Sciences, GIS, Remote Sensing or related fields plus six (6) years appropriate experience in hydrological investigations or flood management or hydrological modelling or water resources planning, and hydrological data analysis.

Supplementary Requirements: A postgraduate master qualification in Hydrology, Civil engineering, Integrated Water Resources Management, or related field will serve as an added advantage. At least three (3) years must have been served in a supervisory capacity at Grade 6 or an equivalent level in the Public Service or a comparable organization.

Responsibilities: Management of Sub-division: Hydrological Investigations and Flood Management;

- Hydrological Investigation
- Flood Risk Modeling and Flood Risk Maps
- Flood Risk Assessment for Planning applications
- Oversee issuance of early flood warnings during rainy season
- Hydrological and Hydraulic modeling
- Development of Basin Flood Management Plans
- Perform dam and flood safety evaluations
- Conduct Flood line surveys
- Optical and active image processing
- Compile tenders and project proposals
- Planning of activities supervision of staff and reporting back for subdivision
- Technical and administrative assistance to divisional head

Enquiries: Mr. A. Moses, Tel No: [061] 2028 7258 and Ms. G. Diergaardt, Tel No: (061) 208 7233

DIRECTORATE: WATER RESOURCES MANAGEMENT
DIVISION: HYDROLOGY

Post Designation	:	Senior Hydrologist Grade 6
1x Post	:	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 Degree or equivalent qualification on NQF Level 8 with majors in Hydrology or Water Resources Management or Civil Engineering and/or related subjects plus three (3) years appropriate experience in hydrological service and/or water resources management environment.

Supplementary Requirements: A Master Degree will be an added advantage.

Responsibilities: Assigned to the Surface Water Management Sub-division.

- Knowledge of policies in water sector, in particular related to new Water Act applied to surface water abstractions and impoundments and to water basin management
- Responsibility for assessment of surface water resources for river basins in interior of Namibia and for international shared watercourses
- Provide technical inputs into the management and joint utilization of Border Rivers by co-basin states.
- Responsible for the evaluation of potential of surface water resources as an input to prefeasibility and feasibility studies on their utilization
- Support with the collection in real-time of surface water data and advise on related action.
- Collection of information on flow in rivers and assist with giving flood warning and advising on flood control
- Advising on the short-term status of the surface water resources of the country
- Involvement in basin management, including quantification of surface water resources and basin water resource plans

Enquiries: Mr. A. Moses, Tel No: [061] 2028 7258 or Ms. G. Diergaardt, Tel No: (061) 208 7233

DIRECTORATE: WATER RESOURCES MANAGEMENT
DIVISION: HYDROLOGY

Post Designation	:	Senior Hydrological Technician 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 for Technician or equivalent qualification on NQF Level 6 with the following subjects; Engineering Mathematics, Electrical and Electronic Principles, Instrumentation and Control Systems, Electrical Systems and Fault Finding, Engineering Science and Engineering Design or related subjects plus three (3) years appropriate experience in the field of water management in Namibia.

Supplementary Requirements: Applicants should be in possession of a valid Code B driver's license.

Responsibilities: Assignments in Subdivision: Hydrological Network and Data Collection (Hydrometry & Data Collection Section);

- Investigate new hydrometric equipment and techniques.
    - Water level recorders, flow gauging equipment, telemetry, sediment sampling
    - Testing of new equipment and techniques
- Upgrade and install hydrological instruments.
- Physical operation of hydrological network in service areas.
    - Plan and execute hydrological fieldwork for hydrological data collection.
    - Assist with data collection
- Analyze hydrological data collected and perform quality data control checks to validate data.
- Hydrological data preparation for computer input.
- Supervision and training of technical field staff for operation of gauging stations.
- Assistance with administrative support functions for stock taking and procurement in Hydrology Division.
- Any other lawful and reasonable instruction/duties given by supervisor or other senior personnel.

Enquiries: Mr. A. Moses, Tel No: [061] 208 7258 and Ms G. Diergaardt, Tel Mo: (061) 208 7233

DIRECTORATE: WATER RESOURCES MANAGEMENT
DIVISION: HYDROLOGY

Post Designation	:	Control Hydrological Technician Grade 6
1x Post	:	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 for Technician or equivalent qualification on NQF Level 6 plus six (6) years appropriate and proven professional experience in the following technical fields:

- Surveying, civil engineering, electronic instrumentation, telemetry, GIS, CAD, advanced GPS applications and computer software's.
- Design, construction and maintenance of structures and instrument shelters.
- Relevant experience in budgeting, procurement, expenditure control, personnel supervision.

Supplementary Requirements: A Bachelor Degree in Civil Engineering will serve as an added advantage. Adequate communication skills in English, both written and oral and a Code B driver's licence.

Duties and Responsibilities:

- Management of the Subdivision: Hydrological Network and Data Collection and its two Sections:
  i) Design, Construction and Maintenance
  ii) Hydrometry and Network Operation

- Responsible for operation, maintenance and expansion of the surface water hydrological network.
- Investigate and implement hydrometric measurement techniques and equipment.
- Oversee hydro acoustic work.
- The candidate would be required to work under difficult terrain conditions that might require physical effort reach and advanced driving skills
- Guidance, training and management of technicians at lower level and of maintenance team head, and supervision of field staff at lower levels
- Planning of activities and reporting back for subdivision
- Compile tenders and project proposals
- Technical and administrative assistance to divisional head, with particular responsibilities for budgeting, procurement and cash flow control.

Enquiries: Mr. A. Moses, Tel No: [061] 2028 7258 or Ms. G. Diergaardt, Tel No: (061) 208 7233

Applications must be addressed to:

The Executive Director
Ministry of Agriculture, Fisheries, Water and Land Reform
Private Bag 13184
WINDHOEK

Or hand delivery to:

Ministry of Agriculture, Fisheries, Water and Land Reform
Government Office Park, Luther Street
Old Building Entrance
WINDHOEK

MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DEPARTMENT: VETERANS AFFAIRS
DIRECTORATE: PLANNING AND DEVELOPMENT
DIVISION: REGIONAL COORDINATION
SECTIONS: HARDAP AND ZAMBEZI REGIONS

Post Designation	:	Senior Community Liaison Officer Grade 8
2x Posts	:	1x Mariental (Hardap Region)
	:	1x 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

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in Adult Education and Community Development or Public Management or Business Administration or Education for Development or related field plus three (3) years appropriate experience.

Supplementary Requirements: Knowledge of local language(s) of the particular region, computer literacy and a valid driver's license (Code 08).

Enquiries: Ms. Nahenda Nangaku, Tel: (061) 296 3027 or Ms. Iishuna M. Gabriel, Tel: 061-296 3034

DIVISION: REGIONAL COORDINATION
SECTION: KAVANGO WEST AND KUNENE REGIONS

Post Designation	:	Community Liaison Officer Grade 9
2x Posts	:	1x Nkurenkuru (Kavango West Region)
	:	1x Opuwo (Kunene Region)
Salary Scale	:	N$ 204,977 - N$ 245,851
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 in Adult Education and Community Development or Public Management or Business Administration or Education for Development or related field.

Supplementary Requirements: Knowledge of local language(s) of the particular region, computer literacy and a valid driver's license (Code 08).

Enquiries: Ms. Nahenda Nangaku, Tel: (061) 296 3027 or Ms. Iishuna M. Gabriel, Tel: 061-296 3034

DIVISION: GENERAL SERVICES,
SECTION: OFFICE SERVICES

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: An appropriate National Diploma in Business Administration or Public Management or equivalent qualification on NQF Level 6 plus four (4) years appropriate experience in office administration or stock and budget control or transport or registry, and procurement.

Supplementary Requirements: The incumbent must possess strong supervisory skills as he or she will head the Subdivision: Office Services. The incumbent must be computer literate (Word Processing, PowerPoint, Excel and Internet). The candidate should have sound knowledge and skills in the Buyer and fixed asset modules in the IFMS, and in the handling of requisitions, purchase orders and payment vouchers. Sound knowledge of the State Finance Act, Treasury Instructions, Public Procurement Act and Regulations, Transport Policy, Archives Act, Electronic Document and Records Management System (EDRMS), and Public Service Staff Rules is required. He or she must be in possession of a valid driver's license (Code B).

Enquiries: Ms. Laimy Ashipala, Tel 061 -296 3032 or Ms. Iishuna M. Gabriel, Tel: 061-296 3034

DIVISION: GENERAL SERVICES
SUBDIVISION: INFORMATION TECHNOLOGY

Post Designation	:	Analyst Programmer Grade 9
1x Post	:	Windhoek
Salary Scale	:	N$ 226,764 - N$ 271,440 (P)
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: A Diploma in Programming or equivalent on NQF Level 6.

Supplementary Requirements:

- Candidate must be in possession of a valid driver's license (Code B) or higher with at least one (1) year driving experience.
- Relevant certificates of completion or attendance in software development, database management, software testing, version control or cybersecurity will be an added advantage but are not mandatory.

Enquiries: Mr. George Negongo, Tel: (061) 296 3057 or Ms. Iishuna M. Gabriel, Tel: 061-296 3034

DIVISION: GENERAL SERVICES
SUBDIVISION: INFORMATION TECHNOLOGY

Post Designation	:	Systems 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 Bachelor Degree in Information Technology on NQF Level 7 or System Administration or Network Engineering or Computer Science or Cybersecurity or an equivalent qualification.
Enquiries: Mr. George Negongo, Tel: (061) 296 3057 or Ms. Iishuna M. Gabriel, Tel: 061-296 3034

DIRECTORATE: PLANNING AND DEVELOPMENT
DIVISION: REGIONAL COORDINATION
SECTION: OSHIKOTO, HARDAP AND OMUSATI REGIONS

Post Designation	:	Social Worker Grade 8
3x Posts	:	1x Omuthiya (Oshikoto Region)
	:	1x Mariental (Hardap Region)
	:	1x Outapi (Omusati Region)
Salary Scale	:	N$ 250,767 – N$ 299,691
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: Registration as Social Worker with the Health Professions Council of Namibia.

