



**REPUBLIC OF NAMIBIA**  
**OFFICE OF THE PRIME MINISTER**

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**Department Public Service Management**  
BPI House, Independence Avenue  
PO Box 1117  
**WINDHOEK**

**19 March 2025**

**TO: SECRETARY TO THE CABINET  
ALL EXECUTIVE DIRECTORS  
DEPUTY AUDITOR GENERAL  
DIRECTOR: NAMIBIA CENTRAL INTELLIGENCE SERVICES  
CHIEF ELECTORAL AND REFERANDA OFFICER  
SECRETARIES: NATIONAL ASSEMBLY/NATIONAL COUNCIL**

**CC: PUBLIC SERVICE COMMISSION**

**AMENDMENTS TO PSM CIRCULAR NO. C OF 2025**

1. The following post on the establishment of the Otjozondjupa Regional Council which was advertised in PSM Circular No. C of 2025 dated 14 March 2025 is hereby amended in terms of the **appointment requirements** and **additional requirements**, hence it must read as follows:

**MANAGEMENT CADRE**

**OTJOZONDJUPA REGIONAL COUNCIL**

**DIRECTORATE: GENERAL SERVICE,  
DIVISION: HUMAN RESOURCE MANAGEMENT  
OTJIWARONGO**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Otjiwarongo
<b>Scale Salary</b>	:	N\$517,195 - N\$543,728
<b>Salary Scale</b>	:	N\$ 517 195 per annum

**AMENDMENTS TO PSM CIRCULAR NO. C OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 MARCH 2025,  
CLOSING DATE 11 APRIL 2025**

<b>Housing Allowance</b>	:	N\$121,560 per annum
<b>Capital Cost</b>	:	N\$83,106 per annum
<b>Running Cost</b>	:	N\$27,811 per annum

**Appointment Requirements:** A B Degree at NQF L7 majoring in Human Resources Management plus 9 years appropriate experience.

**Additional requirements:** Preference will be given to candidates with five (5) years' experience at a level of Chief Human Resources Practitioner Grade 6 or equivalent. Candidate must have a valid Drivers` License (Code B).

**Main Duties:**

- Advise the Accounting Officer and in charge of all human resource related matters.
- Facilitate the development and implementation of the Performance Management System.
- Responsible for the training and development of human resource.
- Ensure management and appraisal of staff members.
- Advise the Director and the Chief Regional Officer in the interpretation and application of the provisions of the relevant legislations and policies.
- Ensure that human resource decisions of the Council are implemented.
- Collaborate with line ministries in the implementation of human resource programmes at the regional level.
- Responsible for the compilation of the human resource budget.
- Ensure proper placement and utilization of staff.
- Responsible for drafting the Affirmative Action Plans and Reports for the Regional Council.
- Ensure communication, coordination and awareness of policies and procedures impacting on decentralization amongst line ministries, Regional Councils and Local Authorities.
- Facilitate the implementation of management plans.
- Review individual and divisional plans progress against budgets on a monthly, quarterly and annual basis.
- Manage, coordinate monitor and evaluate capacity building for the Regional Council.
- Determine staffing needs.
- Facilitate requests for transfers.
- Participate in collective bargaining and negotiations with Trade Unions.
- Facilitate proposals for the abolition and creation of posts on the structure of the Regional Council.
- Ensure the establishment and implementation of HIV/AIDS workplace program in the Regional Council.
- Carry out any other reasonable task as delegated by the immediate supervisor.

**Application Procedures:**

Interested applicants must complete the revised Public Service application form 156043 (APPLICATION FOR EMPLOYMENT) and Form 156094 (HEALTH QUESTIONNAIRE), which is obtainable from any Regional Offices of the Ministry.

Failure to attach necessary documents (original certified) **and complete part B.12 of the employment form and all items on the application forms correctly**, will disqualify your application. One testimonial from the current employer or Certificate of Service must be attached to the application. All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA). **All candidates from the Private Sectors and Public Enterprises must attach proof of their current position's obligations.**

**The Chief Regional Officer  
Otjozondjupa Regional Council  
P O Box 1682  
Otjiwarongo  
NAMIBIA**

**Or hand delivery:**

**Otjozondjupa Regional Council  
3<sup>rd</sup> floor, Human Resource Office  
22 Henk Wellem Street**

**Enquiries:** Ms. A.N. Kashikuka, Tel: 067 303702

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2. The following post on the establishment of the Office of the President, **were omitted from PSM Circular No. C of 2025, dated 14 March 2025**, hence it should be included:

