



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

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Ref.: **13/18/5**

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Department Public Service Management

BPI House, Independence Avenue

PO Box 1117

WINDHOEK

23 NOVEMBER 2023

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

CC: PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. J OF 2023

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 requests for internal advertisements are to be forwarded by e-mail to Ms Sezuni at Margaret.Sezuni@opm.gov.na, not later than the 10th of each month at 14H00. **The Offices/Ministries/Agencies 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 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

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computer dysfunction at the above e-mail address, an alternative e-mail address will be provided.

3. Offices/Ministries/Agencies 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 are urged to make sure that the contents of the requests e-mailed for advertising are correct in all respects because this office will not edit nor take the responsibility for any wrongly placed advert.

(a) To Candidates

NB: Candidacy is not limited to Public Servants only. Preference will be given to Namibian Nationals.

- (i) **Applications (on form 156043) must be addressed to the Executive Director of the relevant Office/Ministry/Agency at the address indicated in the annexure and must be submitted via the Human Resource Office.**
- (ii) Applications must be accompanied by a **comprehensive curriculum vitae and certified copies of educational qualifications. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).**
- (iii) 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).
- (iv) 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).
- (v) 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).

To Offices/Ministries/Agencies of Candidates

(i) Each application that is received by the Human Resource Office must be submitted to the relevant Office/Ministry/Agency 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 two Executive Directors for the short-term retention of the staff member will be mutual agreement between those permanent secretaries. If necessary formal secondment can be resorted to if the situation so dictates (vide PSSR BVII/IX on secondment)

(b) To the Offices/Ministries/Agencies whose vacancies are contained in the Annexure

- (i) Applications which do not meet the requirements set out in paragraphs 4(a)(i), (ii) and (iii) as well as paragraph 4(b)(i) above, must be returned without further delay to the relevant Office/Ministry/Agency for rectification.
- (ii) Applications are scheduled on form ZO/353(1) according to the prescriptions contained in PSSR B.II/II.
- (iii) The schedule [form ZO/353(1)] as well as the application form and other relevant documents of all scheduled candidates must be submitted to this department together with the letter of nomination. Full motivation must be provided with regard to the candidates not nominated. The last column on the right-hand side of the schedule [form ZO/353(1)] must be used for this purpose.

General

Candidates as well as Offices/Ministries/Agencies are advised to take cognizance of the provisions of PSSR B.II/II, especially paragraphs 2.6, 2.7 and 2.8 of the said chapter.

5. All staff members who were appointed/promoted/transferred to job designations or job categories with relaxation of the prescribed educational qualifications will no longer be allowed to advance further in the job categories for which relaxations were granted, unless they obtain the prescribed educational qualifications required for the job designations they are aspiring to.

6. CLOSING DATE: 22 DECEMBER 2023

Signed by Tuyakula Haiping
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CARDE

ERONGO REGIONAL COUNCIL OFFICE OF THE CHIEF REGIONAL COUNCIL DIRECTORATE: DEVELOPMENT PLANNING, MONITORING & EVALUATION.

Post Designation	:	Director Grade 3
1x Post	:	Swakopmund
Salary Scale	:	N\$528,193 – N\$560,522
Housing Allowance	:	N\$81,558 per annum
Motor Vehicle Allowance	:	N\$114,475 per annum

Minimum Requirements: An appropriate Bachelor's Degree at NQF Level 7 (or equivalent qualification) in one of the following fields: Development Planning, Economics, Environmental Management, Project Management, Regional and Rural Development plus nine (9) years appropriate experience. Five (5) years should have been served at the level of Deputy Director Grade 4 or equivalent level.

Supplementary Requirements: Preferences will be given to candidates with Masters Degree in Planning Related Field. Candidates 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 on 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 programs.

Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by **original** certified copies of qualifications, Transcript of Academic record, ID document together with comprehensive Curriculum Vitae. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) to determine their level. Failure to answer or omission of any question on the application form may lead to automatic disqualifying the application.

Applicants must attach proof of confirmation of probation to their application forms.

Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply.

Please note: Only shortlisted candidates will be contacted and no documents will be returned. No faxed documents or duplicate copies will be accepted.

Applications should be addressed to:

**The Acting Chief Regional Officer
Erongo Regional Council
Private Bag 5019
Swakopmund**

Enquiries: Ms E Haindongo 064- 4105738 and Ms M J Nicolaõ 064-4105758

MANAGEMENT CARDE

MINISTRY OF FINANCE AND PUBLIC ENTERPRISES
DIRECTORATE: DIRECTORATE ASSET, CASH & DEBT MANAGEMENT
DIVISION: ASSET MANAGEMENT

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$492,567 - N\$517,836
Housing Allowance	:	N\$68,188 per annum
Motor Vehicle allowance	:	N\$102,701 (Capital and Running Cost) per annum

Minimum Requirements: An appropriate Bachelor's Degree or equivalent qualification on NQF Level 7, majoring in Accounting, Finance, Economics, Business Administration, Public Management plus nine (9) years working experience in Fixed and Immovable Asset Management, Finance, Stock Management.

Key Performance Area:

- To assist the Director of Asset, Cash and Debt Management to manage and maintain a strict and effective control of all moveable and immovable State properties country wide as well as those in foreign missions"
- Supervise, manage and maintain a strict and effective control of all moveable and immovable State Assets Provide guidance to the overall Management and maintenance a comprehensive asset register, the acquisition, losses and disposal of assets.
- Manage the assets management Division by providing leadership and guidance
- Monitor and manage staff development plan and performance against the achievement of Departmental objectives.
- Provide guidance to the Division Asset Management, with regards to System development, stock control, auctions, Inspection and training activities.
- Design and develop asset management systems, policies, perform strategic and annual physical asset management planning. This includes the annual verification of assets, through inspection and stocktaking.
- Develop, monitor and implement an acquisition, maintenance and disposal plans for assets as well as providing guidance and advice to the staff on asset and disposal management matters in order to promote correct implementation of sound asset and disposal management practices.
- Develop, manage and monitor the implementation and adherence to the Asset Management Policy, in line with the state Finance Act.
- Provide overall supervision and coordinate all System, analysis inspection, stock-taking, and training reports for approval in consultation with the Director, Assets Cash and Debt Management, in line with Treasury Instructions and Stock Administration procedures.
- Supervise and manage all issues pertaining to the Asset Management Module (AMM) of the Integrated Financial Management System (IFMS) by way of ensuring that staff members are trained on the functionality of the AMM.
- Provide input to the compilation of the budget for the division in consultation with the Director.
- Supervise overall inspection as required at different regions. Control programmes of ministries regarding the execution of annual stock-taking and discrepancies found during such stock-taking and further coordinate the investigations and ensure that they are dealt promptly.

- Provide input to the revision of Treasury Instructions and the Stock Control System and inspections related to unclear or possibly irregular situations that might be reflected on stock-taking reports or submissions as well as to inspect equipment to be auctioned.
- To ensure officials within the asset management Division are well trained on asset management functions as well as on asset management systems, processes, procedure and policies.
- Coordinate all Government Auctions and to ensure fair play as well as optimum income for Government.
- Manage relationships and ensure coordination between the Division, internal and external stakeholders
- Carry out any other functions as assigned by the Director, Deputy Executive Director as well as Executive Director.

Enquiries: Mr. Marten Ashikoto Tel: 061 209 2172

DIRECTORATE: LEGAL ADVICE

Post Designation	:	Deputy Director, Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$492,567 – N\$517,836
Housing Allowance	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 (Capital and Running Cost) per annum

Minimum Requirements: An LLB Degree, on NQF Level 7, with subject credits especially in Company/Corporate Law Plus, at least nine (9) years relevant legal experience of which two (2) years should be a Chief Level / Supervisory level in the private and public sector. Admission as a Legal Practitioner of the High Court of Namibia will be an added advantage.

Competencies:

- A team player, highly motivated, organised, self-driven, focused and resilient;
- Ability to work interdependently with other professionals and executives;
- Ability to independently do research background in the field of law and provide legal advice;
- Strong analytical, interpersonal and communication skills (in both oral and written format)
- Computer literacy;
- Adequate knowledge of the Public Enterprises Governance Act of 2019 (Act No. 1 of 2019) and Companies Act, 2002 (Act No.28 of 2004).
- In depth knowledge /background on compliance management.
- Respond to alleged violations of rules, regulations, policies, procedures and standards/codes of conduct.
- Ability to resolve complex matters and work independently.

Primary Responsibility: Reporting to the Director: Legal Advice. The Deputy Director shall perform and execute routine and progressively complicated legal advisory and compliance functions and activities related to the core functions of the Ministry.

Key Performance Areas:

- Study, analyse and critically interpret legal principles and information and, formally, and informally propose recommendations that will assist the Ministry in the execution of their respective legal mandate.
- To work as an integral part of the Directorate: Legal Advice team, reporting to the Director of Legal Advice and providing strategic direction and leadership.

- Apply acceptable standards of corporate governance and business principles in accordance with legal and ethical requirements and assist with the formation of mutually beneficial working alliances with clients
- To assist the Director: Legal Advice in the transformation of legal functions and to ensure the provision of professional legal advice and support.
- Drafting both technical and non-technical information in a knowledgeable, clear and concise manner.
- Research and formulation of cases/precedents, and persuasively state the position of all issues in the context of Public Enterprises.
- Structure workload and manage time effectively by anticipating and prioritizing activities.
- Keeps good records management practices to build institutional memory and maintain orderly well organized office.
- Working with the Director: Legal Advice, to lead the provision of high quality, solution-focused legal and governance advice/services that are reflective of the needs of the clients of the Directorate: Legal Advice
- Craft/Develop clear, result-oriented directives that will ensure that a strong corporate governance culture is achieved in all public enterprises and that decision-making in public enterprises meets the highest standards of ethical and corporate governance.
- Ensure that public enterprises are provided with the timely and appropriate legal advice, and ensure proprietary decision making in all public enterprises/clients.
- Provide training on the implementation of the Public Enterprises Governance Act, 2019 (Act No.1 of 2019).
- Initiate, develop, maintain and revise policies and procedures for the general operation in Public Enterprises with the aim of preventing illegal, unethical and improper conduct in Public Enterprises.
- Attend to any Ad-Hoc functions relevant to the position.

In terms of the Affirmative Action Plan of the Ministry of Finance and Public Enterprises, qualifying females and persons with disabilities who meet the prescribed advertisement requirements are encouraged to apply.

Application forms **156043** (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).

Please Note: Only short-listed candidates will be notified, and no documents will be returned.

Applications must be addresses to:

**The Executive Director
Ministry of Finance and Public Enterprises
Private Bag 13295
Windhoek**

Or hand delivered at:

**Ground Floor
East Wing Fiscus Building**

Enquiries: Martha Domingos Tel: 061 2023608

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MANAGEMENT CARDE

MINISTRY OF HEALTH AND SOCIAL SERVICES DEPARTMENT: REGIONAL HEALTH AND SOCIAL WELFARE SERVICES

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$492,567 – N\$517,836
Housing Benefits	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 (Capital and Running Costs) per annum

Minimum Requirements: A B-Degree at NQF L7 plus nine (9) years' appropriate experience of which five (5) years of experience should be in health service delivery.

Additional Requirements: Good grounding on Ministerial policies and health strategies in pursuit of quality health services delivery and high-performance teams. Well acquainted with the operations of health system at national, regional district level and community levels.

Applicants within the Public Service should be at a level of Grade 5 and should attach proof of confirmation of probation. Candidates from outside the public service must attach proof of current job level at a level of Grade 5. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered. Must be computer literate and must have a driver's license.

Purpose: To assist the Office of the Deputy Executive Director for the Department Regional Health and Social Welfare Services in executing its mandate by planning and coordinating activities across directorates and specialized divisions to ensure synergy and coordination at the regional level in all regions.