Supplementary Requirements: Applicants should be in possession of a valid driver's (Code B) license and able to speak one or more of the local languages spoken in the regions of deployment. Knowledge & experience in health & social services management. Understanding of the history of the national liberation struggle of Namibia. Excellent oral and written skills, ability to perform under pressure and advanced computer literacy.

NB: (i) The Social Worker post in Mariental will serve two regions, namely the Hardap and //Kharas regions.

(ii) The Social Worker post in Outapi will serve two regions, namely the Omusati and Kunene regions.

Enquiries: Ms. Monica Stephanus, Tel: 061 296 3029 or Ms. Iishuna M. Gabriel, Tel: 061-296 3034

DIRECTORATE: POLICY, HERITAGE AND SOCIAL AFFAIRS
DIVISION: POLICY RESEARCH AND REGISTRATION SERVICES
SUBDIVISION: REGISTRATION MANAGEMENT

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 or equivalent qualification on NQF Level 6 plus one (1) year appropriate experience.

OR

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

Supplementary Requirements: Applicants should be computer literate, experience in working in a database and payment system environment. Preference will be given to applicants who are in possession of a valid driver's license (Code B).

NB: Following the oral interviews, security vetting will be conducted on the three highest scoring candidates for each position.

Enquiries: Ms. Maureen Rugam, Tel 061 -296 3016 or Ms. Iishuna M. Gabriel, Tel: 061-296 3034.

Applications must be addressed to:

The Executive Director
Ministry of Defence and Veterans Affairs
Private Bag 13407
Windhoek

Or hand delivered to:

The Ministry of Defence and Veterans Affairs
Erf 215, Hoanib Property One Building
Independence Avenue (Opposite NAMPOST Head Office)
Windhoek

MINISTRY OF GENDER EQUALITY AND CHILD WELFARE

DIRECTORATE: ADMINISTRATION AND GENERAL SERVICES
DIVISION: INFORMATION TECHNOLOGY
SUBDIVISION: IT INFRASTRUCTURE AND SYSTEMS ADMINISTRATION

Post Designation	:	Chief System Administrator Grade 6
1x Post	:	Windhoek, Head Quarter
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 Bachelor Degree in Information Technology or equivalent qualification on NQF Level 7 plus six (6) years of appropriate experience.

Key Responsibilities:

- Developing and implementing ICT infrastructure strategies, policies, standards, and procedures.
- Managing and maintaining the organization's servers, networks, data centers, and communication systems.
- Ensuring system security, business continuity, data backup, disaster recovery, and compliance with ICT governance requirements.
- Overseeing system upgrades, maintenance, troubleshooting, and performance optimization.
- Managing user access controls, system configurations, and cybersecurity safeguards.
- Leading ICT infrastructure projects and coordinating the deployment of new technologies.
- Supervising and mentoring IT personnel within the subdivision.
- Providing technical advice and support to management on ICT infrastructure and system administration matters.
- Ensuring uninterrupted availability of critical government information systems and services.
- Managing ICT assets, budgets, procurement processes, and service provider contracts related to infrastructure and systems administration.
- Implement Performance Management System (PMS) in the Subdivision.

Enquiries: Mr. Nichlas Mbingeneeko, Tel: 061-283 3262 or Mr. Sakaria H. Sheehama, Tel: 061-283 3172

Applications must be addressed to:

The Executive Director
Ministry of Gender Equality and Child Welfare
Juvenis Building, Independence Avenue
Private Bag 13359
Windhoek

Or hand delivery to:

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: OSHANA REGION
DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES

Post Designation	:	Chief Medical Officer Grade 3
1x Post	:	Oshakati
Salary Scale	:	N$ 582,333 - N$ 617,976
Motor Vehicle Allowance		
Capital Costs	:	N$ 94,178 per annum
Running Costs	:	N$ 29,455 per annum
Total Allowance	:	N$ 123,633 per annum
Fixed Overtime	:	N$ 292,575 per annum
Housing Benefit	:	N$ 131,280 per annum

Minimum Requirements: Registration as Medical Practitioner with the Health Professions Councils of Namibia plus six (6) years appropriate experience

Supplementary Requirements: Three (3) years must be served at supervisory level. Applicants in the Public Service must be confirmed as Senior Medical Officer Grade 4 and a proof of confirmation of probation must be attached. **A valid HPCNA registration certificate and maintenance registration card for 2026/2027 proof must be attached**

SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES

Post Designation	:	Specialist Grade 4 (Nuclear Medicine)
1x Post	:	Oshakati
Salary Scale	:	N$ 582 333 (P)
Motor Vehicle Allowance		
Capital Costs	:	N$ 83,106 per annum
Running Costs	:	N$ 27,811 per annum
Total Allowance	:	N$ 110,917 per annum
Fixed Overtime	:	N$ 283,887 per annum
Housing Benefit	:	N$ 121,560 per annum

Minimum Requirements: Registration as Specialist with the Health Professions Councils of Namibia. **A valid HPCNA registration certificate and maintenance registration card 2026/2027, proof must be attached.**

NB: Post to be filled with effect from 08 April 2027.

SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES

Post Designation	:	Specialist Grade 4 (Intensive Care Unit)
1x Post	:	Oshakati
Salary Scale	:	N$ 582 333 (P)
Motor Vehicle Allowance		
Capital Costs	:	N$ 83,106 per annum
Running Costs	:	N$ 27,811 per annum
Total Allowance	:	N$ 110,917 per annum
Fixed Overtime	:	N$ 283,887 per annum
Housing Benefit	:	N$ 121,560 per annum

Minimum Requirements: Registration as Specialist with the Health Professions Councils of Namibia. **A valid HPCNA registration certificate and maintenance registration card 2026/2027, proof must be attached.**

NB: Post to be filled with effect from 25 April 2027.

SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES

Post Designation	:	Specialist Grade 4 (Radiology)
1x Post	:	Oshakati
Salary Scale	:	N$ 582,333 (P)
Motor Vehicle Allowance		
Capital Costs	:	N$ 83,106 per annum
Running Costs	:	N$ 27,811 per annum
Total Allowance	:	N$ 110,917 per annum
Fixed Overtime	:	N$ 283,887 per annum
Housing Benefit	:	N$ 121,560 per annum

Minimum Requirements: Registration as Specialist with the Health Professions Councils of Namibia. **A valid HPCNA registration certificate and maintenance registration card 2026/2027, proof must be attached.**

SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES

Post Designation	:	Specialist Grade 4 (Otorhinolaryngologist)
1x Post	:	Oshakati
Salary Scale	:	N$ 582,333 (P)
Motor Vehicle Allowance		
Capital Costs	:	N$ 83,106 per annum
Running Costs	:	N$ 27,811 per annum
Total Allowance	:	N$ 110,917 per annum
Fixed Overtime	:	N$ 283,887 per annum

Housing Benefit : N$ 121,560 per annum

Minimum Requirements: Registration as Specialist with the Health Professions Councils of Namibia. **A valid HPCNA registration certificate and maintenance registration card 2026/2027, proof must be attached.**

SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES
SUBSECTION: FORENSIC MEDICAL SERVICES

Post Designation : Senior Medical Officer Grade 4
1x Post : Oshakati
Salary Scale : N$ 543,055 – N$ 570,914
Motor Vehicle Allowance
Capital Costs : N$ 83,106 per annum
Running Costs : N$ 27,811 per annum
Total Allowance : N$ 110,917 per annum
Fixed Overtime : N$ 271,530 per annum
Housing Benefit : N$ 121,560 per annum
Forensic Allowance : N$ 74,796 per annum

Minimum Requirements: Registration as Medical Practitioner with the Health Professions Councils of Namibia, plus three (3) years appropriate experience. **A valid HPCNA registration certificate and maintenance registration card 2026/2027, proof must be attached.**

NB: Post to be filled with effect from 02 January 2027.

SUBDIVISION: NURSING SERVICES
SECTION: MATERNITY WARD

Post Designation : Senior Medical Officer Grade 4
1x Post : Oshakati
Salary Scale : N$ 543,055 - N$ 570,914
Motor Vehicle Allowance
Capital Costs : N$ 83,106 per annum
Running Costs : N$ 27,811 per annum
Total Allowance : N$ 110,917 per annum
Fixed Overtime : N$ 271,530 per annum
Housing Benefit : N$ 121,560 per annum

Minimum Requirements: Registration as Medical Practitioner with the Health Professions Councils of Namibia, plus three (3) years appropriate experience. **A valid HPCNA registration certificate and maintenance registration card 2026/2027, proof must be attached**.

SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES

Post Designation	:	Medical Officer Grade 5
13x Posts	:	Oshakati
Salary Scale	:	N$ 454,232 - N$ 543,055
Motor Vehicle Allowance		
Capital Costs	:	N$ 60,943 per annum
Running Costs	:	N$ 24,120 per annum
Total Allowance	:	N$ 85,063 per annum
Fixed Overtime	:	N$ 243,089 per annum
Housing Allowance	:	N$ 17,424 per annum

Minimum Requirements: Registration as Medical Practitioner with the Health Professions Councils of Namibia. **A valid HPCNA registration certificate and maintenance registration card 2026/2027, proof must be attached**.

SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SUBSECTION: OPTOMETRY

Post Designation	:	Chief Optometrist Grade 5
1x Post	:	Oshakati
Salary Scale	:	N$ 454,232 - N$ 543,055
Transport Allowance	:	N$ 10,512 per annum
Housing Allowance	:	N$ 17,424 per annum

Minimum Requirements: Registration as Optometrist with the Health Professions Councils of Namibia, plus five (5) years appropriate experience. **A valid HPCNA registration certificate and maintenance registration card 2026/2027, proof must be attached.**

NB: Post to be filled with effect from 01 February 2027.

SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SUBSECTION: PHYSIOTHERAPY

Post Designation	:	Senior Physiotherapist Grade 6
1x Post	:	Oshakati
Salary Scale	:	N$ 372,627 - N$ 445,325
Transport Allowance	:	N$ 10,512 per annum
Housing Allowance	:	N$ 17,424 per annum

Minimum Requirements: Registration as Physiotherapist with the Health Professions Councils of Namibia, plus three (3) years appropriate experience. **A valid HPCNA registration certificate and maintenance registration card 2026/2027, proof must be attached.**

NB: Post to be filled with effect from 18 December 2026.

SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SUBSECTION: MEDICAL SOCIAL WORK

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

Minimum Requirements: Registration as Social Worker with the Health Professions Councils of Namibia, plus three (3) years appropriate experience **(A valid HPCNA registration certificate and maintenance registration card 2026/2027, proof must be attached).**

SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SUBSECTION: PHYSIOTHERAPY

Post Designation	:	Physiotherapist Grade 8
1x Post	:	Oshakati
Salary Scale	:	N$ 250,767 - N$ 299,691
Transport Allowance	:	N$ 10,512 per annum
Housing Allowance	:	N$ 17,424 per annum

Minimum Requirements: Registration as Physiotherapist with the Health Professions Councils of Namibia. (**A valid HPCNA registration certificate and maintenance registration card 2026/2027, proof must be attached)**

Enquiries: Dr. Simon K. Antindi, (065) 2233014 or Mr. Gerhard Ashipala, (065) 2233049

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

Post Designation	:	Senior Engineering Technician Grade 8
1x Post	:	Oshakati
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 or equivalent qualification on NQF Level 6 in Medical Engineering plus Registration as Biomedical Engineer with the Health Professions Council of Namibia.

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

Enquiries: Mr. Abner S. Namgongo, (065) 2233171 or Mr. Gerhard Ashipala, (065) 2233049

SUBDIVISION: RECRUITMENT AND CONDITIONS SERVICES

Post Designation	:	Human Resource Administrator Grade 11
3x Posts	:	Oshakati
Salary Scale	:	N$ 139,636 - N$167,481
Transport Allowance	:	N$ 10,512 per annum
Housing Allowance	:	N$ 13,944 per annum

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

Enquiries: Mr. Gerhard Ashipala, (065) 2233049 or Ms. Aune Hamutwe, (065) 2233214

Applications must be addressed to:

The Medical Superintendent
Intermediate Hospital Oshakati
Private Bag 5501
Oshakati

Or hand delivery to:

The Human Resource Office
Intermediate Hospital Oshakati
Administration block, 1st Floor
Oshakati

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DIRECTORATE: REGIONAL AND LOCAL GOVERNMENT AND TRADITIONAL AUTHORITIES COORDINATION
DIVISION: LOCAL AUTHORITIES COORDINATION
SUBDIVISION: DISASTER RISK MANAGEMENT COORDINATION

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	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 appropriate experience.

Supplementary Requirements: A Bachelor Degree in one of the following fields: Public Management / Public Administration or Business Administration or related field on NQF Level 7. The applicants must have served three (3) years at the level of a Chief Administrative Officer or equivalent level.

Key Performance Areas:

- In charge of Subdivision - Disaster Risk Management Coordination;
- Provide leadership and supervisory to the subordinates by coordinating day to day activities;
- Guide and advice subordinates in the attainment of the objectives of the Directorate and that of the Division;
- Coordinate the implementation of the Local Authorities Fire Brigade Service Act, and other disasters and emergencies legal framework;
- Engage key stakeholders in emergency management at Local Authorities;
- Create and keeping database for subsidy, trainings and emergency equipment provided to Local Authorities;
- Prepare submissions and attend to any queries on issues pertaining to emergencies in Local Authorities;
- Planning and budgeting for the Subdivision;
- Prepare plans, programs and strategies for the Sub-division;
- Attend to Directorate, Divisional and Sub-division meeting as requested;
- Conduct training for Local Authorities Disaster Risk Management Committee members;
- Report Writing;
- Liaise with emergency and disaster stakeholders when necessary;
- Assist Local Authorities to establish Disaster/emergency Committees;
- Conduct monitoring and assessments for emergency units and Firefighting equipment;
- Identify training needs for fire fighter and Volunteers;
- Identify training institutions for Firefighter and coordinate such trainings;
- Assist Local Authorities in the recruitment process of Firefighters;
- Conduct monitoring and assessments for emergency units and firefighting equipment;

- Coordinating the procurement of emergency equipment for Local Authorities;
- Represent the Ministry on various Disaster Committee and tasked force as per the Ministry recommendations;
- Advice Local Authorities on any fire brigade services issue; and
- Keeping database for subsidy, trainings and emergency equipment provided to Local Authorities.

Enquiries: Ms. Frieda Andreas, Tel No: 061-297 5138

DIRECTORATE: HABITAT AND HOUSING DEVELOPMENT
DIVISION: HABITAT COORDINATION
SUBDIVISION: HABITAT COORDINATION

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	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 appropriate experience.

Supplementary Requirements: An appropriate National Diploma in one of the following fields: Public Management or Business Management or qualification in Urban Development or overall Human Settlement Development fields or related fields on NQF Level 6. The applicants must have served three (3) years at the level of a Chief Administrative Officer or equivalent level.

Key Performance Areas:

- In charge of administration of the Subdivision;
- Oversee and ensure execution of the work under the Sections Research and Secretarial Services, by amongst others;
- Ensuring operation of the Namibia Housing Information System (NHIS) and publishing of required reports, in consultation with the Namibia Statistics Agency (NSA), Regional Councils (RCs), Local Authorities (LAs) and all other relevant stakeholders;
- Ensure organization of meetings, taking minutes and submitting of reports on assigned human settlement development committees;
- Responsible for compiling of reports on implementation of Human Settlement Development Plans, such as National Development Plans (NDPs) and related documents;
- Coordinate the Directorate's Strategic/Annual Plan and reviews;
- Assist with clearance of Memorandum of Understandings (MoUs) and Agreements on human settlement issues, and reporting implementation progress thereof;
- Contribute to speeches and memorandum on human settlement issues; and
- Execute any other designated functions.

Enquiries: Ms. Naomi Haufiku, Tel No: 061-297 5019

DIRECTORATE: REGIONAL AND LOCAL GOVERNMENT AND TRADITIONAL AUTHORITIES COORDINATION
DIVISION: FINANCIAL MANAGEMENT
SUBDIVISION: LOCAL AUTHORITIES FINANCE

Post Designation	:	Senior Accountant Grade 7
1x 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 Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 majoring in Accounting plus three (3) years appropriate experience.

Supplementary Requirements: Proven extensive knowledge and appropriate work experience in a Local Authority Financial Management environment including budgeting.

Key Performance Areas:

- The incumbent will be responsible for the coordination of the activities of the sub division, Local Authorities Finance;
- Assist in developing standardized investment policies (through the cross-ministerial taskforce on financial management and intergovernmental fiscal transfers;
- Coordination of Local Authorities budget submissions and to ensure final allocations are in line with related guidelines of the MURD;
- Ensure the analysis of the financial reports from the Local Authorities and advise the Chief Accountant;
- Ensure compliance with budgeting guidelines and provide related advice;
- Assist Cross-ministerial financial management taskforce in developing financial management guideline for sub-national governments;
- Assist Local Authorities in developing criteria for recurrent projections to MURD;
- Ensure that Local Authorities budgets proposals are reviewed and ensure compliance with criteria for budget projections and ceiling set by the MURD;
- Advise and ensure applications for budget virementation and additional budget allocations are reviewed and processed;
- Assist in setting tariffs and rates for utilities, based in cost recovery principles;
- Assist in developing mechanisms for debt recovery control;
- Participate in the development of financial management systems to accommodate the phases of delegations and devolution respectively;
- Assist in addressing financial issues raised in Internal Audit reports and reports of the Auditor General office;
- Ensure Local Authorities compliance with the rules and procedures for remitting 5% of property tax to Regional Councils;
- Provide advice and support in relation to selection and implementation of accounting software, the use of spreadsheets, word processing and e-mail to make financial functions more efficient;
- Assist in developing security systems to safeguard financial operations and record keeping;
- Assist in identifying capacity building needs, provide on the job training or facilitate training by external training providers;
- Assist in providing temporary manpower to fill gaps caused by vacancies; and

- And any other official duties or responsibilities assigned by the Chief Accountant.

Enquiries: Mr. Barth Gerald, Tel No: 061297 5085

DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND INFORMATION TECHNOLOGY
DIVISION: FINANCE
SECTION: CREDITORS AND DSA

Post Designation	:	Accountant 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 or equivalent qualification on NQF Level 6.