### **OFFICE OF THE PRESIDENT**

**DEPARTMENT: GOVERNMENT AIR TRANSPORT SERVICES  
DIRECTORATE: AIRCRAFT MAINTANANCE**

<b>Post designation</b>	:	Senior Aircraft Maintenance Engineer Grade 7
<b>2xPosts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 291, 128-N\$347, 926
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum

**Minimum requirements:** An appropriate completed apprenticeship plus Namibian Aircraft Maintenance Engineer's License issued by NCAA endorsed for the relevant group or type rating under:

- A & C Turbine Engines and
- Pressurized Metal Airframe or Helicopter

Must be rated on at least two aircraft operated by Government Air Transport Services, must be a Namibian citizen and a minimum of eight (8) years working experience and must provide proof of experience (logbook)

**Enquiries:** Mr Moses Kalimbo 061-379800 **OR** Ms Wilhelmine Korad Tel 061- 2707111

**NB:** Candidates reaching the final stage of selection must be prepared to undergo a vetting process.

Note must be taken that Public Servants must have completed their probation. **Applicants who fail to attach the required documents will not be considered. Only shortlisted candidates will be contacted, and no personal documents will be returned.**

**Faxed applications will not be considered.**

**Foreign qualifications must be evaluated by the Namibia qualification Authority (NQA) and proof of evaluation of qualification should be attached.**

**Applicants in designated groups especially women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply.**

A completed application form ( form 156043 obtainable at all Government Offices) with **confirmation letter of probation in the current position, a comprehensive curriculum vitae, original certified copies of educational qualifications and proof of citizenship must be addressed to:**

**Address:**

**The Executive Director  
Office of the President  
Private Bag 13339  
WINDHOEK**

**For attention:** Human Resources Office

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3. The following posts on the establishment of the Office of the Judiciary which were advertised in **PSM Circular No. C of 2025 dated 14 March 2025** are hereby amended in terms of the **duty station and scale of salary** hence they must read as follows:

### **OFFICE OF THE JUDICIARY**

#### **DEPARTMENT: JUDICIAL SERVICES DIRECTORATE: SUPREME AND HIGH COURTS**

<b>Post designation</b>	:	Senior Legal Officer Grade 5
<b>2xPosts</b>	:	Windhoek High Court
<b>1xPost</b>	:	Windhoek Supreme Court
<b>Scale of salary</b>	:	N\$ 432, 601 –N\$ 517, 195
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:**

- B. Juris Degree plus 6 years in-service experience as an Assistant Legal Officer plus certification of satisfactory performance;

**OR**

- BA LLB Degree plus 3 years in-service experience as a Legal Officer plus certification of satisfactory performances;

**OR**

- BA LLB Degree plus Registration as provided for in the appropriate legislation.

**Additional requirements:**

- Admission as Legal Practitioner in Namibia (**certified copy of the admission order must accompany the application for employment form**);
- Experience in the drafting of bills of costs and defending/ opposing bills of costs during taxation (tested during interviews);
- Criminal Procedure;
- Civil procedure in the High Court (tested during interviews);
- Civil procedure in the Supreme Court (tested during interviews) and
- Proficiency in Microsoft Office Programs (tested during interviews).

**Key performance areas:**

- Communicate with Legal Practitioners regarding case management and Procedural requirements;
- Assist the judges during courtroom proceedings;
- Conducting legal research on behalf of the Judges of the High and Supreme Court;
- Prepare bench memos and other legal memoranda with respect to pleadings and depositions;
- Proof reading Judges orders and judgments;
- Verifying legal citations for accuracy;
- Summarize common cause facts and issues on pleadings;
- Issuing of Court process, i.e. Judicial Case Management notices, etc.
- Prepare draft orders for the Judges' approval before signature and verification and signing of such orders; and
- Assist Judges with all cases from inception to conclusion; and
- Attend to taxation as taxing master of the High and Supreme Courts.