Key Performance Area:

Overall responsibility of the incumbent is to lead the national team within the Department in the coordination activities and support to all Regional Management Teams, facilitate incoming and outgoing requests and track actions for timely response and feedback. Other key functions include:

- Plan Departmental coordination activities for financing, budgeting, control expenditure and ensure optimal use of resources.
- Plan and facilitate communications with Regional Management Teams to identify their needs and link up with relevant units/directorates for actions.
- Plan, coordinate and follow up with RMTs to ensure timely compliance with various commitments within the Ministry and external customers.
- Coordinate support to RMTs to ensure implementation of customer service charters, functional multi-disciplinary quality control committees and national quality improvement programs.
- Collaborate with all Directorates and Specialized Units to identify best practices and bottlenecks with a goal of improving efficiency and responsiveness.
- Support RMTs in the implementation and compliance with national policies and protocols.

- Meaningfully contribute at ministerial committees and technical working group meetings to ensure synergy and coordination at implementation level.
 - Co-operate with other directorates, Quality Assurance division, Legal Services Unit and training institutions to ensure that pre-, post-, and in-service training of health workers are in accordance with Ministry's priorities
 - Support the Department in strengthening coordination and collaboration within various Directorates/Units and across all teams, maintain and ensure constructive communications, contribute to a positive working environment.
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**DIRECTORATE: HEALTH INFORMATION & RESEARCH
DIVISION: RESEARCH MANAGEMENT**

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$492,567 – N\$517,836
Housing Benefits	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 (Capital and Running Costs) per annum

Minimum Requirements: A B-Degree at NQF L7 in health-related field plus nine (9) years' appropriate experience.

Additional Requirements: Candidate must have five (5) years of the nine (9) years' experience in health systems research. A postgraduate qualification in Public Health or Epidemiology or Biostatistics. Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Key Performance Area:

- Coordinate promotion and coordination of Health Research in the country
- Coordinate the development and implementation of the research agenda
- Facilitate the development of Health Systems Research in the country
- Organization health research data and data requests
- Overall management of the Division

Enquiries: Ms. NT. Tauya, Ms. E. Andreas, HRM office, Head office, Tel. No.: 061-2032179 or 2032189

**DIRECTORATE: HEALTH TECHNOLOGY & INFRASTRUCTURE MANAGEMENT
DIVISION: PHYSICAL FACILITY MAINTENANCE**

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$492,567 – N\$517,836
Housing Benefits	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 (Capital and Running Costs) per annum

Minimum Requirements: A B-Degree at NQF L7 in health-related field plus nine (9) years' appropriate experience.

Additional Requirements: Candidate must have five (5) years of the nine (9) years' experience in health systems research. A postgraduate qualification in Public Health or Epidemiology or Biostatistics. Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of

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current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Key Performance Areas:

- **Project and maintenance management:**
Prepare lists of civil/structural, electrical, mechanical infrastructures in need of rehabilitation together with priority lists
Consolidate the annual report on general condition of civil/structural, electrical, mechanical infrastructures within the public health facilities
 - **Financial Management:**
Compiling of cost estimation and preparation of requisition for expenditure for approval.
 - **Human Resources Management:**
Directly supervise the subordinates in the sub-office
Attend to human resource matters in the division.
 - **Asset management:**
Manage and control allocated materials, equipment and the maintenance of GRN infrastructure
Manage and control the maintenance information system of the sub-division.
Investigate and submit reports for accidents and losses incurred within the sub-division
Monitor the usage of assets in the division
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**DIRECTORATE: FINANCE & PROCUREMENT
DIVISION: EXPENDITURE**

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$492,567 – N\$517,836
Housing Benefits	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 (Capital and Running Costs) per annum

Minimum Requirements: A B-Degree in the field of Finance or Accounting or Commerce at NQF L7 plus nine (9) years' appropriate experience.

Additional Requirements: Candidate must have five (5) years experience at a supervisory level in a financial environment.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Key Performance Areas:

- Preparation of staff expenditure
 - Ensure reconciliation, printing, and issuing of PAYE certificates
 - Ensure preparation and payments of creditors
 - Prepare and account of DSA
 - Provide response to audits queries
 - Ensure compliance by financial units at all levels with standard government financial management rules and regulations
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DIRECTORATE: GENERAL MANAGEMENT
DIVISION: SECURITY AND RISK MANAGEMENT

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$492,567 – N\$517,836
Housing Benefits	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 (Capital and Running Costs) per annum

Minimum Requirements: A B-Degree in either Security Management or Police Science or Correctional Service or Military Science on NQF Level 7 plus nine (9) years appropriate experience. Confirmation of probation is subject to the successful completion of the Security Awareness training for Managers by Namibia Central Intelligence Service (NCIS).

Additional Requirements: Candidate with experience in Security management and risk management will have an advantage.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered.

Please note: The appointment of this job category: is subject to vetting.

Main Responsibilities:

- To control, maintain, monitor, direct and manage the security services division in the function of –vetting and security clearances, security organization, security administration, security maintenance in the Ministry of Health and Social Services and provide security advice to all sub-offices of the Ministry.
- To develop, review, oversee and evaluate the implementation of the various security directives, manuals and policies in the Ministry.
- To ensure 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, security policies and plans in the Ministry are developed, managed and strictly implemented, enforced and adhered to.
- To direct and control the execution of vetting and to chair the vetting committee with regard to confidential security clearance.
- To investigate the contravention of security directives and advise the Executive Director in respect of appropriate steps deemed necessary as a result of such investigations.
- To be the Principal security liaison officer of the Ministry with other bodies of government.
- To provide expert advice, guidance and support to managers, supervisors and general staff members in the Ministry.

Applications must be submitted on form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, Identity document, detailed CV and academic records. **All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).** Applicants who failed to complete all items on the application form (incomplete applications) and not attaching the necessary documents will disqualify the application. No documents will be returned.

Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply. **All foreign qualifications must be accompanied by NQA evaluation.**

Application forms 156043 (obtainable at all Government Offices) together with a comprehensive curriculum vitae and certified copies of Educational Qualifications must be submitted to:

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**The Executive Director
Ministry of Health and Social Services
Head office
Private Bag 13198
Windhoek.**

Hand delivery to Subdivision:

**Human Resources Management
Ministerial Building (Head Office) Harvey Street
Windhoek**

Enquiries: Ms. N. Tauya, HRM office, Tel. No.: 061-2032189

MANAGEMENT CARDE

MINISTRY OF INDUSTRIALISATION AND TRADE
DEPARTMENT: TRADE AND COMMERCE
DIRECTORATE: INTERNATIONAL TRADE
DIVISION: TRADE AGREEMENTS

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$492,567 – N\$517,836
Housing Benefit	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 (Capital and Running costs) per annum

Minimum Requirements: A B - Degree at NQF Level 7 in Economics, International Relation/Trade, Marketing, Commerce, Commercial Law, Public Administration, and Business Management/Administration subjects plus nine (9) years appropriate experience. A Post-Graduate qualification in Trade Policy or trade related discipline will be an advantage.

Key Competencies Required:

- At least four (4) years' experience at a Chief level in the public service or equivalent level in the private sector.
- Sound Knowledge of the Namibian Economy and Government policy on trade, regional, continental and global economic integration.
- Knowledge and understanding of Namibia's membership and obligations to regional and multilateral organizations in respect of trade.
- Strategic thinking, planning, leading, interpersonal skills, analytical thinking, communication, negotiation, management.
- Ability to lead, motivate and develop individuals;
- Familiarity with relevant government legislation and administration procedures and;
- Understand the various interrelations, functions and operations of Central Government and various O/M/A's;
- Experience in strategic planning, policy development and programme formulation.

Responsibilities:

- Provide strategic leadership in activity based planning and management of the Division and its components.
- Manage and coordinate the operations of national committees established under the trade agreements Namibia is party to.
- Manage and supervise the work of the officials of the Division with a view to ensure high standards of performance and outputs.
- Manage human, financial and physical resources of the Division and ensure institutional capacity building and preserve sustainable institutional memory.
- Provide regular reports to the Director of International Trade and to Management.
- Ensure proper coordination of Namibia's implementation of international trade commitments assumed under trade organizations to which Namibia is a member, such as SACU, SADC, WTO and UNCTAD, and bilateral agreements.
- Engender the national positions and strategies with legal inputs for trade negotiations at bilateral, regional and multilateral.
- Provide regular briefings to both the Government and the business community on progress regarding implementation of bilateral, regional and multilateral trade agreements.
- Ensure regular and consistent national consultations on trade matters for the purpose of trade negotiations and implementation of trade agreements.

Applications must be accompanied by a probation confirmation letter. Failure to complete all items on the applications form (156043), and not attaching all the necessary certified documents will disqualify the application. Only short-listed candidates will be contacted and no documents will be returned.

Foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached and application (s) forwarded to:

**The Executive Director
Ministry of Industrialization and Trade
Private Bag 13340
Windhoek**

Or hand deliver at:

**Ministry of Industrialization and Trade
Block A Brendan Simbwaye Sq Goethe Street
2nd floor
Windhoek**

Enquiries: Mr. Asser Nashikaku 061 - 283 7331; Ms. Lydia Mwangala, Tel No. 061 – 283 7519;

MANAGEMENT CARDE

MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION DEPARTMENT: MULTILATERAL RELATIONS AND COOPERATIONS DIVISION: REGIONAL ORGANISATION

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$492,567 – N\$517,837
Motor Vehicle Allowance	:	N\$102,701 per annum
Housing Allowance	:	N\$68,188 per annum

Minimum Requirements: An appropriate B-degree at NQF Level 7 or equivalent qualification plus nine (9) years appropriate experience. Qualifications in Diplomatic studies/Politics/International Relations/Laws/ Economic will be an added advantage.

Competencies: Knowledge of the Namibian Foreign Policy and its Management, Multilateral diplomacy, Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, financial management and negotiation skills.

Areas of Responsibility:

- Supervises Officers in his or her Division with regard to primary collection, assembling and analysis of data on assigned subjects towards the formulation of Namibia's Foreign Policy in each of the International and regional organizations of which Namibia is a member.
- Supervises and initiates the preparation of first drafts of minutes, briefs, memoranda, cabinet submissions and speeches on subjects as directed.
- Coordinates the processing of reports from Missions, responses to Missions correspondences and requests.
- Studies the policies of countries and/or organizations for when s/he has responsibility and coordinates advice on any significant policy changes or initiative which has an effect on Namibia's policies.
- Keeps tracks of Namibia's domestic policy which has an effect on multilateral relations and submits memoranda on their implication.
- Ensures participation of relevant officers in meetings of the Minister of International Relations and Cooperation, Executive Director and other managers with the Diplomatic Corps and other official visitors.
- Maintains Relations with the Diplomatic Corps at an appropriate level to exchange information and views on matters of relevant and mutual interest.
- Notwithstanding the above functions, the Ministry would expect all staff members to comply with all instructions issued to them to carry out official duties.

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013

BILATERAL RELATIONS AND COOPERATIONS

Post Designation	:	Deputy Director Grade 4
3x Posts	:	Windhoek
Salary Scale	:	N\$492,567 – N\$517,836
Motor Vehicle Allowance	:	N\$102,701 per annum
Housing Allowance	:	N\$68,188 per annum

Minimum Requirements: An appropriate B-degree at NQF Level 7 or equivalent qualification plus nine (9) years appropriate experience. Qualifications in Diplomatic Studies/Politics/International Relations/Laws/ Economic will be an added advantage.

Competencies: Knowledge of the Namibian Foreign Policy, Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, and negotiation skills.

Duty Sheet:

- He/she will be reporting to the Director, and will be a Head of a Division
- She/he will be responsible for coordinating the implementation and execution of Namibia's foreign policy;
- Supervises desk officers who work under him/her, assisting and advising on the drafting and preparation of speeches, memoranda and briefings;
- Liaise with Namibia's Missions abroad, Foreign Missions based in Windhoek or accredited to Namibia and based elsewhere;
- Study policies of countries and advises on any significant policy changes or initiatives which has an effect on Namibia's policies.
- Manage and supervise the implementation of foreign policy decisions of Government in addition to the day to day conduct of bilateral relations between Namibia and other countries.
- Responsible for maintaining Namibia's positive image abroad, through international interaction at appropriate levels;
- The promotion of Namibia's interests in areas such as business and investment, trade, tourism, culture, human resources development etc.
- Establishing common bilateral interests, Pursuance of international peace and stability; and exchanging information and recommending areas of co-operation;
- Facilitating conclusion of bilateral cooperation programmes, agreements and projects;
- Supervision of the compilation of the annual reports and other relevant documents for the Division.
- Provide guidance and training to subordinates;
- Any other duties assigned by the Director and other senior officials from time to time.