Supplementary Requirements: A Bachelor's Degree on NQF Level 7 in Accounting or Financial Management and a driver's licence will serve as an added advantage.

Key Performance Areas:

Capturing and processing the following:

- Requisitions;
- Purchase Orders;
- Invoices on the IFMS system;
- Compiling of Treasury submissions;
- Capturing of data on spreadsheets for Reporting;
- Reconciling payments to ensure timely payments of invoices;
- Providing Proofs of payments to clients and Stakeholders;
- Assist in the preparation of Annual Statements to the Office of the Auditor General;
- Ensure timely payment of invoices;
- Capturing foreign payments;
- Ensuring payments are taken to MOF daily;
- The provisions of the State Finance Act, Treasury Instructions, Tender Board Act and Regulations have been complied with;
- Correct recording of transactions;
- Ensure that financial rules and regulations are applied and adhered to; and
- Monthly reconciliation of all expenditure/suspense accounts.

External interface:

- Responses to formal and informal audit queries from the Office of the Auditor General;
- Carry out any reasonable task delegated by the supervisor; and
- Act in the next higher post as delegated.

Enquiries: Ms. Loide Shikongo, Tel No: 061-297 5174

Applications must be addressed to:

The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
Windhoek

Or hand delivery to:

Ministry of Urban and Rural Development
Human Resources Division
Office No. 108, First Floor
Government Office Park, Luther Street
Windhoek

ERONGO REGIONAL COUNCIL

DIRECTORATE : FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SECTION: OFFICE SUPPORT

Post Designation	:	Senior Private Secretary Grade 8
1x Post	:	Swakopmund
Salary Scale	:	N$ 250,767 - N$ 299,691
Transport Allowance	:	N$ 10,512 per annum
Housing Allowance	:	N$ 17,424 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus three (3) years appropriate experience.

Experience and skills
- Excellent -time management, planning and organizing skills;
- Ensure confidentiality at all times.
- Ability to work independently and initiative.
- Proven proficiency in Microsoft office programmes/Excel/ other relevant software.

Purpose of the post:
The incumbent of this office will be assisting the Chief Regional Officer and Management to make best use of their time by providing effective and efficient administrative support to Council.

Key accountabilities:
- Coordinate, supervise and control the functions of the Office.
- Assist the Chief Regional Officer with diverse official obligations.
- Liaise with Directorates at the Regional Council and with other stakeholders.
- Facilitate meetings and take minutes when required.
- Compile, forward and distribute correspondences.
- Draft or and type correspondence, letters, minutes and memos/memoranda.
- Perform general office administration duties.
- Follow up on correspondence and scheduled reports.
- Receive, screen, forward and make telephone calls.
- File and retrieve correspondence and documentation.
- Maintain and update diaries and other sources of reference.
- Make appointments, reservations and traveling arrangements.
- Manage schedules, arrange appointments and coordinate travel arrangements
- Take and relay messages.
- Order office supplies.
- Make photocopies and collect documents.
- Carry out/perform any other official duties assigned from time to time.

Enquiries: Ms Maria Mikkael, Tel: 064-410 5741 and Ms NM Simasiku, Tel: 064 -410 5719

Applications must be addressed to:

The Chief Regional Officer
Erongo Regional Council
Private Bag 5019
Swakopmund

Or hand delivery to:

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

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5
1x Post	:	Brandberg Primary School (Omaruru Circuit)
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 NQF Level 6 (or equivalent) qualification plus seven (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 subjects to be taught plus a 1-year teaching qualification plus seven (7) years teaching experience.

Supplementary Requirements:

- Candidate must possess at least five (5) years (or more) experience at the functional level Grade 6 (or higher).
- Candidate must have a professional teaching qualification that would enable him/her to teach at the appropriate phase.

Post Designation	:	Head of Department Grade 6
Area of specialization	:	**Junior Primary: English and Afrikaans**
1x Post	:	Namib Primary School (Swakopmund Circuit)
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
Area of specialization	:	**Sciences: Mathematics and Natural Science and Health Education, Grade 4-7**
1x Post	:	Kuisebmund Primary School (Walvis Bay Circuit)
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
Area of specialization	:	**Social Sciences Grade 4-7**
1x Post	:	Waldfrieden Primary School (Omaruru Circuit)
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 subjects to be taught plus a 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements:

- The shortlisting of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
- Preference will be given to candidates who have proven teaching experience at the appropriate phases.

DIVISION: GENERAL SERVICES

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Swakopmund 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: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus six (6) years appropriate experience in Administration or related fields.

Supplementary Requirements: Preference will be given to applicants with a Bachelor of Business Administration or Public Management or Public Administration or related field on NQF Level 7. The applicants must have served three (3) years at the level of Chief Administrative Officer Grade 8 or supervisory level. Interested applicants must be in possession of a valid two (2) years driver's license (Code B). Computer Literacy is essential as well as excellent communication skills.

SUBDIVISION: HUMAN RESOURCES

Post Designation	:	Human Resource Administrator Grade 11

1x Post	:	Swakopmund Regional Office
Salary Scale	:	N$ 139,636 - N$ 167,481
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 on NQF Level 6 majoring in Human Resource Management.

SUBDIVISION: FINANCIAL MANAGEMENT
SECTION: BUDGET CONTROL, REVENUE AND CREDITORS

Post Designation	:	Accounts Assistant Grade 11
1x Post	:	Swakopmund Regional Office
Salary Scale	:	N$ 139,636 – N$ 167,481
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 on NQF Level 6 majoring in Accounting.

Enquiries: Ms Elizabeth Shikongo/ Mr Rehabeam Halwoodi, Tel: 064-4105149/064 -4105148

Applications must be addressed to:

The Acting Director
Directorate of Education, Arts and Culture
Human Resources Administration
Private Bag 5024
Swakopmund

Or hand delivery to:

Erongo Regional council
Tobias Hainyeko Street
Swakopmund

Attention: Human Resource Administration

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE OF HEALTH AND SOCIAL SERVICES
DIVISION: CURATIVE SERVICES
SUBDIVISION: DENTAL SERVICES

Post Designation	:	Chief Dentist Grade 4
1x Post	:	Rundu, RMT
Salary Scale	:	N$ 543,055 - N$ 570,914
Motor Vehicle Allowance		
Capital Costs	:	N$ 83,106 per annum
Running Costs	:	N$ 27,811 per annum
Housing Benefit	:	N$ 121,560 per annum
Fixed Overtime Allowance	:	N$ 271,530 per annum

Minimum Requirements: Registration as Dentist at the Medical and Dental Council of Namibia plus three (3) years approximately appropriate experience as a Dentist. Proof of maintenance of registration for 2026/2027 and confirmation letter of probation must be attached.

DIVISION: CURATIVE SERVICES
SUBDIVISION: PHARMACEUTICAL SERVICES

Post Designation	:	Chief Pharmacist Grade 5
1x Post	:	Rundu, RMT
Salary Scale	:	N$ 454,232 - N$ 543,055
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Fixed Overtime Allowance	:	N$ 243,089 per annum

Minimum Requirements: Registration as Pharmacist with the Health Professions Council of Namibia plus three (3) years approximately appropriate experience. Proof of maintenance of registration for 2026/2027 and confirmation letter of probation must be attached.

DIVISION: DISTRCT HEALTH AND SOCIAL WELFARE SERVICES, RUNDU
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES

Post Designation	:	Environmental Health Practitioner Grade 9
1x Post	:	Rundu District
Salary Scale	:	N$ 204,977 - N$ 245,851
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: Registration as Environmental Health Practitioner with the Health Professions Council of Namibia and proof of maintenance of registration for 2026/2027 must be attached.

DIVISION: PUBLIC AND ENVIRONMENTAL HEALTH
SUBDIVISION: PORT/BORDER HEALTH SERVICES

Post Designation	:	Environmental Health Practitioner Grade 9
1x Post	:	Sarusungu Border
Salary Scale	:	N$ 204,977 - N$ 245, 851
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10, 512 per annum

Minimum Requirements: Registration as Environmental Health Practitioner with the Health Professions Council of Namibia and proof of maintenance of registration for 2026/2027 must be attached.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, RUNDU
SUBDIVISION: PRIMARY HEALTH CARE

Post Designation	:	Enrolled Nurse Grade 10
1x Post	:	Ndama Clinic
Salary Scale	:	N$ 167,481 - N$ 200,878
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: Registration as Enrolled Nurse with the Health Professions Council of Namibia and proof of maintenance of registration for 2026/2027 must be attached.

DIVISION: DISTRCT HEALTH AND SOCIAL WELFARE SERVICES, RUNDU
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTANANCE

Post Designation	:	Artisan Grade 10 (Electrical)
1x Post	:	Rundu District
Salary Scale	:	N$ 167,481 - N$ 200,878
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: Completed apprenticeship or a Trade Diploma issued in terms of the existing legislation.

DIVISION: GENERAL SUPPORT SERVICES
SUBDIVISION: LOGISTICS AND FACILITIES MANAGEMENT
SECTION: TRANSPORT

Post Designation	:	Artisan Grade 10 (Mechanical)
1x Post	:	Rundu, RMT
Salary Scale	:	N$ 167,481 - N$ 200,878

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

Minimum Requirements: Completed apprenticeship or a Trade Diploma issued in terms of the existing legislation.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, ANDARA
SUBDIVISION: SOCIAL WELFARE SERVICES

Post Designation : Social Worker Grade 8
1x Post : Andara District
Salary Scale : N$ 250,767 - N$ 299,691
Housing Allowance : N$ 17,424 per annum
Transport Allowance : N$ 10,512 per annum
Remoteness Allowance : N$ 13,800 per annum

Minimum Requirements: Registration as Social Worker with the Health Professions Council of Namibia and proof of maintenance of registration for 2026/2027 must be attached.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, ANDARA
SUBDIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SUBSECTION: HUMAN RESOURCE MANAGEMENT

Post Designation : Human Resource Practitioner Grade 8
1x Post : Andara District
Salary Scale : N$ 250,767 - N$ 299,691
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 National Diploma or equivalent qualification on NQF Level 6.