**Key Competencies**

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to prioritize and manage work effectively

**DEPARTMENT: JUDICIAL SERVICES  
DIRECTORATE: SUPREME & HIGH COURTS  
DIVISION: HIGH COURT, NORTHERN LOCAL DIVISION**

**Post designation** : Control Legal Clerk Grade 6

AMENDMENTS TO PSM CIRCULAR NO. C OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 MARCH 2025, CLOSING DATE 11 APRIL 2025

<b>1xPost</b>	:	Oshakati, High Court
<b>Scale of salary</b>	:	N\$354,883 - N\$424,119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate National Diploma in Accounting, Financial Administration/ Management or Business Administration/ Management on NQF Level 6 or equivalent qualification plus **Seven (7)** years' experience in quasi-judicial functions and court administration at the High Court, a Magistrate's Office or a combination of the two.

**Additional requirement:** Applicants within the Public Service must be at a level of Chief legal Grade 8 and probation must be confirmed at the date of advert.

**Key performance areas:**

- Overall management and control of heads of administration at the High Court, Northern Local Division;
- Train heads of administration and administrative staff at the High Court;
- Execute the administrative duties as prescribed in the codified and Treasury Instructions and other relevant legal instruments;
- Oversee the implementation of performance management system at the High Court, Northern Local Division;
- Conduct in-service training of all staff at the High Court, Northern Local Division;
- Ensure daily Checking of all registers and reconciliation by the heads of administration;
- Ensure the submission of monthly expenditure cash account to Division Financial Management of Office of the Judiciary,
- Ensure that payment vouchers are submitted on a monthly basis to the Deputy Registrar, High Court;
- Ensure that the recommendations made in the Financial inspections are implemented by the heads of administration;
- Provision of advice to all staff members in accordance with the High Court Act, High Court Rules and Practice Directions, Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc.;
- Conduct interviews, to recruit staff for promotion and appointment;
- Launch investigation in terms of misconduct of reported/ detected/ suspected cases of irregularities and misconducts;
- Facilitate the implementation and achievement of the strategic objectives as outlined in the strategic plan and annual plan of the Directorate Supreme and High Courts
- Perform quasi- judicial functions;
- Ensure the provision of training on eJustice to newly appointed staff members;
- Report maintenance and renovation needs of court facilities and assigned houses;
- Ensure the submission of vehicle log summary reports by the heads of administration to the Deputy Director: General Service on a monthly basis;

- Facilitate the appointment of relief judges and staff in the High Court, Northern Local Division;
- Facilitate the appointment of occasional interpreters in the High Court, Northern Local Division;
- Execute any other duties assigned by the supervisor or any other authorized persons.

**Key Competencies:**

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively and efficiently

4. The following post on the establishment of the Office of the Judiciary which was advertised in **PSM Circular No. C of 2025 dated 14 March 2025** is hereby amended in terms of the **additional requirements** hence it must read as follows:

**DEPARTMENT: JUDICIAL MANAGEMENT  
DIRECTORATE: ADMINISTRATION  
DIVISION: GENERAL SERVICES, SUBDIVISION: PROCUREMENT AND ASSET  
MANAGEMENT, SECTION: FLEET MANAGEMENT**

<b>Post designation</b>	:	Chief Administrative Officer Grade 8
<b>1xPost</b>	:	Windhoek
<b>Scale of salary</b>	:	N\$ 238, 825 – N\$ 285, 420
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate National Diploma in Transport Management on NQF Level 6 or equivalent qualification plus **five (5)** years' proven experience in Fleet Management.

**Additional requirement:**

- Driver's Licence: A valid Code B
- Knowledge of Government Fleet Policies & Financial Regulations.
- Understanding of Occupational Health & Safety (OHS) regulations in transport.
- Willingness to travel as needed for supplier visits and vehicle inspections.
- Strong understanding of **vehicle maintenance schedules, repairs, and lifecycle management**
- Ability to supervise and coordinate support staff effectively.
- Strong problem-solving and decision-making skills in fleet operations.
- Strong **record-keeping skills** for vehicle history and compliance tracking.

- Excellent communication and negotiation skills (for supplier engagements).
- High level of analytical and organisational skills.
- Ability to handle pressure and multitask in a high-demand environment.