NB: Applications (on form 156043), obtainable at all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Identity document(s), **not order than six months.**

Staff members in the Public Service must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level.

All Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation must be attached. The confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant.

Only shortlisted candidate will be contacted and No application form and document will be returned.

Please Note: Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply.

Application forms should be hand-delivered or addressed to:

**Executive Director
Ministry of International Relations and Cooperation
Private Bag 13347
WINDHOEK**

Hand delivered to:

**Human Resource Office
MIRCO
Office No. 304
3th Floor, East -wing
WINDHOEK**

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013

MANAGEMENT CARDE

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION OFFICE OF THE LABOUR COMMISSIONER DIVISION: CONCILIATION AND ARBITRATION

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$492,567- N\$517, 836
Motor Vehicle Allowance	:	N\$102,701 (Capital and Running costs) per annum
Housing Benefit	:	N\$68,188 per annum

Minimum Requirements: An appropriate B-Degree on NQF Level 7 plus a minimum of nine (9) years of appropriate experience plus appointment by the Minister responsible for Labour as Conciliator in terms of Section 82(1) and as Arbitrator in terms of Section 85(3) of the Labour Act, 2007 (Act No.11 of 2007).

Additional Requirements: Appropriate qualifications required are from the following disciplines; LLB, Industrial Relations or Human Resources Management with bias in Labour Law and the Law of Evidence. Proven experience in resolving labour disputes adds an advantage. Computer literacy and a valid driver's license are mandatory. Candidate reaching the final stage of selection must be prepared to undergo a vetting process.

Applicants should note the following:

- Candidacy is not limited to Public Servants only and preference will be given to Namibian Nationals.
- Women and persons living with disabilities are encouraged to apply.
- Applicants within the Public Service **must attach proof of confirmation of probation** to their application for employment and those outside the Public Service must attach **testimonial (s) / certificate of service** from former and current employers in respect of work experience.
- **All foreign qualifications must be submitted with an evaluation of qualification from the Namibia Qualification Authority (NQA).**
- **Failure to complete all items on the application form for employment and not attaching the required documents will disqualify the application. Any parts of the application form that do not apply to you please indicate as such by writing N/A.**
- Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.
- Application form for employment 156043 and Health questionnaire form 156094 (obtainable at all Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational qualifications as well as academic records, identity documents and certificate of service or testimonials (if any) must be addressed to:

**The Executive Director
Ministry of Labour, Industrial Relations and Employment Creation
Private Bag 19005
Khomasdal
32 Mercedes Street
Windhoek**

OR hand-delivered at:

**The Ministry of Labour, Industrial Relations and Employment Creation
Khomasdal
32 Mercedes Street, Human Resource Office**

Enquiries: Ms. Kyllikki Sihlahla or Mr. Simon Amupolo Tel: 061- 206 6800/Tel: 061-206 604

MANAGEMENT CADRE

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE
DIRECTORATE: SPORT DEVELOPMENT
DIVISION: SPORT FOR MARGINALIZED PEOPLE AND WOMEN IN SPORT

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$492,567 – N\$517,836
Salary Notch	:	N\$492,567
Motor Vehicle Allowance	:	N\$102,701 per annum
Housing Benefit	:	N\$68,188 per annum

Minimum Requirements: An appropriate B- Degree or equivalent qualification on NQF Level 7 plus 9 experience in managing sport of which five (5) years must be at supervisory level (i.e. Grade 6 or 5 or equivalent levels if coming from outside the Public Service). **Certificate of service/ testimonial(s) from former and current employers in respect of work experience in Youth or community development programmes or project management is a pre-requisite.**

Additional Requirements: Preference will be given to candidates with Master's Degree or equivalent qualification on NQF Level 9. Candidates with a high level of integrity and ability to take initiatives, an excellent track record of team building and coordinating, ability and confidence to communicate, coordinate and cooperate with political principles and other high ranking government officials and good level of computer skills (MS word, MS excel, MS PowerPoint) as well as excellent spoken and written skills.

Added advantage:

- Excellent writing and presentation skills;
- Leadership and management skills;
- Understanding of Sport for marginalized people and Women in Sport;
- Good analytical, negotiating, communication and advocacy skills;
- Project management skills

Applicants must be Namibian citizens. Application on Form 156043, obtainable from all Government offices, must be accompanied by comprehensive curriculum vitae, original certified copies of educational qualifications, ID and Testimonial. All foreign qualifications must be accompanied by the Namibian Qualification Authority (NQA) evaluation. Confirmation of probation letter must accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant. Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Only shortlisted candidates will be contacted and no application forms and documents will be returned. Emailed and/or faxed applications will not be accepted.

Application should be Address to:

**The Executive Director
Ministry of Sport, Youth and National Service
Private Bag 13391
Windhoek**

Hand Delivery to:

**Human Resources Office
Ministry of Sport, Youth and National Service**

**PSM CIRCULAR NO. J OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 NOVEMBER 2023,
CLOSING DATE 22 DECEMBER 2023**

**Government Offices Park
Ministry of Education Building
2nd Floor, Room 201, West Wing
Windhoek**

Enquiries: Ms Johanna Manuel, Cell phone: 081 149 8885 Mr Twekulineekela M. M. Haiduwa,
Cell phone: 081 146 3423

MANAGEMENT CADRE

KAVANGO EAST REGIONAL COUNCIL DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES DIVISION: TECHNICAL SERVICES

Post Designation	:	Deputy Director Grade 4 (Re-advertisement)
1x Post	:	Windhoek
Salary Scale	:	N\$492,567- N\$517, 836
Housing Benefit	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 (Capital and Running costs) per annum

Minimum Requirements: An appropriate B. Degree at NQF Level 7 in Civil Engineering or related fields of study plus approximate three (3) years appropriate experience plus Registration as a Professional Engineer with the Engineering Council of Namibia. Preference to be given to Namibians.

Main Duties:

- The Deputy Director will be responsible for overseeing technical and maintenance policy implementation in the region and for ensuring work is completed within the required standard of quality, cost and time.
- Establishing regional technical policies, standards and guidelines for the provision of new infrastructure and maintenance of existing structures. These should be in line with national policies, standards and guidelines.
- Executing, facilitating and guiding development planning, design, contract administration and inspection services for new infrastructure in the region.
- Executing, facilitating and guiding development planning, design, contract administration and inspection services for maintaining and executing minor renovations to existing infrastructure in the region.
- Providing, coordinating and advising on engineering inputs needed for the planning and design of the technical infrastructure.
- Facilitating the receipt of the functions/activities identified for decentralisation to the subdivision from sector ministries/offices/departments in accordance with the agreed upon time frame.
- Recommend applications for rezoning for submission to the Ministry of Urban and Rural Development.
- Oversee the compilation of town planning and amendment schemes in the region.
- Monitor and guide inspections of infrastructures repaired, rehabilitated or constructed.
- Monitor and conformance of town planning scheme regulations and tile conditions.
- Monitor and guide improvements to construction, maintenance and minor renovations to infrastructure within tender guidelines.
- Oversee provision of maintenance services to all Government movable and immovable assets.
- Oversee that that assistance and advice is provided to local authorities with township establishment and determination of title conditions.
- Prepare, recommend, control and account for all technical projects of the Kavango East Regional Council.
- Verify payment certificates in respect of actual performance, output of goods procured or services rendered against the claims and budget.
- Prepare, recommend, control and account for all technical projects of the Regional Council.
- Carry out any other duties as may be lawfully assigned by the Director of Development Planning, Monitoring and Evaluation and the Chief Regional Officer.

To Candidates:

PSM CIRCULAR NO. J OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 NOVEMBER 2023, CLOSING DATE 22 DECEMBER 2023

- Applications must be accompanied by a comprehensive curriculum vita, testimonials and certified copies of educational qualifications, academic records/transcript.
- All Public Servant applicants should send their applications through their O/M/A Human Resource offices and confirmation letters must be attached.
- All foreign qualifications must be evaluated and certify letter(s) from Namibia Qualification Authority (NQA) to be attached.
- Complete a latest revised application for of employment in full. Any parts of the application form that do not apply to you please indicate as such by writing N/A.

NB: Women and person with disabilities who meet appointment requirements are encouraged to apply.

Failure to complete all items on the application form for employment (latest revised) and not attaching the necessary documents will disqualify the application. Only shortlisted candidates will be considered and no personal documents will be returned.

Faxed applications and applications received after the closing date will not be considered.

The possibility is not excluded that errors might have been made in compilation of the request for advertising of this vacancy, or that a post has been advertised, which should not have been so advertised. If such errors occurred and later discovered, the **Council reserves the right not to fill such post.**

Application must be submitted to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu**

Hand delivery to:

**Human Resource Office No. 15
Kavango East Regional Council
Maria Mwengere Street
Rundu**

Enquiries: Mr. Augustinus H. Hausiku Tel: 066-266000 or Ms. Anna – Rosa Muyeu Tel: 066-266000

OFFICE OF THE PRESIDENT

DIRECTORATE: ADMINISTRATION DIVISION: REGIONAL GOVERNORS SUPPORT SERVICES

Post Designation	:	Control Administrative Officer Grade 6
3x Posts	:	1x Hardap Region
	:	1x Oshana Region
	:	1x Oshana Region
Salary Scale	:	N\$337,984 – N\$403,922
Transport Allowance	:	N\$7,680 per annum
Housing Allowance	:	N\$13,080 per annum

Minimum Requirements: National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience. Candidates with Bachelor Degree in Business Administration/Management or Public Administration/Management is advantageous. The candidate should have strong Organizational skills, communication skills, Teamwork and Interpersonal skills and problem solving skills.

Key Responsibilities:

- Work closely with the Regional Governor responsible for the Region
- Ensure that all purchases at Governor's Office are done according to the approved procurement procedure.
- Provide support services to the Governor's Office.
- Coordinate with central government.
- Oversees the administrative function in the Division Governor's Support Services.
- Draw up and oversee maintenance of the procurement and stock control system in the Governor's Office.
- Participate in the development of the Strategic Plan.
- Ensure that the archive, fleet management, Tender Board Regulation and Disaster Management Policies are adhered to.
- Develop and implement the Operational Plan
- Responsible for contract management on fleet, equipment, stores and security services.
- Prepare subdivision budget submissions monthly, quarterly and annual reports.
- Prepare subdivision budget submissions monthly, quarterly and annual reports

NB: Applicants are informed that the positions are subject to vetting.

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:**

Application forms should be forwarded to:

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

For attention: Human Resources Office

Enquiries: Ms. Alma Nambundunga **OR** Wilhelmine Korad Tel 061- 2707111

NATIONAL ASSEMBLY SECRETARIAT

DIRECTORATE: LIBRARY AND COMPUTER SERVICES SUBDIVISION: INFORMATION TECHNOLOGY

Post Designation	:	Senior Analyst Programmer Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$277,264 - N\$331,358
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: An appropriate B Degree at NQF Level 7.

Additional Requirements: A Degree in Information Technology, Computer Science, Business Computing or Software Development NQF L7 (or equivalent qualification) plus four (4) years appropriate experience

This job category includes personnel involved at operational level and includes personnel who performing the following duties:

- Development, Maintaining, Designing, Modifying and Testing of the Parliament website;
- Monitor and improve the performance of the Parliament website;
- Troubleshoot problems experienced with the website to maintain security and storage;
- Developing functional specifications for improvement of IT systems and acquisitions;
- Lead and supervise any upgrades or redevelopment of the website;
- Liaise with various directorates, divisions, O/M/A's and outside developers to secure content to the website;
- Work closely to Chamber proceedings as well as other Parliamentary events to ensure the website is regularly updated;
- Send out online newsletters to subscribers;
- Analyzing system performance, plan and make recommendations regarding system improvements and tuning.
- Plan for innovative applications relevant for e-Parliament implementation;
- Assist on other IT related activities such as help desk on daily user support, maintenance on servers & desktop computers during and after working hours as well as on weekends and public holidays;
- Perform any other work related tasks as may be assigned from time to time.