Supplementary Requirements: A Bachelor Degree majoring in Human Resources on NQF Level 7 will be an added advantage.

Post Designation : Human Resource Administrator Grade 11
1x Post **:** Andara District
Salary Scale : N$ 139,636 - N$167,481
Housing Allowance : N$ 13,944 annum
Transport Allowance : N$ 10,512 per annum
Remoteness Allowance : N$ 13,800 per annum

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

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, ANDARA
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE

Post Designation	:	Dental Therapist Grade 8
1x Post	:	Andara District
Salary Scale	:	N$ 250,767 - N$ 299,691
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness allowance	:	N$ 13,800 per annum

Minimum Requirements: Registration as Dental Therapist with the Health Professions Council of Namibia and proof of maintenance of registration for 2026/2027 must be attached.

Enquiries: Mr. Petrus M. Mbambo/Ms. Marjana J. Shipanga, Tel: 066 265 548 /0811458769

Applications must be addressed to:

The Regional Director
Ministry of Health and Social Services
Kavango East Region
Private Bag 2094
Rundu

Or hand delivery to:

RMT, Human Resource Office No. D19, and
Human Resource Offices in Andara, and Rundu District

KAVANGO WEST REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

SUBDIVISION: HUMAN RESOURCE

Post Designation	:	Chief Human Resource Practitioner Grade 6
1x Post	:	Nkurenkuru
Salary Scale	:	N$ 372,627 - N$ 445,325
Transport Allowance	:	N$ 10,512 per annum
Housing Allowance	:	N$ 17,424 per annum

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

Supplementary Requirements: Preferences will be given to applicants in possession of a Bachelor Degree in Human Resource Management or Public Management or related fields on NQF Level 7 and a valid driver's licence.

Post Designation	:	Senior Education Officer Grade 6 **(Commerce Grade 8-12)**
1 x Post	:	Nkurenkuru
Salary Scale	:	N$ 372,627 - N$ 445,325
Transport allowance	:	N$ 10,512 per annum
Housing allowance	:	N$ 17,424 per annum

Minimum Requirements: An appropriate Bachelor Degree in Education or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

OR

An appropriate Bachelor Degree in Education or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

Supplementary Requirements: Applicants should have majored in Accounting / Economics / Entrepreneurship or Business Studies and must be in possession of a valid driver's license and computer literate.

Enquiries: Mr. Nicolaus N. Mpasi (Deputy Director: Human Resource and Administration, Kavango West Regional Council): Cell: 081 857 5657

Applications must be addressed to:

The Chief Regional Officer
Kavango West Regional Council
Private Bag 6294
Nkurenkuru

Or hand delivery to:

KUNENE REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Head of Department Grade 6
5x Posts	:	1x English 8-11 and Khoekhoegowab/Otjiherero Grade 8-9 **(Re-Advertisement)** **(Braunfels AHS)**
	:	1x English 8-11and Khoekhoegowab Grade 8-9 **(Re-Advertisement)** **(Elias Amxab Combined School)**
	:	1x Geography and History Grade 8-11 **(Re-Advertisement)** **(Otjerunda Combined School)**
	:	1x Mathematics and Physics/Chemistry/Biology/ Agriculture Grade 10-11 **(Kephas Muzuma Combined School)**
	:	1x Mathematics and NSHE Grade 4-7 **(Opuwo Junior Primary School)**
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 recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience.

OR

An appropriate recognised 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements:

- The shortlisting of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Candidate must ensure that copy of confirmation of probation in their current position is attached.
- Candidates must have a professional teaching qualification that would enable him/her to teach at the appropriate phase they applied for.

Post Designation	**:**	Chief Hostel Matron Grade 12
3 x Posts	:	1x Putuavanga Senior Secondary School
	:	1x Kamanjab Combined School
	:	1x Alpha Combined School
Salary Scale	:	N$ 113,141 - N$ 135,702
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: A Junior Secondary Certificate or equivalent qualification on NQF Level 2.

Supplementary Requirements: The applicants must have three (3) years appropriate experience as Hostel Matron Grade 13 and probation must be confirmed at that level. **(Proof must be attached).**

SECTION: GENERAL SERVICES

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Regional Office **(Khorixas)**
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 Management or Business Administration or Business Management or Logistic Management with three (3) years appropriate experience in Procurement or Transport or Asset Management or related fields.

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

SECTION: PLANNING AND DEVELOPMENT

Post Designation	:	Senior Education Officer Grade 6
1 x Post	:	Regional Office **(Khorixas)**
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 Bachelor Degree on NQF Level 8 or equivalent qualification plus three (3) years appropriate experience.

OR

An appropriate Bachelor Degree on NQF Level 7 or equivalent plus an educational qualification plus five (5) years appropriate experience.

Supplementary Requirements:

- Candidates must be in possession of an appropriate Bachelor Degree in Economics/Financial planning or Statistics. Proof must be attached of appropriate experience in Economics, Financial or Statistics,
- Computer literate in Microsoft Word, Excel and PowerPoint.

Enquiries: Mr. Moses N. Hendrik /Mr. Johny J. Mapanka, Tel: 067-335000

Applications must be addressed to:

Human Resource Office

Kunene Regional Council
Directorate of Education, Arts and Culture
Private Bag 2007
Khorixas

Or hand delivery to:

Human Resource Office
Directorate of Education, Arts and Culture
Khorixas

OHANGWENA REGIONAL COUNCIL

DIRECTORATE OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: OHANGWENA REGION
DIVISION: PUBLIC AND ENVIRONMENTAL HEALTH SERVICE

Post Designation	:	Chief Environmental Health Practitioner Grade 7
1x Post	:	Eenhana
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 Environmental Health Practitioner with the Health Professions Council of Namibia plus four (4) years appropriate experience.

Supplementary Requirements: Applicants must have served three (3) years at supervisory level.

Enquiries: Ms. Fenni Namupolo or Justine Haikali, Telephone: 065 263260

DIVISION: PUBLIC AND ENVIRONMENTAL HEALTH SERVICE
SUBDIVISION: PORT/BORDER SERVICES OSHIKANGO

Post Designation	:	Senior Environmental Health Practitioner Grade 8
1x Post	:	Oshikango
Salary Scale	:	N$ 250,767 - N$ 299,691
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum

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

Enquiries: Ms. Fenni Namupolo or Justine Haikali, Telephone: 065 263260

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, OKONGO
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES

Post Designation	:	Senior Environmental Health Practitioner Grade 8
1x Post	:	Okongo
Salary Scale	:	N$ 250,767 - N$ 299,691
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 21,000 per annum

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

Enquiries: Ms. Fenni Namupolo or Justine Haikali, Telephone: 065 263260

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, OKONGO
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTENANCE

Post Designation	:	Artisan Grade 10 (Boiler Maker/Welder)
1x Post	:	Okongo
Salary Scale	:	N$ 167,481 - N$ 200,878
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 21,000 per annum

Minimum Requirements: Completed apprenticeship or Trade Diploma issued in terms of existing legislation.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, ENGELA AND OKONGO
SUBDIVISION: DISTRICT HOSPITAL ENGELA AND OKONGO
UNIT: EMERGENCY MEDICAL RESCUE SERVICE

Post Designation	:	Emergency Care Practitioner Grade 11
4x Posts	:	3x Okongo 1x Engela
Salary Scale	:	N$ 139,636 - N$ 167,481
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 21,000 per annum **(Okongo Only**)

Minimum Requirements: Registration as an Emergency Care Practitioner (Basic) with the Health Professions Council of Namibia plus a Code C1 driving license.

Enquiries: Ms. Fenni Namupolo or Mr. Lazarus Amuthenu, Telephone: 065 263260

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, ENGELA AND EENHANA
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation	:	Medical Officer Grade 5
4x Posts	:	2x Engela 2x Eenhana
Salary Scale	:	N$ 454,232 - N$ 543,055
Housing Allowance	:	N$ 17,424 per annum
Motor Vehicle Allowance		

Capital Costs	:	N$ 60,943 per annum
Running Costs	:	N$ 24,120 per annum
Total Allowance	:	N$ 85,063 per annum
Fixed Overtime	:	N$ 243,089 per annum

Minimum Requirements: Registration as Medical Officer with the Health Professions Council of Namibia.

Enquiries: Ms. Fenni Namupolo or Dr. Lukas Nghaamwa, Telephone: 065 266606

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES; OKONGO
SECTION: CLINIC OKONGO

Post Designation	:	Health Assistant Grade 13
2x Posts	:	Okongo
Salary Scale	:	N$ 90,171 - N$109,428
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: A Junior Secondary Certificate or equivalent certificate on NQF Level 2. Confirmation of probation is subject to the successful completion of a six (6) months ministerial training.

Supplementary Requirements: Certified in HIV Testing Service.

Enquiries: Mr. Lasarus D. Amuthenu or Angolo Angolo, Telephone: 065 263260

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, ENGELA AND OKONGO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: PHARMACEUTICAL SERVICES

Post Designation	:	Pharmacist Grade 7
2x Posts	:	1x Engela 1x Okongo
Salary Scale	:	N$ 305,684 - N$ 365,322
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Fixed Overtime	:	N$ 163,558 per annum

Minimum Requirements: Registration as Pharmacist with the Health Professions Council of Namibia.