**Key performance areas:**

- Review and develop fleet management operating guidelines;
- Define maintenance schedule plans for each vehicle and ensure that vehicle histories are kept in the file.
- Review, develop, and update electronic databases for each vehicle.
- Plan and facilitate the annual inspection process for each vehicle.
- Manage the fleet and assign tasks to support staff members.
- Prepare submissions for procurement of repairs, registration payments, license disc renewals and various directives;
- Liaise with and visit suppliers to address challenges related to vehicle repairs;
- Prepare the annual hypothetical budget for the Subdivision of Fleet Management and Support Services
- Provide various reports on fleet-related issues;
- Plan, process, and execute vehicle purchases and replacements as required;
- Review and monitor maintenance schedules for vehicles and develop quarterly maintenance plans;
- Sign job cards for vehicle repairs conducted by suppliers;
- Facilitate the assessment of vehicles involved in accidents to determine the extent of repairs or recommend writing off the vehicles;
- Prepare submissions to Treasury for the disposal of vehicles
- Conduct one-one-one quarterly performance reviews;
- Compile monthly and quarterly sub-divisional reports.

**Applicants should note the following:**

- Applicants within the Public Service **must** attach proof of confirmation of probation to their application forms for employment;
- Applicants with foreign qualifications **must** attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- The activities of the Office of the Judiciary are sensitive and of strategic importance, thus candidate must be aware that a security clearance in respect of shortlisted candidates may be required at any time and their co-operation in that regard will be expected;
- Applicants who only partially complete and /or do not sign application forms, or who do not attach originally certified documents such as Identity Documents, Qualifications and CVs will be disqualified. Hence applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable; and
- Please note all documentation **must** be originally certified and **must** be attached to the application form.

**Applicants in designated groups especially women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply.**

**Please further note:**

Only Shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents shall be returned to the applicants.

The following officials may be contacted at the Human Resources Management Division in the event that further **enquiries** or information is required:

**Mesdames** Aletta F. Emvula, Tel: 061- 435 3603, Lea NN Shatoolwa, Tel: 061- 435 3605, Rosalia Hangula Tel: 061 435 3577, Fredrika Shipatuleni Tel: 061435 3576

Applications (Form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director  
Office of the Judiciary  
Private Bag 13412  
WINDHOEK**

OR

**Hand delivered at the Office of the Judiciary, Schönlein Building, Schönlein Street, Windhoek West.**

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5. The following post on the establishment of the Ministry of Education, Arts and Culture which was advertised in **PSM Circular No. C of 2025 dated 14 March 2025** is hereby amended in terms of the **appointment requirements**, hence it must read as follows;

## **MINISTRY OF EDUCATION, ARTS AND CULTURE**

### **DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT**

#### **DIVISION: EXAMINATION CERTIFICATION, DATA, CORRESPONDENCE AND ENQUIRES**

#### **SUBDIVISION: EXAMINATION CERTIFICATION AND DATA**

<b>Post Designation</b>	:	Chief Education Officer Grade 5
<b>1xPost</b>	:	Windhoek (DNEA)
<b>Salary Scale</b>	:	N\$ 432, 601 –N\$ 517, 195
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Degree or equivalent qualification on NQF Level 7 or 8 plus 8 years appropriate experience.

#### **Supplementary Selection Requirements:**

- Knowledge of national and international examination standards and certification policies.

- Experience in quality assurance, validation, and verification of examination results and certificates.
- Strong understanding of National Qualifications Frameworks (NQF) and international equivalency frameworks.
- Knowledge of data protection laws and security protocols related to examination data and certification records.
- Understanding of data privacy regulations and experience in data quality management and compliance.
- Proficient in computer applications with advanced knowledge of Microsoft Office Suite, especially Microsoft Word and Excel. Demonstrates strong skills in creating, editing, and formatting documents and spreadsheets, as well as efficiently utilizing advanced features and functions within these tools.
- Excellent communication, teamwork, and problem-solving abilities, with the capacity to document and present data insights effectively.

**Enquiries:** Ms. C.Tsumis-Garises Tel: (061 2933432)

**Note:** All interested applicants should complete the necessary Application Forms 156043 and Health Questionnaire 156094 (obtainable at any government office), attach a detailed comprehensive Curriculum Vitae (CV), **original certified** copies of qualification (s) with **transcript of qualification (s)**, Identity Document, testimonials and confirmation of probation if applicable. All foreign qualification (s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). In terms of Affirmative Action Plan, suitably qualified racially disadvantaged persons, persons with disabilities and women are encouraged to apply.