All foreign qualifications submitted for the above post must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Applicants who fail to attach such proof will not be considered for shortlisting and only shortlisted candidates will be contacted and no personal documents will be returned.

NB!! Application forms for employment must be completed in full. Failure to complete all items on the application forms for employment and not attaching the necessary documents will disqualify the application. National Assembly is an equal opportunity employer. **Women and people with disabilities meeting the advertisement requirements are encouraged to apply.**

NB!! Fully completed application forms for employment (form 15604) as well as comprehensive curriculum vitae, certified copies of academic qualifications, testimonials/certificates of service and all necessary documents should be addressed to:

**The Secretary
National Assembly
Private Bag 13323
Windhoek**

**PSM CIRCULAR NO. J OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 NOVEMBER 2023,
CLOSING DATE 22 DECEMBER 2023**

Attention: HR Office

Enquiries: Mr. E. T. Angula, Tel 2889111 x 2686 / HR Practitioners at Tel 2889111 x /2606/2659 /2514

OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL SERVICES
DIRECTORATE: LOWER COURTS
DIVISION: COURTS ADMINISTRATION LOWER COURTS
SUBDIVISION: WIDHOEK

Post Designation	:	Senior Legal Clerk Grade 10
1x Post	:	Magistrate's Office Otjinene
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Allowance	:	N\$9,000 per annum

Minimum Requirements: A Grade 12 (or Equivalent) certificate on NQF Level 3 plus 3 years' experience in court administration.

Additional Requirements:

- An appropriate National Diploma on NQF Level 6 in Accounting, Business Administration, Public Management/Administration or Human Resources Management will be **added advantage**;
- Candidates must have extensive knowledge and experience in quasi-judicial functions and court administration at Magistrates' Offices.

Key Performance Areas:

- Supervise and train junior administrative staff;
- Perform quasi-judicial functions;
- Receive State revenue in respect of court fines and traffic fines;
- Receive trust funds such as bail and maintenance monies;
- Perform administrative duties as prescribed in the Codified and Treasury Instructions;
- Domestic Violence Act, Administration of Estates Act and other relevant legal instruments;
- Perform bookkeeping functions;
- Balance/Reconcile the Magistrate's Deposit Suspense Account;
- Compile and submit monthly expenditure cashbook and cash accounts;
- Assess the performance agreements of junior staff members;
- Execute any other duties assigned by the supervisor or any other authorized persons.

Enquiries: Ms. Tangeni Haitula, Tel: 061- 435 3554, Ms. Aletta Emvula, Tel: 061- 435 3603, Mr. Pinehas T. Shivute, Tel: 061- 4353605

DEPARTMENT: JUDICIAL MANAGEMENT
DIRECTORATE: ADMINISTRATION
DIVISION: PUBLIC RELATIONS

Post Designation	:	Public Relations Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

Additional Requirements:

- Preference will be given to candidates with Bachelor Degrees in Journalism, Public Relations and Communication.
- Prior experience with Media or Public Relations will be an added advantage.
- Graphic Design Abilities, Audio Visual Production Skills, Basic knowledge of computer software (Microsoft office), excellent writing, oral presentations, and communication skills will serve as added advantage.
- A valid Driver's License (a certified copy must be attached and license must be at least two (2) years old).

Key Performance Areas:

- Draft official statements, press releases or reports for the Office of the Judiciary.
- Coordinate and disseminate relevant information of the Office of the Judiciary to the public and stakeholders.
- Daily Media Monitoring.
- Prepare content for Social Media Platforms.
- Liaise with line Ministries, Offices, Courts or private persons.
- Compile, forward and distribute correspondences of the Office of the Judiciary.
- Promote/ market the image of the office of the Judiciary.
- Coordinate the production of the Office of the Judiciary's Annual Report and Newsletter.
- Updating the Office of the Judiciary's website.
- Assist in the organization Management meetings.
- Interpret procedures and ensure maintenance of the meetings archive for the Office of the Judiciary.
- Carry out any other official duties assigned from time to time.

Applicants should note the following:

- Applicants within the Public Service **must** attach proof of confirmation of probation to their application 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 **(Applicant must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable)** and /or do not sign application forms, or who do not attach letters of confirmation of their probation in their current positions, as well as not attaching Driver's License where it is applicable will not be considered; 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. Faxed applications will not be considered.

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.**

Enquiries: Ms. Tangeni Haitula, Tel: 061- 435 3554, Ms. Aletta Emvula, Tel: 061- 435 3603, Mr. Pinehas T. Shivute, Tel: 061- 4353605

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DIRECTORATE: SCIENTIFIC SERVICES

DIVISION: WILDLIFE UTILIZATION

SUBDIVISION: WILDLIFE TRADE, PERMIT CONTROL AND CITES MANAGEMENT

Post Designation	:	Chief Conservation Scientist Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$412,001 – N\$492,567
Salary Notch	:	N\$412,001 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An MSc or equivalent qualification in Biology, Environmental Science, Botany, Zoology, Ecology, Wildlife Management, Conservation, or related fields. Shortlisted candidates will be subjected to vetting.

Additional Requirements: Preference will be given to candidates who meet the following additional requirements: A minimum of 6 years relevant work experience including supervision. Must be computer literate – experience in database management will be an advantage. A valid Code B driver's license.

Job Description:

Provide, where appropriate, professional scientific advice to MEFT concerning policy aspects of permit control systems, trends in wildlife utilization, requirements for new legislation and policy, the acquisition of new information through research and monitoring and decisions concerning the management of wildlife populations in commercial and communal areas through the implementation of the permit control system. Provide leadership and manage the Subdivision Wildlife Trade, Permit Control and CITES Management; by promoting inter- and intra-sectoral coordination and cooperation; provide institutional vision, direction, and leadership; sourcing, securing, administering and allocating funding, personnel and other resources to ensure optimal performance and achievement of the Subdivision's goals and objectives.

Duties include, but are not limited to the following:

- Provide institutional vision, direction and leadership to the Subdivision Wildlife Trade, Permit Control and CITES Management;
- Sourcing, securing, administering and allocating funding, personnel and other resources to ensure optimal performance and achievement of the subdivision's and objectives.
- Promote inter- and intra-sectoral coordination and cooperation.
- Provide specialist technical assistance and advice to Senior Management on any subject and policy issue on which they might request support.
- Provide information on wildlife utilization to other components of MEFT and the public, as appropriate.
- Contribute to policy development in relation to wildlife management and utilization and oversee implementation thereof.
- Provide an advisory and regulatory role concerning all aspects of wildlife utilization in commercial and communal areas of Namibia through the implementation of the permit control system.
- Provide scientific and technical advice to communal conservancy wildlife offtakes and utilization to ensure sustainability.
- Provide sound recommendations relating to wildlife utilization applications, where required.
- Assess the accuracy of recommendations for wildlife utilization and endorse them in consideration of legislation, policies and guidelines, where required.
- Ensure the effective implementation of the Nature Conservation Ordinance and

Convention on International Trade in Endangered Species of wild fauna and flora (CITES) as appropriate.

- Provide management recommendations and technical support to conservancies, wildlife councils, private landowners, regional resource management and MEFT decision-makers regarding the sustainable use of natural resources, as appropriate.
 - Advocate, negotiate and promote the maintenance and expansion of international market access for Namibian wildlife products in the interest of achieving the highest value for wildlife and maintaining competitive advantages over alternative land use strategies, including local, regional and international liaison required for this purpose, as appropriate.
 - Supervise and coordinate management of permit data to facilitate analysis and retrieval.
-

DIVISION: WILDLIFE UTILIZATION
SUBDIVISION: WILDLIFE TRADE, PERMIT CONTROL AND CITES MANAGEMENT
SECTION: CITES MANAGEMENT

Post Designation	:	Senior Conservation Scientist Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: A BSc (Hons) Degree (NQF level 8) in Biology, Environmental Science, Botany, Zoology, Ecology, Wildlife Management, Conservation, or related fields.

Additional Requirements: A minimum of four (4) years relevant work experience, A valid Code B Driver's License plus the latest certificate of conduct. This position is subject to vetting.

Job Description:

Duties include, but are not limited to the following:

- Ensure the effective implementation of the Convention on International Trade in Endangered Species of wild fauna and flora (CITES) including, local, regional and international liaison required for this purpose.
- Advocate, negotiate, and promote the maintenance and expansion of international market access for Namibian wildlife products in the interest of achieving the highest value for wildlife and maintaining competitive advantages over alternative land use strategies, including local, regional, and international liaison required for this purpose, as appropriate.
- Compile annual and other technical reports according to prescribed formats.
- Coordinate CITES implementation domestically with regard to national customs and Police Services.
- Assist with convening the National CITES Forum.
- Serve on committees and as focal person where required.
- Manage controlled wildlife products.
- Conduct scientific assessments of the impact of trade on the status of relevant species in the wild.

Enquiries: Ms. Wilma Möller at 061 – 284 2525 or someone from HR at 061 – 2842217

DIVISION: DIVISION OF WILDLIFE MONITORING AND RESEARCH
SUB-DIVISION: SURVEY AND MONITORING

Post Designation	:	Senior Conservation Scientist Grade 6
1x Post	:	Rosh Pinah
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Degree on NQF L8 in the following field Conservation Biology, Conservation Science, Zoology, or Ecology.

Additional Requirements:

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

- Relevant postgraduate qualification at NQF L9 in the fields of Conservation Science, Zoology, Conservation Biology or Ecology
- Demonstrated experience in wildlife research and monitoring especially of wildlife species of high conservation value.
- Minimum of four (4) years of working experience in wildlife research and monitoring environment,
- Demonstrated experience of supervising staff members involved in wildlife research & monitoring activities,
- Demonstrated experience in scientific report writing and publication record,
- Demonstrated experience in plant and botanical research (in the Succulent Karoo Ecosystem),
- A valid driver's license

Job Description:

- Providing scientific input on wildlife research and planning issues
- On the basis of data obtained through research and monitoring, provide MEFT with scientific advice concerning observed trends in wildlife populations and the status of ecosystems, populations and species.
- Conduct and oversee wildlife research programmes, the design of projects and programmes, data analysis, statistical interpretation and the formulation of management recommendations.
- Assist with the development of management plans for areas and species.
- Conduct and coordinated wildlife surveys in protected areas and communal conservancies in southern Namibia,
- Develop and coordinate research & monitoring programmes for selected populations, species and ecosystems on a national scale
- Compile reports on research programmes in conjunction with unit and other MEFT components.
- Improve computerization of monitoring data.
- Provide technical support to Directorate Parks and Wildlife Management concerning regional research and planning programmes
- Contribute towards the development of a regional program of research activities, taking into account priority information needs and management priorities.
- Advice on appropriate design of regional research and monitoring programmes.
- Provide advice concerning improvements in the computerization of research and monitoring.
- Communicate results of wildlife research work to the public and scientific community by publishing articles in peer-reviewed journals.
- Collaborate and coordinate with National Commission on Research, Science and Technology (NCRST), National Botanical Research Institute of Namibia (NBRI), National Museum of Namibia (Natural History Section), tertiary training institutes, local and foreign

researchers and other interested stakeholders to promote biodiversity related research and monitoring.

DIVISION: DIVISION OF WILDLIFE MONITORING AND RESEARCH
SUB-DIVISION: SURVEY AND MONITORING

Post Designation	:	Senior Conservation Scientist Grade 6
Duty Station	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Degree on NQF L8 in the following field Conservation Biology, Conservation Science, Zoology, or Ecology.