Enquiries: Ms. Fenni Namupolo or Ms. Johanna Iyambo, Telephone: 065 263260

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: EENHANA AND OKONGO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE

Post Designation	:	Registered Nurse Grade 8
3x Posts	:	1x Omboloka Clinic 1x Omauni Clinic 1x Oshandi Clinic
Salary Scale	:	N$ 250,767 - N$ 299,691
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum

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

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES; ENGELA, EENHANA AND OKONGO
SUBDIVISION: DISTRICT HOSPITAL ENGELA, EENHANA & OKONGO
SECTION: NURSING SERVICES

Post Designation	:	Registered Nurse Grade 8
7x Posts	:	1x Okongo 4x Engela 2x Eenhana
Salary Scale	:	N$ 250,767 - N$ 299,691
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 21,000 per annum **(Okongo Only**)

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

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: ENGELA AND OKONGO
SECTION: PROFESSIONAL SERVICES
UNIT: RADIOGRAPHIC SERVICES

Post Designation	:	Radiographic Assistant Grade 11
2x Posts	:	1x Engela 1x Okongo
Salary Scale	:	N$ 139,636 - N$ 167,481
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

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

Applications must be addressed to:

The Director
Ministry of Health and Social Services
Directorate: Ohangwena Region
Private Bag 88006
Eenhana

Or hand delivery to:

Human Resource Office (RMT)
Ministry of Health and Social Services
Eenhana

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: CIRCUIT OFFICES

Post Designation	:	Inspector of Education Grade 5
1x Post	:	Otunganga Circuit
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 four (4) year tertiary teaching qualification on NQF Level 7 plus nine (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 or higher in the field relating to teaching. Computer literacy and a valid driver's license will be an added advantage.

SUBDIVISION: GENERAL SERVICES

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Eenhana
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 or equivalent qualification on NQF Level 6 plus six (6) years appropriate experience.

Supplementary Requirements: Preference will be given to candidates with qualifications in either Public Administration/Management or Business Administration/Management or Procurement Management or Logistics and Supply Chain Management with extensive knowledge of Procurement and Stock Control or Transport Management of which three

(3) must have been served at the level of Chief Administrative Officer Grade 8 or equivalent. Computer literacy and a valid driver's license will be an added advantage.

SECTION: SCHOOLS

Post Designation	:	Principal Grade 5
1x Post	:	Sakaria H Nghikembua Primary School **(Ohakafiya Circuit)**
Salary Scale	:	N$ 454,232 - N$ 543,055
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 seven (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 seven (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 Phase).

Post Designation	:	Head of Department Grade 6
12x Posts	:	1x Tulihongeni Combined School: **English and Oshikwanyama Grade 4-9 (Endola Circuit)** 1x Ohakafiya Combined School: **English and Oshikwanyama Grade 4-9 (Ohakafiya Circuit)** 1x Okanghudi Combined School: **(Re-Advertisement) Mathematics and Biology/Agricultural Science Grade 4-11 (Ondobe Circuit)** 1x Oshikunde Combined School: **(Re-Advertisement) History and Geography/Development Studies Grade 4-12 (Ohakafiya Circuit)** 1x Onamukulo Combined School: **(Re-Advertisement) English and Oshindonga Grade 8-11 (Otunganga Circuit)** 1x Evatelo Combined School: **(Re-Advertisement) Mathematics and Physical Science Grade 4-9 (Endola Circuit)** 1x Ohalushu Combined School: **Junior Primary Phase: (Pre-Primary-Grade 3) (Oshikwanyama Mol), (Ongha Circuit)** 1x Ekoka Combined School**: English and Oshikwanyama Grade 4-9 (Okongo Circuit)** 1x Epumbalondjaba Combined School**: English and Oshikwanyama Grade 4-9 (Ohakafiya Circuit)** 1x Olivia Nakale Primary School: **Junior Primary Phase: (Pre-Primary-Grade 3) (English Mol), (Eenhana Circuit)**

1x Kornelius Combined School: **(Re-Advertisement)**
Mathematics and Physical Science Grade 8-11 (Ondobe Circuit)
1x Rev Selma Kawiiwa Primary School: **(Re-Advertisement)**
Junior Primary Phase: (Pre-Primary-Grade 3) (Oshikwanyama MoI), (Eenhana Circuit)

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 recognized three 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 six (6) years teaching experience.

NB: 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.

Enquiries: Mr. Simon N. Pangeiko or Mr. Akwilinus I Paulus, Tel: 065 2929 200

Applications must be addressed to:

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

Or hand delivery to:

Ohangwena Education Office
Human Resource Office
1st Floor
Eenhana

OMAHEKE REGIONAL COUNCIL

DIVISION: GENDER EQUALITY AND CHILD CARE PROTECTION (OMAHEKE REGION)
SUBDIVISION: CHILDCARE AND PROTECTION

Post Designation	:	Senior Social Worker Grade 7
1x Post	:	Gobabis
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 Social Worker with the Health Professions Council of Namibia plus four (4) years appropriate experience.

Key Responsibilities:

- Planning, Coordination and Reporting.
- Interpret National Policy and convert into service delivery plan.
- Implement Policies and regulations in the best interest of the children Policy.
- Advocate and mobilize the community on rights and responsibilities of Children.
- Conduct statutory and non-statutory work in terms of relevant legislation.
- Plan and co-ordinate Child Welfare Services in the Region through appropriate and relevant forums.
- Capacity building & system strengthening.
- Ensure maximum implementation of performance management through signing performance Agreements and monthly reviews of Performance Agreement's with staff members reporting to you.
- Provide input into compilation of the regional directorate budget & budget forward plan.
- Prepare requests for funding from the Government and development partners.
- The incumbent is authorized to oversee implementation of the sub-divisions functions within approved police and procedural guidelines.
- Supervise statutory and non-statutory work in terms of relevant legislation.
- Plan and co-ordinate child Welfare Services in the Region through appropriate and relevant forums.
- Conduct investigations regarding the Child Care and Protection Act, 2015 (Act No. 3 of 2015).

Enquiries: Ms. C Adams, Tel No: 062 566 537 or Ms. Esther Shindinge, Tel No: 061 2833170

Applications must be addressed to:

The Chief Regional Officer
Omaheke Regional Council
Private Bag 2277
Gobabis

Or hand delivery to:

The Human Resource Office, 1st Floor
Omaheke Regional Council
Omaheke Regional Office Park, Portion 39
Gobabis Townlands No.114
Gobabis

OMUSATI REGIONAL COUNCIL

DIRECTORATE OF HEALTH AND SOCIAL SERVICES

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES; OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: ORTHOPAEDIC TECHNICAL SERVICES

Post Designation	:	Orthopaedic Technologist Grade 8
1x Post	:	Outapi
Salary Scale	:	N$ 250,767 - N$ 299,691
Transport Allowance	:	N$ 10,512 per annum
Housing Allowance	:	N$ 17,424 per annum

Minimum Requirements: Registration as Orthopaedic Technologist with the Health Professions Council of Namibia.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES; OSHIKUKU
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE ELIM

Post Designation	:	Senior Cleaner Grade 14
1x Post	:	Elim
Salary Scale	:	N$ 71,922 - N$ 88,839
Transport Allowance	:	N$ 10,512 per annum
Housing Allowance	:	N$ 10,452 per annum
Remoteness Allowance	:	N$ 9, 000 per annum

Minimum Requirements: None.

Supplementary Requirements: Three (3) years appropriate experience. Confirmation as Cleaner Grade 15 must be attached.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES; OUTAPI
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: DOMESTIC SERVICES
UNIT: MORTUARY SERVICES

Post Designation	:	Mortuary Assistant Grade 11
1x Post	:	Outapi
Salary Scale	:	N$ 139,636 - N$167,481
Transport Allowance	:	N$ 10,512 per annum
Housing Allowance	:	N$ 13,944 per annum

Minimum Requirements: A Junior Secondary Certificate or equivalent qualification on NQF Level 2.

Enquiries: Ms. Paulina N. Amalovu, Tel: 065 – 251810 or Ms. Monika Shilunga, Tel: 065 – 251812

Applications must be addressed to:

The Acting Regional Director
Ministry of Health and Social Services
Omusati Region
Private Bag 504
Outapi

Or hand delivery to:

Human Resource Office
Ministry of Health and Social Services
Hospital Premises
Tsandi Road
Outapi

DIRECTORATE: PLANNING & DEVELOPMENT SERVICES
DIVISION: GENDER EQUALITY AND CHILD WELFARE
SUBDIVISION: CHILD CARE AND PROTECTION

(Delegated Functions)

Post Designation	:	Senior Social Worker Grade 7
1x Post	:	Outapi
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 a Social Worker with the Health Professions Council of Namibia plus four (4) years appropriate experience.

Key Performance Areas:
- Planning, Coordination and Reporting.
- Interpret National Policy and convert it into a service delivery plan.
- Implement Policies and regulations in the best interest of the children's Policy.
- Advocate and mobilize the community on the rights and responsibilities of Children.
- Conduct statutory and non-statutory work in terms of relevant legislation.
- Plan and co-ordinate Child Welfare Services in the Region through appropriate and relevant forums.
- Capacity building & system strengthening.
- Ensure maximum implementation of performance management through signing performance Agreements and monthly reviews of PA's with staff members reporting to you.