**Applications should be addressed to:**

**Ministry of Education, Arts & Culture  
Human Resource Office  
Private Bag 13186  
Windhoek**

**Or hand deliver at:**

**Government Office Park, Luther Street  
Human Resource Office, 2<sup>ND</sup> Floor,  
East Wing, Room No. 275**

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6. The following posts on the establishment of the Ohangwena Regional Council, Directorate of Education, Arts and Culture **were omitted from PSM Circular No. C of 2025, dated 14 March 2025**, hence they should be included;

## **OHANGWENA REGIONAL COUNCIL**

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE  
DIVISION: LIFELONG LEARNING, ARTS AND CULTURE**

## SUB-DIVISION: ADULT AND CONTINUING EDUCATION

<b>Post Designation</b>	:	Chief Education Officer Grade 5
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Transport Allowance</b>	:	N\$17,424 per annum
<b>Housing Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements.** An appropriate degree or equivalent qualification at NQF Level 7, plus eight (8) years of relevant experience.

**Supplementary Selection requirements:** Preference will be given to candidates with relevant experience, and qualifications in either Adult Education and Community Development or Lifelong Learning and Community Education. Computer literacy and a valid driving license will be an added advantage.

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## DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: SCHOOLS

<b>Post Designation</b>	:	Principal Grade 5
<b>3xPosts</b>	:	Onandjaba Primary School (Okongo Circuit) Tueufiilua S. Nepunda Combined School (Otunganga Circuit) Epoli Combined School (Ongha Circuit) Re- advertisement
<b>Salary Scale</b>	:	N\$432,601 – N\$517,195
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Appointment Requirement:** A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience **Or** An appropriate recognized 3 – year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

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

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<b>Post Designation</b>	:	Head of Department Grade 6
<b>22xPosts:</b>	:	Mwadikange Kaulinge Secondary School Mathematics and Science (Physics & Chemistry Grade 10-12) (Ondobe Circuit) Re-advertisement  Kornelius Combined School (Mathematics and Physical Science Grade 8-11)

(Ondobe Circuit)

Okahenge Combined School (Mathematics and Physical Science Grade 8-12) (Ohakafiya Circuit) Re-advertisement

Ndadi Primary School (Junior Primary Phase) (Oshikwanyama Mol) (Ohakafiya Circuit) Re-advertisement

Tuefiilua S. Nepunda Combined School  
**Post A:** (Mathematics and Physics Grade 8-11) (Otunganga Circuit)  
**Post B:** (English and Oshikwanyama Grade 4-11) (Otunganga Circuit)

Onakatumbe Combined School (English and Oshikwanyama Grade 4-9) (Eenhana Circuit) Re-advertisement

Onamukulo Combined School (English and Oshindonga Grade 4-11) (Otunganga Circuit)

Emilia Shimweefeleni Combined School (English and Oshikwanyama Grade 4-9) (Ondobe Circuit)

Nambongo Kasita Primary School (English and Oshikwanyama Grade 4-7) (Endola Circuit)

Omukukutu Combined School (English and Oshikwanyama Grade 4-9) (Oshikunde Circuit) Re-advertisement

Engela Junior Secondary School (English and Oshikwanyama Grade 8-11) (Ohangwena Circuit)  
Eengendjo Secondary School (Technical Subjects (Woodwork/Metalwork/Building Studies/Designs and Technology Grade 8-12) (Endola Circuit) Re-advertisement

Etomba Combined School (Social Sciences (History and Geography Grade 4-11) (Ondobe Circuit)

Nailenge Primary School (Junior Primary Phase) (Oshikwanyama Mol) (Ongha Circuit)

Peumba Combined School (Junior Primary Phase) (Oshikwanyama Mol) (Endola Circuit)

Etsapa Combined School (Mathematics and Physical Science Grade 4-9) (Epembe Circuit)

Wangushu Combined School (Junior Primary Phase) (Oshikwanyama Mol) (Ohakafiya Circuit)

Omatha Combined School (Junior Primary Phase) (Oshikwanyama Mol) (Otunganga Circuit)

Onanghulo Combined School (Accounting and Business Studies Grade 8-11) (Ongha Circuit)

Ovatelo Combined School (Mathematics and Physical Science Grade 4-9) (Endola Circuit)

Oshaango Combined School (Mathematics and Physical Science Grade 4-11) (Otunganga Circuit)

<b>Salary Scale</b>	:	N\$354,883 - N\$424,119
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirement:** 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 one (1) year teaching qualification plus 6 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/ Junior Secondary /Senior Secondary Phase).**

**The shortlisting of Heads of Department posts will be done in terms of the major fields of study.**

**NB: Complete a prescribed application form in full “Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application”**

**Applicants should note the following:** Applications for employment on form (156043) and Health Questionnaire (156094) obtainable from all government offices, must be accompanied by a comprehensive CV, two recent testimonials from **2023 to date**, certified copies of Namibian ID or proof of citizenship, educational qualifications, academic records/transcripts and proof of previous experience. Proof of confirmation of probation must be attached.