Additional Requirements:

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

- Relevant postgraduate qualification at NQF L9 in the fields of Conservation Science, Zoology, Conservation Biology or Ecology
- Demonstrated experience in field of ornithology, wildlife population monitoring aerial surveys of wildlife across diverse ecosystems,
- Minimum of four (4) years working experience in wildlife monitoring environment (wildlife population surveys, monitoring of bird populations etc.)
- Demonstrated staff supervision and administration experience;
- Demonstrated scientific report writing experience and publication record of publishing peer-reviewed journal articles,
- A valid driver's license

Job Description:

- Providing scientific input on wildlife monitoring related programmes and projects,
- Plan, conduct and coordinate wildlife monitoring activities such as aerial surveys, fixed route vehicle game counts in protected areas, communal area conservancies and on freehold land, questionnaire surveys for wildlife
- Act as the principal ornithologist for the Ministry and provide leadership on matters relating to research and monitoring of birds and their habitats especially the wetlands ecosystems, and coordinate citizen science based activities to strengthen bird monitoring,
- Develop, coordinate and maintain databases for all major wildlife monitoring programmes in the Ministry,
- Depending on the conservation priorities, develop and undertake monitoring programmes for wildlife species,
- Improve computerization of monitoring data.
- Provide advice concerning improvements in the computerization of research and monitoring.
- Communicate results of wildlife monitoring work to public and scientific community by publishing articles in peer-reviewed journals.
- Collaborate and coordinate with National Commission on Research, Science and Technology (NCRST), National Botanical Research Institute of Namibia (NBRI), National Museum of Namibia (Natural History Section), tertiary training institutes, local and foreign researchers and other interested stakeholders to promote biodiversity related research and monitoring.

Enquiries: Mr. Kenneth HK /Uiseb. Tel: 061-284 2553 or HR Tell: 0612842217

**DIVISION: WILDLIFE UTILIZATION
SUBDIVISION: CONCESSION UNIT**

Post Designation	:	Chief Warden Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Salary Notch	:	N\$277,264 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: An appropriate National Diploma or equivalent qualification at NQF L6 in the following fields: Nature Conservation, Wildlife Management, Protected Areas Management, Conservation Biology, Environmental Management or Biodiversity Management, Tourism, Business Management, Development Planning, Social Sciences, Environmental Sciences or related fields,

Additional Requirements: Three (3) years at Warden Grade 9 position or equal grade. A valid Code B Driver's License - it will be required of the incumbent to travel and do fieldwork from time to time.

Job Description:

The incumbent will be responsible for day-to-day planning, processing and monitoring of concessions, administration and procurement of concessions

Duties include, but are not limited to the following:

- General implementation of the Policy On Tourism and Wildlife Concessions On State Land;
- Establish procedures, policies, systems, databases, records, contracts, and skills necessary for the professional and effective management of concessions
- Proactively plan for concession activities;
- Process and procure concessions either by preferential awarding of concessions to conservancies, competitive tender or unsolicited applications;
- Assess concession proposals with the appropriate technical support and recommend to the Minister;
- Monitor concession activities to ensure impacts are minimized and concession conditions are complied with;
- Negotiate concession agreements, collect revenue and conduct rent reviews; including assisting conservancies (who already have concessions) to enter into arrangements or joint ventures with third parties;
- Maintain effective relationships with concessionaires, NGOs, conservancies and the tourism sector;
- Serve as Secretariat of Concessions Committee.
- Support and advise the Chief Control Warden with regard to concession matters.

Enquiries: Ms. F. Katamila at 061 – 284 2577 or HR Tell: 0672842217

**DIVISION: WILDLIFE UTILIZATION
SUBDIVISION: WILDLIFE TRADE, PERMIT CONTROL AND CITES MANAGEMENT
SECTION: WILDLIFE TRADE AND PERMIT CONTROL**

Post Designation	:	Chief Warden Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Salary Notch	:	N\$277,264 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: An appropriate National Diploma or equivalent qualification at NQF L6 in the following fields: Nature Conservation, Wildlife Management, Protected Areas Management, Conservation Biology, Environmental Management or Biodiversity Management

Additional Requirements: Experience of least three (3) years at Warden Grade 9 position or equal grade in wildlife monitoring, personnel management and administration. Applicant must be in possession of a valid Code B Driver's License.

Job Description:

Assist in maintaining the smooth and efficient functioning of the Section Wildlife Trade and Permit Control with special emphasis on administrative processes, supervision and in-service training of staff, stock control and maintain the security of infrastructure and equipment. Promote inter- and intra-sectoral coordination and cooperation,

Duties include, but are not limited to the following:

- Ensure the effective implementation of all relevant laws regarding wildlife utilization and management;
 - Ensure and provide knowledge on Wildlife Trade and Permit Control;
 - Promote the regulation of all aspects of wildlife utilization on commercial and communal land through the implementation of the permit control system in conjunction with relevant legislation;
 - Maintain the management of wildlife utilization data and registers;
 - Maintain close liaison with regional offices, other relevant ministries and NGOs providing information, background and training on policies and all other permit related issues.
 - Draft reports, memos, submissions and minutes.
 - Maintain high customer service standards within the section with regard to the issuing of permits and inquiries.
 - Perform other tasks delegated by the supervisor, in accordance with the job level.
-

**DIVISION: WILDLIFE UTILIZATION
SUBDIVISION: WILDLIFE TRADE, PERMIT CONTROL AND CITES MANAGEMENT
SECTION: WILDLIFE TRADE AND PERMIT CONTROL**

Post Designation	:	Administrative Officer Grade 12
1x Post	:	Windhoek
Salary Scale	:	N\$102,622 – N\$123,086
Salary Scale	:	N\$102,622 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 per annum

Minimum Requirements: A Grade 12 certificate on NQF Level 3, with 20 points in five subjects including E symbol in English.

Additional Requirements: The incumbent needs to be a very good communicator, be equipped with good telephone etiquette, and be able to pay attention to detail and work under pressure. Computer literacy and a code B driver's license will be an added advantage.

Job Description: The post is in the Section Wildlife Trade and Permit Control and more specifically in the Permit Office, which is responsible for issuing of permits. The incumbent is required to assist in the maintaining and the smooth and efficient functioning of the Permit Office with emphasis on administrative processes. Special emphasis will be on efficient service delivery to internal and external clients and that permits are issued in accordance with legislation, policies and guidelines.

Duties include, but are not limited to the following:

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- Receive and assist the public visiting the permit office reception.
- Receive and assist public via telephone.
- Keep record of permit and related applications/documents and registers.
- Issuing of wildlife utilization and related permits.
- Laisse with clients.
- Filing.
- Any other task delegated by supervisor, in accordance with job level.

Enquiries: Mr R. Oberholzer at 061 – 284 2508 or someone from HR 061 - 2842217

DIRECTORATE OF ENVIRONMENTAL AFFAIRS
DIVISION: ENVIRONMENTAL INFORMATION AND NATURAL RESOURCE ECONOMICS

Post Designation	:	Chief Economist Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: An appropriate Master's Degree in Economics, Environmental/ Natural Resources economics, or Agricultural economics on NQF Level 9

Key Performance Areas:

- Position assists the Deputy Director of Environmental Information and Natural Resource Economics with environmental policy research, environmental sector economic performance reviews, and natural capital (resource) accounting and makes recommendations to MET Management, Resources managers, and Decision makers and raise awareness among the general public on efficient and sustainable use of natural resources
- Develop and supervise the implementation of the Sub-division Natural Resources Annual Work plans, programs, and projects
- Assist with the preparation of the Department of Environmental Affairs' annual work plan
- Prepare monthly, quarterly, and annual reports for the Subdivision of Environmental Economics
- Establish and maintain a compendium of natural capital accounts and coordinate economic research on development policy impact to the environment and carry out cost-benefit analysis
- Help in the provision of technical support to the Ministries by providing timely and updated Research Discussion Papers about the environmental and social impacts (benefits and costs) of development policies, programs, and projects as well as other topical environmental issues
- Prepare policy briefs for MET management
- Help with the production and dissemination of relevant research information in the Ministry by collaborating with other stakeholders;
- Identify needs of the Sub-division and assist with Sub-division budget compilation;
- Contact research on priority natural resources using different tools and strategies;
- Network with various local and international research organizations, government agencies, non-government organizations and other stakeholders in the accomplishment of MEFT duties
- Supervise subordinates under his/ her control and execute administrative duties as required;
- Attend relevant meetings/ workshops/ conferences locally, regionally and internationally when required;
- Perform any other tasks as allocated to him/ her by the Supervisor and the Head of Department

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SUBDIVISION: ENVIRONMENTAL ASSESSMENTS

Post Designation	:	Senior Conservation Scientist Grade 6
3x Posts	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

SUBDIVISION: ENVIRONMENTAL INSPECTIONS

Post Designation	:	Senior Conservation Scientist Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Advertisement Requirements: Bachelor's Degree on NQF Level 8 in any natural science field such as Applied Environment/ Ecology/Biochemistry/ Biology/ Geology/ Cleaner Production/ Engineering and Three years' work experience in Environmental or Scientific Research.

Primary purpose of the position: To assist in environmental investigations, data collection and analysis, EIA administratio as well as provide administrative support and customer service to the work of the subdivision.

Job Description:

- Conduct field tests and collect samples for laboratory analysis; and prepare detailed reports
 - Collect, synthesise, and analyse data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, soil and water sample analysis.
 - Participate in the inspection of: new development sites, industrial sites, air pollution sources, industrial and domestic waste treatment systems and sites, solid and hazardous waste management systems and water supply systems and plants
 - Review, evaluate and examine applications for environmental clearance certificates and permits to ensure compliance with environmental management practices, policies and regulations
 - Carry out research tasks and projects as required and present findings
 - Assist Senior Environmental Officer with environmental compliance activities
 - Develop and maintain database as required; and input database entry information as received by applicants and other clients
 - Pre-screen, review, compile, record and process information for environmental clearance applications
 - Receive and investigate reports of non-compliance and report to the Environmental Officer / Inspector
 - Participate in public education activities on environmental management; and assist and participate in environmental management workshops;
 - Undertake general administrative functions to accomplish duties
-

SUBDIVISION: WASTE MANAGEMENT AND POLLUTION CONTROL

Post Designation	:	Senior Conservation Scientist Grade 6
2x Posts	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Advertisement Requirements: Bachelor's Degree on NQF Level 8 in any natural science field such as Applied Environment/ Ecology/Biochemistry/ Biology/ Geology/ Cleaner Production/ Engineering and Three years' work experience in Environmental or Scientific Research.

Job descriptions:

- Conduct field tests and collect samples for laboratory analysis; and prepare detailed reports;
 - Collect, synthesize, and analyze data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, soil and water sample analysis;
 - Participate in the inspection of: waste disposal sites, new development sites, industrial sites, air pollution sources, industrial and domestic waste treatment systems and sites, solid and hazardous waste management systems and water supply systems and plants;
 - Review, evaluate and examine applications for environmental clearance certificates and permits to ensure compliance with environmental management practices, policies and regulations;
 - Carry out research tasks and projects as required and present findings;
 - Provide guidance for environmental compliance activities;
 - Develop and maintain database as required; and input database entry information as received from applicants and other clients;
 - Pre-screen, review, compile, record and process information for environmental clearance applications;
 - Receive and investigate reports of non-compliance and report to the Chief Environmental Officer;
 - Participate in public education activities on environmental management including waste management;
 - Participate in environmental management workshops;
 - Undertake general administrative functions to accomplish duties;
 - Deal with customer requests and complaints and seek advice from superiors to this regard;
 - Perform other related tasks as assigned;
-

SUBDIVISION: BIODIVERSITY & SUSTAINABLE LAND MANAGEMENT

Post Designation	:	Development Planner Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Advertisement Requirement: A qualification on NQF Level 7 in Applied Environment/ Ecology/Biochemistry/ Biology/ Geology/ Cleaner Production/ Engineering.

Enquiries: Ms. Saima Angula, Tel: 061 2842713 or Human Resources, Tel. 061284 2217.

**DIRECTORATE OF WILDLIFE AND NATIONAL PARKS
DIVISION: WILDLIFE SUPPORT SERVICES
SUB-DIVISION: AIR WING**

Post Designation	:	Pilot Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Advertised Requirements: A current Namibian Commercial Pilot license in Helicopters CPL(H) with 500 hours total time, AS 350 B3e (H-125) type rating, a class 1 medical certificate, a level 5 English certificate or higher with valid CRM, DG, SEPT certificates.

Additional requirements:

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

- Be able to work and camp in remote areas and National Parks for a longer time with basic infrastructure and rough field conditions,
- Experience in flying aerial surveys/patrols in remote regions will be an advantage,
- Game capture operations experience will be an advantage,
- A degree in biological sciences/nature conservation will be an advantage.