- Provide input into compilation of the regional directorate budget & budget forward plan.
- Prepare requests for funding from the Government and development partners.
- The incumbent is authorized to oversee implementation of the sub-division's functions within approved police and procedural guidelines.
- Supervise statutory and non-statutory work in terms of relevant legislation.
- Plan and co-ordinate child Welfare Services in the Region through appropriate and relevant forums.
- Conduct investigations regarding the Child Care and Protection Act, 2015 (Act No. 3 of 2015).
- Representation of the Sub-Divisions at various structures.

Enquiries: Ms. Elise Haindongo, Tel No: 065 251141 or Human Resource Management, Tel No: 065 251019

Applications must be addressed to:

The Chief Regional Officer
Omusati Regional Council
Private Bag 523
Outapi

Or hand delivery to:

Erf 1080, Namaungu Street
Omusati Regional Council, Head Office
Human Resources Office, Room D-3
Outapi

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5
3x Posts	:	1x Olukupa Combined School **(Pre-Grade to 9** Onkumbula Circuit 1x Uuyoka Combined School **(Grade 4 to 9)** Onathinge Circuit 1x Etosha Secondary School **(Grade 8 – AS)** Oshivelo Circuit
Salary Scale	:	N$ 454,232 - N$ 543,055
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 21,000 per annum **(Olukupa Combined School)**
	:	N$13,800 per annum **(Uuyoka Combined School)**

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus seven (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 seven (7) years teaching experience.

Supplementary Requirements for Etosha Secondary School:

- Qualification and experience in teaching at Senior Secondary phase.
- Proven management experience at Secondary School level such as having served as a Head of Department or Hostel Superintendent. (**Proof must be attached**).

(Re-advertisement)

Post Designation	:	Head of Department Grade 6 **(Mathematics and Natural Sciences Grade 8-11**
Subjects	:	Mathematics and Physics/Chemistry
1x Post	:	King Kauluma Combined School
Salary Scale	:	N$ 372,627 - N$445,325
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 21,000 per annum

Post Designation	:	Head of Department Grade 6 **(Languages: English and Oshindonga Grade 4-11)**
1x Post	:	Ondjamba Combined School
Salary Scale	:	N$ 372,627 - N$ 445,325

Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 13,800 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Post Designation	:	Senior Education Officer Grade 6
1x Post	:	Ondangwa/Omuthiya
Grades	:	8 – 12 (AS)
Subject	:	English
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 Degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

OR

An appropriate Degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

Supplementary Requirements: Experience in teaching English at AS Level. **(Proof must be attached).**

SECTION: ADULT AND CONTINUING EDUCATION

Post Designation	:	Education Officer Grade 8
2x Posts	:	1x Guinas District
	:	1x Onyaanya District
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 Degree or equivalent qualification on NQF Level 7.

Supplementary Requirements: Preference will be given to applicants with a qualification in Adult Education and Community Development or Lifelong Learning and Community Education and a valid driver's license.

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Ondangwa/Omuthiya

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 National Diploma or equivalent qualification on NQF Level 6 in Human Resources Management or Public Management/Administration or related fields plus four (4) years appropriate experience in HR administration.

Supplementary Requirements: A valid driver's license.

Enquiries: Ms. EM Shilumbu / Mr. Thomas N. Elias, 0819500600

Applications must be addressed to:

The Director
Directorate of Education, Arts and Culture
Oshikoto Regional Council
Private Bag 2028
Ondangwa

Or hand delivery to:

Human Resource Office
Former Ondangwa West Building
Ondangwa

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

CIRCUIT: OTJIWARONGO

Post Designation	:	Head of Department Grade 6 **(Re-advertisement)**
Department	:	Commerce
Area of Specialization	:	Accounting and Business Studies/Economics/ Entrepreneurship Grade 8-12
1x Post	:	Paresis Secondary School (Otjiwarongo)
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Post Designation	:	Head of Department Grade 6 **(Re-advertisement)**
Department	:	Languages
Area of Specialization	:	English Grade 8-12 and Afrikaans Grade 8-9
1x Post	:	Otjiwarongo Secondary School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Post Designation	:	Head of Department Grade 6
Department	:	Mathematics and Natural Sciences
Area of Specialization	:	Senior Primary (Mathematics and Natural Science & Health Education Grade 4-7)
1x Post	:	Karundu Primary School (Otjiwarongo)
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Post Designation	:	Head of Department Grade 6
Department	:	Mathematics and Natural Sciences
Area of Specialization	:	Senior Primary (Mathematics and Natural Science & Health Education Grade 4-7)
1x Post	:	Ombili Primary School (Otjiwarongo)
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Post Designation	:	Head of Department Grade 6 **(Re-advertisement)**
Department	:	Languages
Area of Specialization	:	Senior Primary (English and French Foreign Language Grade 4-7)
1x Post	:	Osire Primary School
Salary Scale	:	N$ 372,627 - N$ 445,325
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 9,000 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 1-year teaching qualification plus 6 years teaching experience.

Supplementary Requirements: Candidates with French Foreign Language Grade 12 certificate on NQF level 3 or above will be considered.

Post Designation	:	Head of Department Grade 6 **(Re-advertisement)**
Department	:	Languages

Area of Specialization	:	Junior Primary (Pre-Primary – Grade 3) (English and French Foreign Language
1x Post	:	Osire Primary School
Salary Scale	:	N$ 372,627 - N$ 445,325
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 9,000 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: Candidates with French Foreign Language Grade 12 certificate on NQF Level 3 or above will be considered.

CIRCUIT: OKAHANDJA

Post Designation	:	Head of Department Grade 6
Department	:	Languages
Area of Specialization	:	Junior Primary (Pre-Primary–Grade 3) (English and Afrikaans)
1x Post	:	K.W von Marees Combined School (Okahandja)
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Post Designation	:	Head of Department Grade 6
Department	:	Languages
Area of Specialization	:	Senior Primary (English and Afrikaans Grade 4-7)
1x Post	:	Uitkoms Primary School (Okahandja)
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

CIRCUIT: GROOTFONTEIN

Post Designation	:	Head of Department Grade 6
Department	:	Languages
Area of Specialization	:	Junior Primary (Pre-Primary–Grade 3) (English and Afrikaans)
1x Post	:	Omulunga Primary School (Grootfontein)
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 1-year teaching qualification plus 6 years teaching experience.

Post Designation	:	Head of Department Grade 6 **(Re-advertisement)**
Department	:	Languages
Area of Specialization	:	Senior Primary (English and Afrikaans Grade 4-7)
1x Post	:	Luiperdheuwel Primary School (Grootfontein)
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

CIRCUIT: TSUMKWE

Post Designation	:	Head of Department Grade 6 **(Re-advertisement)**
Department	:	Languages
Area of Specialization	:	Junior Primary (Pre-Primary–Grade 3) (English and Afrikaans)
1x Post	:	Mangetti Dune Combined School
Salary Scale	:	N$ 372,627 - N$ 445,325
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 21,000 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Post Designation	:	Head of Department Grade 6 **(Re-advertisement)**
Department	:	Languages
Area of Specialization	:	English and Afrikaans Grade 8-12
1x Post	:	Tsumkwe Secondary School
Salary Scale	:	N$ 372,627 - N$ 445,325
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 13,800 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Post Designation	:	Chief Hostel Matron Grade 12
1x Post	:	Okamatapati Combined School
Salary Scale	:	N$ 113,141 - N$135,702
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 9,000 per annum

Minimum Requirements: A Junior Secondary Certificate or equivalent qualification on NQF Level 2.

Supplementary Requirements: Preference will be given to applicants with a Certificate in Hospitality/ Catering on NQF Level 2 and three (3) years appropriate experience. Probation must be confirmed as a Hostel Matron Grade 13 and proof must be attached.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: HIV AND AIDS PREVENTION

Post Designation	:	Senior Education Officer Grade 6 **(RACE)** **(Re-advertisement)**
1x Post	:	Otjiwarongo (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: An appropriate Bachelor Degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

OR

An appropriate Bachelor Degree or equivalent qualification on NQF Level 8 plus three (3) years appropriate experience.

Supplementary Requirements: The candidate must be in possession of an appropriate Bachelor Degree in HIV/AIDS Prevention and Management or equivalent qualification accredited by Namibia Qualifications Authority (NQA) on NQF Level 7 or above. Applicants must possess a valid driver's license. (Proof must be attached).

Enquiries: Mrs. Saima T. Kaisungu /Ms. Elvi M. Kamati, Tel: 067-3082000

Applications must be addressed to:

Human Resource Office
Otjozondjupa Regional Council
Directorate of Education, Arts & Culture
Private Bag 2618
Otjiwarongo

Or hand delivery to:

Directorate of Education, Arts & Culture
Henk Willemse Street 22, Main Road, Otjiwarongo (Brown Building)
Human Resource Office
Otjiwarongo

ZAMBEZI REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

KATIMA MULILO CIRCUIT

Post Designation	:	Principal Grade 5
1x Post	:	Namalubi Combined School
Salary Scale	:	N$ 454,232 - N$ 543,055
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 9,000 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus seven (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 seven (7) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional teaching qualification that will enable him/her to teach a subject at Junior Secondary Phase Grade 8-9. Only applicants who have served as Head of Department Grade 6 for a period of three (3) years will be considered for shortlisting.

Post Designation	:	Principal Grade 5
1x Post	:	Kahunikwa Junior Primary School
Salary Scale	:	N$ 454,232 - N$ 543,055
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 9,000 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus seven (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 seven (7) years teaching experience.