Preference will be given to Namibian nationals. Suitably qualified persons from designated groups are encouraged to apply. Faxed or emailed applications will not be accepted. Applicants with foreign qualifications must attach proof of evaluation of such

qualifications from the Namibia Qualification Authority (NQA). Only shortlisted candidates will be contacted. No documents will be returned.

**NB:** Prospective applicants who **do not meet** the appointment requirements as outlined above are advised **not to apply**. Only Candidates who meet the prescribed appointment requirements will be considered for possible short listing.

Please send applications on prescribed forms to:

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

OR

**Hand Delivery:**

**Ohangwena Education Office  
Eenhana  
HR office  
1<sup>st</sup> Floor**

**Enquiries:** Ms. Sara H L T Ndeshimona and Mr. Akwilinus I. Paulus Tell: 065 290 215

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7. The following posts on the establishment of the Oshikoto Regional Council, Directorate of Education, Arts and Culture which were advertised in **PSM Circular No. C of 2025 dated 14 March 2025** are hereby **amended** in terms of the **duty station and remoteness allowance**, hence they should read as follows;

## **OSHIKOTO REGIONAL COUNCIL**

### **DIRECTORATE OF EDUCATION, ARTS AND CULTURE**

<b>Post Designation</b>	:	Principal Grade 5
<b>3xPosts</b>	:	Oshangwena Primary School (Onyaanya Circuit, Kaatry Imalwa Junior Primary School (Oshivelo circuit) Omuthiya English Medium PS (Omuthiya circuit)
<b>Salary Scale</b>	:	N\$ 432, 601 –N\$ 517, 195
<b>Housing Allowance</b>	:	N\$ 17,424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10,512.00 per annum

**Appointment 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.

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**POST 10**  
**DEPARTMENT: LANGUAGES**

<b>Post Designation</b>	:	Head of Department grade 6
<b>1xPost</b>	:	Sheefeni Combined School (Onkumbula Circuit)
	:	English & Oshindonga Grade 4-9
<b>Salary Scale</b>	:	N\$ 354, 883 –N\$ 424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum
<b>Remoteness Allowance</b>	:	N\$ 21,000.00 per annum

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**POST 12**  
**DEPARTMENT: JUNIOR PRIMARY**

<b>Post Designation</b>	:	Head of Department grade 6
	:	Medium of Instruction: Oshidonga, Pre-grade and Grade 1-3
<b>1xPost</b>	:	Onguma Primary School (Oshigambo Circuit)
<b>Salary Scale</b>	:	N\$ 354, 883 –N 424 119
<b>Housing Allowance</b>	:	N\$ 17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum
<b>Remoteness Allowance</b>	:	N\$ 21,000.00 per annum

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**POST 13**  
**DEPARTMENT: LANGUAGES**

<b>Post Designation</b>	:	Head of Department grade 6
<b>1xPost</b>	:	Vilho Kamanya Combined School (Onyuulaye Circuit)
	:	English & Oshindonga Grade 4-9
<b>Salary Scale</b>	:	N\$ 354, 883 – N\$424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum
<b>Remoteness Allowance</b>	:	N\$ 21,000.00 per annum

**Take note:**

Applicants must attach certified copies of all their professional qualifications and academic records/transcripts and all foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority, Identity Document (ID), Curriculum Vitae, two recent testimonials (not older than 2 years) and confirmation of probation letter. Incomplete form will disqualify your application.

Public Service application form for employment 156043 and health questionnaire form 156094 together with the above mentioned documents should be addressed to:

**The Regional Director  
Former Ondangwa West Building  
Private Bag 2028  
Ondangwa**

**OR**

**Hand Delivery to:** Human Resource Office, Oshikoto Education Directorate, Ondangwa

**Enquiries:** Ms. Tuhafeni N. Heita /Ms EM Shilumbu @0819500600

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Kindly circulate the attached notice to all staff members in your Offices/Ministries/Agencies/RCs. Any inconvenience caused is regretted.

***Signed by:***

**SUSAN NTEMA  
ACTING DEPUTY EXECUTIVE DIRECTOR: DPSM**