Job description:

- To conduct structured aerial patrols of Namibia's National Parks and other protected areas,
- To provide aerial support for Human-Wildlife Conflict situations (i.e. Elephants and Lions escaping the Parks),
- To provide aerial support for wildlife crime prevention and investigation operations.
- To conduct aerial surveys in conjunction with Scientific Services.
- To provide aerial support for game capture operations,
- To produce reports with maps after missions have been undertaken together with track logs flown and waypoints using appropriate software (i.e. S.M.A.R.T. program),
- To liaise with other law-enforcement agencies and institutions on the effective and sustainable use of the helicopter within the Directorate,
- To ensure that the pilots' legal requirements regarding licenses, flight medicals, and courses/refresher courses are at all times up to date,
- To plan, facilitate, and oversee helicopter fuel logistics (purchasing, distribution etc.) throughout the country,
- To assist the Chief Pilot in the general management of the Air wing.

**DIVISIONS: WILDLIFE SUPPORT SERVICES
SUB-DIVISION: PROTECTED AREAS AND CBNRM**

Post Designation	:	Chief Warden Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Advertisement Requirements: A National Diploma at NQF level 6 in the following field of study: Nature Conservation, Wildlife Management, Protected Areas Management, Conservation Biology, Environmental Management, or related wildlife management field, plus three (3) year of appropriate experience. Serving staff members must have their probation confirmed at the level of Warden Grade 9 plus three (3) years of appropriate experience.

Additional Requirements:

- A valid Code B Driver's license.
- Be able to work and camp in remote areas and National Parks for a longer time with basic infrastructure and rough field conditions

Job description:

- Provide Technical support to MEFT Park Staff on Natural Resources Management (NRM) activities,
 - Maintain a register for National Parks and other protected areas,
 - Support in the development of maps for Parks and other protected areas,
 - Coordinate the development of park management plans and tourism development plans,
 - Coordinate the development and training of park staff in protected area development and monitoring techniques,
 - Facilitate the issuance of filming, free entry, and park resident permits.
 - Monitor and evaluate the performance of Protected Areas and coordinate the implementation of monitoring tools.
 - Produce reports with maps after missions have been undertaken
 - To assist and support the Control Warden in the general management of the sub-division.
-

**DIVISIONS: WILDLIFE SUPPORT SERVICES
SUB-DIVISION: AIR WING**

Post Designation	:	Warden, Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$185,920 –N\$222,994
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 per annum

Advertisement Requirements: An appropriate National Diploma or equivalent (NQF Level 6) in the following field of study: Nature conservation, wildlife management, conservation biology, environmental management, protected areas management or related biodiversity management field. Serving staff members must have their probation confirmed.

Additional Requirements: A valid Code BE Driver's License.

Job Description:

- Assist with the implementation of the National Policy on Prospecting and Mining in Protected Areas,
- Assist with the review of applications for Environmental Clearance Certificates (ECC) submitted to the Directorate of Wildlife and National Parks by the Directorate of Environmental Affairs and Forestry, in order to ensure that areas of environmental importance, such as exclusion zones in Protected Areas, Conservancies, Concessions, wildlife corridors and farms with high-value species are excluded,
- Provide day-to-day administrative and technical support with regard to Environmental Impact Assessments, in order to ensure that areas of environmental importance, such as exclusion zones in Protected Areas, Conservancies, Concessions, wildlife corridors, and farms with high-value species are excluded,
- Be secretariat to the Sub-committee for Prospecting and Mining in Protected Areas – taking minutes, drafting submissions and supporting documentation to present at the Ministry of Mines and Energy,
- Support the Air Wing Subdivision when necessary,
- Support the DWNP donor project activities and centralize project progress for reporting

- to the Deputy Director of WSS,
- Carry out any other related activities that the supervisor may assign.

Enquiries: Mr. Jose Kaumba, Tel: 061 2842086 or Human Resources, Tel. 061284 2217.

**DIRECTORATE OF PLANNING AND TECHNICAL SERVICES
SUBDIVISION: INFORMATION AND COMMUNICATION TECHNOLOGY**

Post Designation	:	System Administrator Grade 9 (P)
1x Post	:	Windhoek
Salary Scale	:	N\$251,126 – N\$282,810 (P)
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A Degree in Information Technology or equivalent qualification on NQF level 7 majoring in Systems Administration and Networks.

Additional Requirements: Candidate must have two (2) years proven experience in Windows Server environment.

Job Descriptions:

- Proactively manage and maintain server, network and firewall systems.
 - Administer and support core Microsoft, Cisco, and VMware technologies
 - Develop and implement project plans, risk assessments and contingency plans.
 - Assist with hardware, firewall, telecom and software vendor evaluation and recommendation.
 - Interact with customers and staff at the technical level, as required
 - Diagnose and troubleshoot technical issues
 - Monitor the performance of servers, software and hardware
 - Update technical documentation
 - Manages user accounts and assets, and assigns and updates security permissions on the network according to security policy.
 - Provides support with escalated help desk requests
 - Carry out and test backups
 - Monitor servers/applications running at the DR site
 - Leads a team of systems administrators, coordinates with different departments.
-

SUBDIVISION: INFORMATION AND COMMUNICATION TECHNOLOGY

Post Designation	:	Chief Computer Technician Grade 9 (P)
1x Post	:	Windhoek
Salary Scale	:	N\$205,681 – N\$246,204 (P)
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Advertisement Requirements: A National Diploma or Equivalent qualification in Information Technology on NQF level 6 and two (2) years appropriate experience. Applicants in the Public Service should be at the position of a Computer Technician Grade 11 (P).

Enquiries: Mr. Justice Kitsie, Tel: 061 2842841 or Human Resources, Tel. 061284 2217.

DIRECTORATE OF ADMINISTRATION, FINANCE AND HUMAN RESOURCE
SUBDIVISION: AUXILIARY SERVICES MANAGEMENT
DIVISION: ADMINISTRATIVE AND HUMAN RESOURCES

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271,828
Transport Allowance	:	N\$7,680 per annum
Housing Allowance	:	N\$14,520 per annum

Advertisement Requirements: An appropriate National Diploma in the following fields: Business Administration, Public Administration, Business Management, Supply and Logistic Management or Equivalent qualification on NQF level 6 and five (5) years appropriate experience. Applicants in the Public Service should be at the position of a Senior Administrative Officer Grade 10 for two (2) years.

Primary Purpose of the position: The Sub-section support services such as Office Accommodation (Maintenance & Cleaning services, Telephone, Registry and Security Services).

Job Descriptions:

- Coordinate the provision of staff office accommodation as well as ensure proper handling of Office keys.
- Facilitation of allocation of parking lots
- Contract Management for rental agreements
- Ministerial account management and facilitating telecommunication device purchases
- Processing of payment's
- Facilitate DSTV and NBC subscription fee
- Ensure the implementation of the Ministerial File Plan
- Coordinate transport needs of the Ministry and carry out vehicle need assessment
- Ensure that all fleet are properly maintained and inspections are done regularly
- Ensure that systems are in place to monitor the ministerial fleet and vehicle master register are updated
- Ensure reconciliation of all transport expenditure is done on monthly basis
- Facilitate the recommendation of the loss and damage committee.

NB!!

- Applicants must be Namibian citizens.
- Persons with disabilities are encouraged to apply.
- Candidates with foreign obtained qualifications must attach evaluation from NQA.
- Public Servants must attach copies of confirmation of probation in their current positions.
- Non-public servants must attach proof of their employment history via their HR office.
- All copies should be certified.
- Failure to complete all items on the application for employment form and not attaching the required documents will disqualify the applicant.
- Personal documents will not be returned and only shortlisted candidates will be contacted.

Applications (Form 156043 obtainable at all Government Offices), together with a comprehensive curriculum vitae and certified copies of educational qualifications must be addressed to:

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

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Hand delivered to:

**The Human Resources Office
Corner of Robert Mugabe Avenue and Dr. Kenneth David Kaunda Street
Windhoek**

Enquiries: Mr. Stanely Halifeli, Tel: 061 2842212 or Human Resources, Tel. 061284 2217.

MINISTRY OF FINANCE AND PUBLIC ENTERPRISES

DIVISION: INTERNAL AUDIT SERVICES

Post Designation	:	Internal Auditor Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: An appropriate B-Degree in Auditing, Accounting or Commerce on NQF Level 7 (or equivalent qualification)

Additional Requirements: Basic Background in Information Systems Auditing and Basic understanding of Risk Management.

Job Descriptions:

- Attending meetings with auditees to develop an understanding of business processes
- Meet relevant staff and obtain documents and background information
- Researching and assessing how well risk management processes are working and recording the results using software such as Microsoft Word and Excel
- Performing risk assessments on key activities and using this information to guide what should be covered in audits
- Anticipating emerging issues through research and interviews and deciding how best to deal with them
- providing support and guidance to Chief Internal Auditor on how to handle new opportunities
- Agreeing recommendations with relevant staff members to make improvements to operations and helping to secure backing for them in meetings
- Preparing draft reports to highlight issues and problems and distributing the reports to the relevant people
- Assessing how well the Ministry is complying to rules and regulations and informing management of any issues that need addressing
- Managing a variety of stakeholders and their expectations through regular communications.
- Conduct follow up of audit findings to ensure adequacy and timeliness of correction and implementation thereof. Handle audit queries.
- Carry out any other official duties assigned from time to time.

Application forms **156043** (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).

Enquiries: Mr. Augustinus Nowaseb Tel: 061 209 2121

**DIRECTORATE: ADMINISTRATION
DIVISION: GENERAL SERVICES**

Post Designation	:	Private Secretary Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$185,920 – N\$222,994
Salary Notch	:	N\$277,264 per annum
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in Office Administration or Management or Related Secretarial Field of Study.

Key Performance Areas:

- Typing of manuscripts, the screening and channeling of telephone calls and visitors.
- Updating of diaries and other sources of reference.
- Performing of elementary secretarial work; the taking and relaying of messages.
- Ordering of office supplies.
- Taking down of minutes at meetings where so required.
- Serving of and arranging for provision of refreshments.
- Making of photocopies and the collecting/delivering of documents.
- Filing and safe keeping of all documents where so required.
- Making of appointments, reservations and travelling arrangement.
- Performing of any duties which may be assigned

Enquiry: Ms. Naomi Kafita Tel: 061 209 2479

DEPARTMENT ECONOMIC POLICY

Post Designation	:	Senior Private Secretary Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in Office Administration or Management or Related Secretarial Field of Study Plus three (3) years Practical Experience.

Key Performance Areas:

- Typing of manuscripts, the screening and channeling of telephone calls and visitors.
- Updating of diaries and other sources of reference.
- Performing of elementary secretarial work; the taking and relaying of messages.
- Ordering of office supplies.
- Taking down of minutes at meetings where so required.
- Serving of and arranging for provision of refreshments.
- Making of photocopies and the collecting/delivering of documents.
- Filing and safe keeping of all documents where so required.
- Making of appointments, reservations and travelling arrangement.
- Performing of any duties which may be assigned

Enquiries: Mr. Oscar Kapelao Tel: 209 2061

DEPARTMENT ECONOMIC POLICY
DIRECTORATE: ECONOMIC POLICY ADVISORY SERVICES
DIVISION FISCAL, MONETARY POLICY & FINANCIAL MARKET DEVELOPMENT

Post Designation	:	Chief Economist, Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum requirements: A B-Degree in Economics, Macroeconomics or Economic Policy Analysis/Management at NQF Level 7, plus appropriate five (5) years' appropriate experience in the area of macro-fiscal policy analysis and revenue projections. A Master Degree in Economics, Macroeconomics or Economic Policy analysis/management will be an advantage

Key Performance Areas:

- Undertake revenue forecasting for fiscal framework and MTEF, and maintain a credible revenue forecasting model in collaboration with the macroeconomic division and Revenue Forecasting Committee
- Undertake detailed analysis of past, present and projections of future fiscal policy performance for the MTEF and propose policy stance for the MTEF
- Assist in reviewing the effectiveness and relevance of various policy measures in relation to developments in the economy and business environment and make recommendations thereof,
- Monitor the timely implementation and effectiveness of fiscal policy measures and make recommendations in this regard,
- Analyze Trend in government financial operation based on Revenue and expenditure performance, compliance pattern and payment activities and payment activities and make appropriate recommendation for policy and decision-making purposes
- Prepare analysis for both monetary and fiscal policy development in the context of CMA, SACU, SADC, and other regional and international stakeholders.
- Facilitate consultations with bank of Namibia, NAMFISA, DBN as well as other government institutions whose mandate relates to financial sector
- Assist in drafting Macroeconomic and Fiscal policy framework for the Medium-Term Expenditure Framework (MTEF).
- Carry out any other matters as may be assigned by the Deputy Director.
- Coordinate the review of policies and laws regulating the Financial sector
- Carry out any other tasks that may be assigned by the Deputy Director and/or Management.