Supplementary requirements: A candidate who applies for this post must have a professional teaching qualification that will enable him/her to teach Senior Primary Phase Grade 4-7. Only applicants who have served as Head of Department Grade 6 for a period of three (3) years will be considered for shortlisting.

Post Designation	:	Head of Department Grade 6 **(Junior Primary Phase Pre-Grade 3)**

1x Post	:	Liselo Combined School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional qualification which will enable him or her to teach Junior Primary Phase Pre-Primary Grade 3 with Silozi Medium of Instruction.

Post Designation	:	Head of Department Grade 6 **(Social Science)**
1x Post	:	Makaravani West Combined School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional teaching qualification which will enable him or her to teach History and Geography Grade 8-9 (Junior Secondary Phase)

Post Designation	:	Head of Department Grade 6 **(Mathematics & Natural Science)**
1x Post	:	Makaravani West Combined School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A combination of Mathematics and Physical Science Grade 8-9.

Post Designation	:	Head of Department Grade 6 **(Mathematics & Natural Science)**
1x Post	:	Zambezi Combined School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A combination of Mathematics and Physical Science Grade 8-9.

Post Designation	:	Head of Department Grade 6 **(Languages)**
1x Post	:	Zambezi Combined School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A Combination of Silozi and English (Junior Secondary Phase). The candidate must be able to teach both subjects at Grade 8-9 level.

Post Designation	:	Head of Department Grade 6 **(Junior Primary Phase Pre-Grade 3)**
1x Post	:	Mavuluma Combined School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional qualification which will enable him or her to teach Junior Primary Phase Pre-Primary Grade 3 with Silozi Medium of Instruction.

Post Designation	:	Head of Department Grade 6 **(Languages)**
1x Post	:	Mavuluma Secondary School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A Combination of **Silozi and English** (Secondary Phase). The candidate must be able to teach Silozi Grade 8-9 and English Grade 8-11.

Post Designation	:	Head of Department Grade 6 **(Commence)**
1x Post	:	Mavuluma Secondary School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A Combination of **Accounting and Economics** (Secondary Phase). The candidate must be able to teach both subjects at Grade 8-11.

Post Designation	:	Head of Department Grade 6 **(Junior Primary Phase Pre-Grade 3)**
1x Post	:	Greenwell Matongo Primary School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional qualification which will enable him or her to teach Junior Primary Phase Pre-Primary Grade 3 with Silozi Medium of Instruction.

Post Designation	:	Head of Department Grade 6 **(Mathematics & Natural Science)**
1x Post	:	Greenwell Matongo Primary School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary requirements: Mathematics and Natural Science and Health Education Grade 4-7.

Post Designation	:	Head of Department Grade 6 **(Mathematics & Natural Science)**
1x Post	:	Caprivi Secondary School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A combination of Mathematics and Physical Science Grade 10-12.

Post Designation	:	Head of Department Grade 6 **(Mathematics & Natural Science)**

1x Post	:	Caprivi Secondary School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A combination of Mathematics and Physical Science Grade 8-9.

Post Designation	:	Head of Department Grade 6 **(Languages)**
1x Post	:	Caprivi Secondary School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary requirements: A combination of Silozi & English. Must be able to teach Silozi Grade 8-9 and English Grade 8-12.

Post Designation	:	Head of Department Grade 6 **(Social Science)**
1x Post	:	Ngweze Secondary School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A combination of History and Geography. A candidate who applies for this vacancy must be able to teach both subjects from Grade 8-11.

Post Designation	:	Head of Department Grade 6 **(Commence)**
1x Post	:	Ngweze Secondary School
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 recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A Combination of **Accounting and Entrepreneurship** (Secondary Phase). The candidate must be able to teach both subjects from Grade 8-11.

SIBBINDA CIRCUIT

Post Designation	:	Principal Grade 5
1x Post	:	Mayuni Secondary School
Salary Scale	:	N$ 454,232 - N$ 543,055
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 13,800 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus seven (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 seven (7) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional teaching qualification that will enable him/her to teach a subject at Secondary Phase Grade 10-12. Only applicants who have served as Head of Department Grade 6 for a period of three (3) years will be considered for shortlisting.

Post Designation	:	Principal Grade 5
1x Post	:	Ingenda Junior Primary School
Salary Scale	:	N$ 454,232 - N$ 543,055
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 21,000 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus seven (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 seven (7) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional teaching qualification that will enable him/her to teach Junior Primary Phase Silozi Medium of Instruction (Pre-Primary to Grade 3). Only applicants who have served as Head of Department Grade 6 for a period of three (3) years will be considered for shortlisting.

Post Designation	:	Principal Grade 5
1x Post	:	Sifanu Primary School
Salary Scale	:	N$ 454,232 - N$ 543,055
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 21,000 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus seven (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 seven (7) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional teaching qualification that will enable him or her to teach Grade 4-7. Only applicants who have served as Head of Department Grade 6 for a period of three (3) years will be considered for shortlisting.

Post Designation	:	Head of Department Grade 6 **(Mathematics & Natural Science)**
1x Post	:	Sacona Combined School
Salary Scale	:	N$ 372,627 - N$ 445,325
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 21,000 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A combination of Mathematics and Physical Science Grade 8-9.

Post Designation	:	Head of Department Grade 6 **(Junior Primary Phase Pre-Grade 3)**
1x Post	:	Kongola Combined School
Salary Scale	:	N$ 372,627 - N$ 445,325
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 21,000 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional qualification which will enable him or her to teach Junior Primary Phase Pre-Primary Grade 3 with Silozi Medium of Instruction.

Post Designation	:	Head of Department Grade 6 **(Social Science)**
1x Post	:	Masida Combined School
Salary Scale	:	N$ 372,627 - N$ 445,325
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 13,000 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A combination of History and Geography. A candidate who applies for this vacancy must be able to teach both subjects from Grade 8-9.

BUKALO CIRCUIT

Post Designation	:	Principal Grade 5
1x Post	:	Chikuzwe Primary School
Salary Scale	:	N$ 454,232 - N$ 543,055
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 9,000 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus seven (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 seven (7) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional teaching qualification that will enable him/her to teach Senior Primary Phase Grade 4-7. Only applicants who have served as Head of Department Grade 6 for a period of three (3) years will be considered for shortlisting.

Post Designation	:	Head of Department Grade 6 **(Mathematics & Natural Science)**
1x Post	:	Muyako Combined School
Salary Scale	:	N$ 372,627 - N$ 445,325
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 13,000 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A combination of Mathematics and Physical Science Grade 8-9. A candidate who applies for this vacancy must be able to teach both subjects from Grade 8-9. Only applicants who have served as Head of Department Grade 6 for a period of three (3) years will be considered for shortlisting.

Post Designation	:	Head of Department Grade 6 **(Junior Primary Phase Pre-Grade 3)**
1x Post	:	Bukalo Primary School
Salary Scale	:	N$ 372,627 - N$ 445,325
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 9,000 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional qualification which will enable him or her to teach Junior Primary Phase Pre-Primary Grade 3 with Silozi Medium of Instruction.

Post Designation	:	Head of Department Grade 6 (Languages)
1x Post	:	Mubiza Combined School
Salary Scale	:	N$ 372,627 - N$ 445,325
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 9,000 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus six (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 1-year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional teaching qualification which will enable them to teach Silozi & English Grade 8-9 (Junior Secondary Phase).

CHINCHIMANI CIRCUIT

Post Designation	:	Principal Grade 5
1x Post	:	Chinchimani Combined School
Salary Scale	:	N$ 454,232 - N$ 543,055
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 13,800 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus seven (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 seven (7) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional teaching qualification that will enable him/her to teach Junior Secondary Phase Grade 8-9. Only applicants who have served as Head of Department Grade 6 for a period of three (3) years will be considered for shortlisting.

Post Designation	:	Principal Grade 5
1x Post	:	George Simasiku Technical School
Salary Scale	:	N$ 454,232 - N$ 543,055
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 13,800 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus seven (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 seven (7) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional teaching qualification that will enable him/her to teach Senior Secondary Phase Grade 10-11. Only applicants who have served as Head of Department Grade 6 for a period of three (3) years will be considered for shortlisting.

Post Designation	:	Principal Grade 5
1x Post	:	Makolonga Primary School
Salary Scale	:	N$ 454,232 - N$ 543,055
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 9,000 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus seven (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 seven (7) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional teaching qualification that will enable him/her to teach Upper Primary Phase Grade 4-7. Only applicants who have served as Head of Department Grade 6 for a period of three (3) years will be considered for shortlisting.

NGOMA CIRCUIT

Post Designation	:	Principal Grade 5
1x Post	:	Ioma Combined School
Salary Scale	:	N$ 454,232 - N$ 543,055
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum
Remoteness Allowance	:	N$ 13,800 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or (equivalent) plus seven (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 seven (7) years teaching experience.

Supplementary Requirements: A candidate who applies for this post must have a professional teaching qualification that will enable him/her to teach a subject at Junior Secondary Phase Grade 8-9. Only applicants who have served as Head of Department Grade 6 for a period of three (3) years will be considered for shortlisting.

Enquiries: Mr. Salushando Kaigwe / Mr. Alex Sikume, Tel No: 066-261900

Applications must be addressed be to:

The Chief Regional Officer
Zambezi Regional Council
Directorate of Education, Arts and Culture
Private Bag 5002
Katima Mulilo

Or hand delivered to:

Human Resource Office
Directorate of Education, Arts and Culture
Ngoma Road
Office No: 22