Enquiries: Mr. Festus Nghifenwa Tel: 061 2092131

DIRECTORATE: EXPENDITURE AND FINANCIAL MANAGEMENT
DIVISION: ACCOUNTING AND FINANCIAL CONTROL
SUBDIVISION: PAYMENTS CONTROL

Post Designation	:	Chief Accountant Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum

PSM CIRCULAR NO. J OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 NOVEMBER 2023, CLOSING DATE 22 DECEMBER 2023

Transport Allowance : N\$8,760 per annum

Minimum Requirements: An appropriate Diploma in Accounting and or Finance on NQF L6 appropriate qualification at NQF plus six (6) years appropriate experience in Finance.

Key Performance Area:

- As a Head of the Subdivision, the position is responsible for overseeing two sections namely, the Bank Reconciliation and the Electronic Funds Transfer (EFT). The Bank Reconciliation serves as custodian of the State Account/Government's bank account held at the Bank of Namibia from which all Government revenues and expenditures are deposited and paid.
- Under listed are key responsibilities of an Accountant Grade 6:
- Supervision of staff in the Sections: Bank Reconciliation and Electronic Funds Transfer
- Ensure the bank transfers are processed on the Account Payable Module and posted to the General Ledger.
- Compiling annual statements and submission to the Office of the Auditor-General.
- Receipt of bank statements and debits/credit transfer vouchers from Bank of Namibia.
- Ensure filing system of the bank statements of State Account and other correspondences.
- Daily reconciliation of the State Account.
- Liaising with the Bank of Namibia on EFT receipts and related queries.
- Assist O/M/As with the reconciliation of Bills Payable Suspense Account and other Suspense Accounts.
- Receipt of monthly reconciliations from the O/M/As and monthly review
- Assist O/M/As with the reconciliation of bank accounts and provide comments in terms of consistency and appropriateness of the reconciliation.

Enquiries: Ms. Laimi Shipoke Tel: 209 2702

DEPARTMENT: PROCUREMENT POLICY UNIT
DIRECTORATE: PROFESSIONALIZATION AND CAPACITY STRENGTHENING

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 - N\$271,828
Salary Notch	:	N\$227,453
Transport Allowance	:	N\$7,680 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: A National Diploma or equivalent qualification (NQF Level 6) plus four (4) years appropriate working experience in Procurement (NQF Level 6) plus four (4) years appropriate working experience in Procurement and a driver's license.

Additional Requirement: Good knowledge and understanding of the Public Procurement Act, 2015, Electronic Government Procurement (E-GP) and traceable working experience in the field of public procurement will be an added advantage.

Candidates will be subjected to security clearance process

Key Performance Areas:

The incumbent, under the overall guidance and supervision of the Control Administrative Officer Grade 6 will carry out the following tasks:

- Receive and record the internal organisational structures amendment request from public entities.

- Check whether the amendment request letters are dully signed by authorised officers and the correctness of the excel sheet in compliance with instruction note and other requirements.
- Seek clarity from the head of PMUs and Accounting Officers in respect of the internal organisational structures amendment request.
- Do follow up and advise on the correct format of the submissions.
- Ensure correct capturing of E-GP database on internal organisational structures
- Arrange transport requisitions for the department in consultation with the supervisor.
- Assist in the Development and implementation of the Annual Plan.
- Maintain proper record keeping for all internal structures
- Ensure safe keeping of all office keys and safety of the equipment
- Supervise cleaners and maintain of hygiene in the building
- Assist with conducting training on the public procurement act.
- Ensure that assets are properly kept and maintained.
- Implement the Performance Management System by developing, signing, reviewing and appraising staff Performance Agreements
- Perform any other activities as assigned by the supervisor.

Additional Skills:

- Excellent communication skills, both written and oral.
- Excellent interpersonal skills
- Presentation skills
- Initiative
- Microsoft excel and PowerPoint and Attention to detail

Enquiries: Mr. Francois Brand; Tel: +26461- 2099401

**DIVISION: INFORMATION TECHNOLOGY
SUB-DIVISION: SYSTEM ADMINISTRATION**

Post designation	:	System Administrator Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$243,812 – N\$274,573 (P)
Transport Allowance	:	N\$7,680 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: Be in possession of a Degree in Information Technology or equivalent qualification at NQF level 7 plus 3 appropriate years of experience in Network Administration. Windows domain network services, Firewall management, and basic Linux/Unix skills required. Network Routing and Switching certification or relevant professional certifications to serve as an advantage.

Job Description:

- Responsible for computer network design, support, maintenance, installations and upgrades.
 - Networks (WAN/LAN/Wireless) management
 - Analyse, troubleshoot and evaluate computer network problems.
 - Monitoring and fine tuning of the computer network performance.
 - Participating in evaluation of new products and network upgrades.
 - Install software, supporting, and maintaining of servers, storage and other computer systems.
 - Develop and implement relevant network policies (e.g. user usage, security, backup, recovery etc.)
 - Provide network support across organizational operating systems
-

- Maintain stable and consistent connectivity across all network computers.
 - Prepare, implement, and monitor disaster procedures and recovery.
 - Must have a strong grasp of network security (e.g. firewalls and intrusion detection/protection systems).
 - Providing support to end users, field/administrative support on computer networking, inclusive of other offices, ministries and agencies where appropriate.
 - Performs diagnostics to determine network failures/faults, initiates or performs routine repairs.
 - Manage the licensing of network software and hardware.
 - Designing, implementation and management of Windows computer network domain services
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DIVISION: INFORMATION TECHNOLOGY
SUBDIVISION: SYSTEM ADMINISTRATION

Post Designation	:	System Administrator Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$251,126 – N\$282,810 (P)
Transport Allowance	:	N\$7,680 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: Be in possession of a Degree in Information Technology or equivalent qualification at NQF level 7 plus 3 appropriate years of experience in Database Administration. Oracle database certification or any professional database certifications to serve as an advantage.

Job Description:

- Responsible for computer database designs, support, maintenance, installations and upgrades.
 - Monitoring and performance fine-tuning of database systems.
 - Install, support, and maintain database servers, storage and other computer systems.
 - Develop and implement relevant database policies (e.g. user usage, security, backup, recovery etc.)
 - Develop processes for optimizing database security.
 - Set and maintain database standards.
 - Manage database access.
 - Install, upgrade, and manage database applications.
 - Diagnose and troubleshoot database errors.
 - Recommend and implement emerging database technologies.
 - Create and manage database reports, visualizations, and dashboards.
 - Create automation for repeating database tasks.
 - Preserving data integrity
 - Assistance with data retrieval, process operation and application system software commands
 - Performs diagnostics to determine system failures/faults, initiates or performs routine repairs.
 - Manage the licensing of all databases.
 - Administration and support of the databases.
 - Administration of the Oracle database used for custom applications.
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DIVISION: INFORMATION TECHNOLOGY
SUBDIVISION: SYSTEM ADMINISTRATION

Post Designation	:	Computer Technician, Grade 11
1x Post	:	Windhoek
Salary Scale	:	N\$142,977 – N\$161,402 (P)
Transport Allowance	:	N\$7,680 per annum
Housing Allowance	:	N\$11,616 per annum

Minimum Requirements: Be in possession of a National Diploma in Information Technology or equivalent qualification at NQF level 6 plus 2 appropriate years of experience in PC/Computer Technician and user support. Windows domain services management skills required.

Job Description:

- Providing 1st level technical support to users and resolving technical errors as per calls/tickets logged with service desk.
- Responsible for setting up and installing new hardware and software systems.
- Diagnosing and troubleshooting computer issues.
- Maintaining hardware and software by conducting regular maintenance and updates.
- Identifying and resolving network, connectivity, and basic server issues.
- Upgrading firmware, software, and outdated hardware systems.
- Monitoring and maintaining security systems and installing updates.
- Assist with day-to-day smooth running of IT service desk.
- Performing regular tests, upgrades, and backups when required.
- Preparing technical documents, such as error and maintenance reports.
- Creating user documents and providing training on new computer systems.
- Train users on new software packages and technologies
- Execute any other duties assigned by the Supervisor(s)

Enquiries: Mr. Michael Hamatwi: 209 2719

DIRECTORATE: BUDGET MANAGEMENT AND CONTROL
DIVISION: BUDGET CONTROL AND PAYMENT SERVICES
SUB-DIVISION: BUDGET CONTROL

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N\$151,910 - N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: National Diploma or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience or A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

Key Performance Areas:

- Register all treasury submissions in the incoming register file and disseminate to the sector officials on time. In addition, to ensure that submissions are conforming to the provisions in the treasury instructions.
- Register all TAW'S in the incoming register and disseminate to the sector officials on time.
- Register all approved treasury submissions/correspondence and taw's in the outgoing register.

- Provide DB and VR numbers upon approval of treasury submissions.
- Register all approved leave forms in the leave register before sending to human capital division (copies to be filed)
- Responsible for neatly filing of all office correspondence/ copies of treasury approvals of all OMA'S.
- Inform OMA'S to collect approved documents immediately after approval
- Distribution of all office correspondence/documents/approvals to OMA'S
- approved submissions
- approved tax's
- correspondence
- treasury circulars
- Perform duties during official hours and guard over the piling of work and be available to provide services to OMA'S and any other stakeholder.
- Liaise with the chief accountant – senior accountants and accountant, on any matter beyond his/her authorization level.
- Complete performance agreement in line with the strategic plan and annual work plan of the directorate: budget management and control – division: budget control.
- Complete attendance register at all times.
- Responsible for procurement of stationery, office furniture and office supplies.
- any other duties, as may be instructed from time to time

Enquiries: Ms. Secilia Hisikia 209 2924

In terms of the Affirmative Action Plan of the Ministry of Finance and Public Enterprises, qualifying females and persons with disabilities who meet the prescribed advertisement requirements are encouraged to apply.

Application forms **156043** (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).

Please Note: Only short-listed candidates will be notified, and no documents will be returned.

Applications must be addresses to:

**The Executive Director
Ministry of Finance and Public Enterprises
Private Bag 13295
Windhoek**

Or hand delivered at:

**Ground Floor
East Wing Fiscus Building**

Enquiries: Martha Domingos Tel: 061 2023608

MINISTRY OF EDUCATION, ARTS AND CULTURE

DEPARTMENT FORMAL EDUCATION DIRECTORATE NATIONAL INSTITUTE FOR EDUCATIONAL DEVELOPMENT (NIED) DIVISION CURRICULUM RESEARCH AND DEVELOPMENT

Post Designation	:	Chief: Education Officer Grade 4
1x Post	:	Okahandja
Salary Scale	:	N\$492,567 – N\$517,836 per annum
Housing Benefit	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 or 8 plus 9 years' appropriate experience.

Supplementary Selection Requirements: At least three years' experience as a Chief Education Officer participating in curriculum development and implementation in formal education.

Duty Sheet:

- Compliance interpretation with the Public Service Act, Public Service Staff Rules, Regulations and other Acts.
- Overall responsibility for the management, co-ordination and supervision of the activities of the Division: Curriculum Research and Development
- Plan, develop and supervise the implementation of divisional programmes.
- Co-ordinate project activities in Basic Education attached to NIED.
- Pre-prepare and co-ordinate the compilation of the divisional annual plan and annual report and annual budget.
- Monitor syllabi implementation and syllabi functioning both in teacher education and Basic Education.
- Provide professional guidance to subordinates.
- Evaluate performance of subordinates.
- Any other work related duties assigned by the supervisor.

Enquiries: Dr. Patrick Simalumba 062-509 020

DIVISION PROFESSIONAL AND RESOURCE DEVELOPMENT SUBDIVISION: RESOURCE CENTER

Post Designation	:	Chief Education Officer Grade 5
1x Post	:	Okahandja
Salary Scale	:	N\$412,001 - N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 or 8, plus 8 years' appropriate experience.

Supplementary Selection Requirements:

- A Degree in Education or equivalent on NQF L7 or 8, plus 8 years' appropriate experience.
- A Master's Degree by (dissertation or combination of dissertation and course work) or equivalent qualification on NQF Level 9 will serve as an advantage.

Enquiries: Mr. Paulus Kashiimbi Tel: 062 509 083

**DIVISION CURRICULUM RESEARCH AND DEVELOPMENT
SUBDIVISION: EUROPEAN LANGUAGES**

Post Designation	:	Senior Education Officer Grade 6 (Afrikaans)
1x Post	:	Okahandja
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 plus 5 years appropriate experience OR an appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience.

Supplementary Selection Requirements:

- An appropriate B Ed or BA degree or equivalent qualification with specialization in Afrikaans.
- Minimum of 3 years teaching experience on NSSCH/NSSCAS level in Afrikaans.
- Experience in syllabus development and/or as Curriculum Panel member at NIED and/or In-service training of teachers, especially with regard to Afrikaans (attach proof).
- Marking of national level of Afrikaans and/or paper setting/item at national level for Afrikaans (attach proof).

Enquiries: Dr. Patrick Simalumba and Ms. Willemien Wannberg 062-509 020 & 062-509 027

**DIVISION CURRICULUM RESEARCH AND DEVELOPMENT
SUBDIVISION: AFRICAN LANGUAGES**

Post Designation	:	Senior Education Officer Grade 6 (Silozi and Setswana) (Re-advertisement)
1x Post	:	Okahandja
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience, OR an appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Selection Requirements:

- An appropriate Bachelor's Degree or equivalent qualification with specialization in Silozi or Setswana.
- Minimum of 3 years teaching experience on at least Senior Primary level in Silozi or Setswana.
- Experience in syllabus development and/or as Curriculum Panel member at NIED and/or in-service training of teachers, especially with regard to Silozi or Setswana (proof must be attached).

Enquiries: Dr. Patrick Simalumba and Ms. Willemien Wannberg 062-509 020 & 062-509 027

**DIVISION CURRICULUM RESEARCH AND DEVELOPMENT
SUBDIVISION: AFRICAN LANGUAGES**

Post Designation	:	Senior Education Officer Grade 6 (Rumanyo) (Re-advertisement)
Duty station	:	Okahandja
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience, OR an appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Selection Requirements:

- An appropriate Bachelor's Degree or equivalent qualification with specialization in Rumanyo.
- Minimum of 3 years teaching experience on at least Senior Primary level in Rumanyo.
- Experience in syllabus development and/or as Curriculum Panel member at NIED and/or in-service training of teachers, especially with regard to Rumanyo (proof must be attached).

Enquiries: Dr. Patrick Simalumba and Ms. Willemien Wannberg 062-509 020

**DEPARTMENT FINANCE AND ADMINISTRATION
DIRECTORATE: GENERAL SERVICE
DIVISION: INFORMATION AND TECHNOLOGY
SUB-DIVISION: SYSTEM ADMINISTRATION AND ITC INFRASTRUCTURE
SECTION: TECHNICAL SERVICES**

Post Designation	:	Computer Technician Grade 11
1x Post	:	Windhoek
Salary Scale	:	N\$142,977 - N\$161,402 (P)
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A National Diploma or equivalent in Information Technology on NQF Level 6.

Supplementary Selection Requirements:

- Candidates with diploma or degree in Information Technology will receive preference.
- ICDL 7 Module.

Application forms should be addressed to:

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

Hand delivered to:

**The Ministry of Education, Arts & Culture
Government Office Park, Luther Street
Human Resource Office, 2nd Floor, East Wing, Room No. 275
Windhoek**

Enquiries: Mrs. Zelda Mouton Tel: 081 279 0288

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES

DIVISION: NATIONAL DRUG CONTROL COORDINATION

SUBDIVISION: PHARMACEUTICAL CONTROL & INSPECTION

SECTION: IMPORT CONTROL & INSPECTION

Post Designation	:	Senior Pharmacist Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: Registration as Pharmacist with the Health Professional Council of Namibia plus four (4) years appropriate working experience as a Pharmacist.

Additional Requirements: Candidate must attach working proof of having knowledge of medicines regulation. Computer literacy with sound knowledge of Microsoft Office (Word, Excel, Power Point) and Access.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered.

Key Performance Areas:

- Inspection of Facilities
- Planning and budgeting
- Pharmaceutical Regulation
- Human resources management
- Supervision and training

Enquiries: Mr. W. Karuhumba or Ms. NT. Tauya, HRM office, Head office, Tel. No.: 061-2032187 or 2032189.

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES

DIVISION: WINDHOEK CENTRAL HOSPITAL

SUBDIVISION: GENERAL SUPPORT SERVICES

SECTION: AUXILIARY SERVICES

SUBSECTION: OFFICE SERVICES

Post designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Scale of Salary	:	N\$ 151 910 - N\$182 202 p.a
Transport Allowance	:	N\$ 8 760 p.a.
Housing Allowance	:	N\$ 11 616 p.a.

Minimum Requirements: an appropriate National Diploma or equivalent qualification (NQA Level 6) plus one (1) years approximate appropriate experience in (Procurement / logistics/ Stock Management/ Asset Management) or Grade 12 Certificate (AQA Level 3) plus 3 years approximate appropriate experience in ((Procurement / logistics/ Stock Management/ Asset Management)

Additional Requirement: Driver licence

Enquiries / Mr T. Michael/ Ms. M. Tjavara 061-203 3019/3004/ Ms R.R. Podeweltz 061-203 3071

**DIRECTORATE: GENERAL MANAGEMENT
DIVISION: SECURITY AND RISK MANAGEMENT**

Post Designation	:	Chief Security Operations Officer Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: A National Diploma in either Security Management or Police Science or Correctional Service or Military Science on NQF Level 6.

Additional Requirements: A valid driver's license and computer literacy.

Please note: The appointment of this job category: is subject to vetting.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Main Responsibilities:

- To organize, direct, coordinate, supervise and control the implementation and maintaining of physical security programs and plans of the Ministry of Health and social services premises.
- To ensure security programs such as physical security, personnel security, document security, ICT security and security awareness are implemented, enforce, maintained, monitored, evaluated and adhered to.
- Application must be made on the form 156043 (obtaining from any government office)
- To ensure that security, security policies and plans in the Ministry are developed, managed and strictly implemented, enforced and adhered to.
- Support in risk assessment and implementation of appropriate measures to mitigate specific threats, incidents and breaches.
- To provide expert advice, guidance and support to managers, supervisors and general staff members in the Ministry.
- Participate in the preparation of the Divisional Operational Plan.
- Ensure the implementation of the Performance Management System within the Division.
- Perform duties in compliance with the Ministry Policies, rules and procedures.
- Keep close liaison with stakeholders on issues regarding security and risk management and ensure that the MHSS is kept abreast.
- Carry out any lawful and reasonable instruction as instructed by the reporting line.

Enquiries: Mr. W. Karuhumba or Ms. NT. Tauya, HRM office, Head office, Tel. No.: 061-2032187 or 2032189.

**DIRECTORATE: GENERAL MANAGEMENT
DIVISION: LEGAL SUPPORT SERVICES**

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: An appropriate National Diploma or equivalent on NQF Level 6 plus six (6) years appropriate experience of which three (3) years should be at a level of Grade 8.

PSM CIRCULAR NO. J OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 NOVEMBER 2023, CLOSING DATE 22 DECEMBER 2023

Additional Requirements: Must have three (3) years of working legal services experience and be in possession of a valid Driver's License. Applicants within the Public Service should attach proof of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Key Performance Area/Key Results Area:

- Provision of legal and legislative support to the Ministry of Health and Social Services.
- Involve in management of litigation cases; legislative reviews and amendments; liaising with relevant bodies/institution on all legal matters.
- Provide guidance and support to the Ministry to ensure proper implementation of various acts, Public Service Rules, Policies and regulations; drafting of contracts and regulations.

Enquiries: Mr. W. Karuhumba or Ms. NT. Tauya, HRM office, Head office, Tel. No.: 061-2032187 or 2032189.

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: CLINICAL SUPPORT SERVICES
SUBDIVISION: CLINICAL LABORATORY SERVICES
SECTION:

Post Designation	:	Medical Technologist Grade 9
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$185,920 - N\$922,994
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: A Degree at NQF 7 in Biomedical or Laboratory Sciences and Registration as Medical Technologist with the Health Profession Council of Namibia plus three (3) years laboratory experience.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered.

Duties:

- Inspection of clinical laboratories to ascertain that facilities meet the minimum accepted standards.
- Ensure quality assurance implementation within the laboratories and blood service providers in the country.
- Assist in the establishment and strengthening Public Health Laboratory Systems in collaborations with development Partners (WHO, AFRICA-CDC, PEPFAR, RKI, Global Fund, etc).

Enquiries: Mr. W. Karuhumba or Ms. NT. Tauya, HRM office, Head office, Tel. No.: 061-2032187 or 2032189.

**DIRECTORATE: HEALTH INFORMATION & RESEARCH
DIVISION: EPIDEMIOLOGY**

Post Designation	:	Chief Medical Officer Grade 3
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$528,193 – N\$560,522
Housing Benefit	:	N\$81,558 per annum
Fixed Overtime	:	N\$257,494 per annum
Motor Vehicles Allowance	:	N\$114,475 per annum

Minimum Requirements: Registration as Medical Officer with the Health Professional Council of Namibia plus five (5) years appropriate experience.

Additional Requirements: The five (5) years of experience should include at least three (3) years' experience in Public Health Interventions or Public Health Intelligence or Public Health Emergency Management or International Health Regulations.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Enquiries: Mr. W. Karuhumba or Ms. NT. Tauya, HRM office, Head office, Tel. No.: 061-2032187 or 2032189.

**DIRECTORATE: HEALTH INFORMATION AND RESEARCH
DIVISION: EPIDEMIOLOGY
SUBDIVISION: EMERGENCY PREPAREDNESS AND RESPONSE**

Post Designation	:	Senior Science and Technology Officer Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: A Degree or an equivalent qualification on NQF L8 majoring in one of the following subjects: Physics, Chemistry, Biochemistry, Microbiology, Botany, Zoology, Biology, Geology, Food Technology, Marine Biology, Life Sciences, Mathematics.

Additional Requirements: The candidate should have five (5) years appropriate experience and basic understanding of statistical analysis, strategic planning and resources management.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Enquiries: Ms. NT. Tauya, Ms. E. Andreas, HRM office, Head office, Tel. No.: 061-2032179 or 2032189

**DIRECTORATE: FINANCE & PROCUREMENT
DIVISION: EXPENDITURE
SUBDIVISION: PAYROLL**

Post Designation	:	Chief Accountant Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$337,984 – N\$403,922

PSM CIRCULAR NO. J OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 NOVEMBER 2023, CLOSING DATE 22 DECEMBER 2023

Salary Notch	:	N\$337,984 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: An appropriate Diploma on NQF L6 majoring in accounting.

Additional Requirements: Candidate must have approximately five (5) years' experience as a Senior Accountant in the Public Service. Must have experience in all IFMS modules.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Enquiries: Ms. NT. Tauya, Ms. E. Andreas, HRM office, Head office, Tel. No.: 061-2032179 or 2032189

**DIRECTORATE: SOCIAL WELFARE SERVICES
DIVISION: DEVELOPMENTAL SOCIAL WELFARE SERVICES
SUBDIVISION: SOCIAL WELFARE INFORMATION SERVICES**

Post Designation	:	Control Social Worker Grade 5
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$412,001 – N\$499,256
Salary Notch	:	N\$412,001 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: A Bachelor Degree in Social Work and registration as a Social Worker with the Social Work and Psychology Council of Namibia.

Additional Requirements: Candidate must have approximately six (6) years' experience in social work. Be in possession of a valid driving license and willingness to obtain authorization to drive a GRN vehicle (if not in position of one already).

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Key Performance Areas:

- Coordinate and facilitate the planning, reporting and monitoring & evaluation of the Directorate; the implementation of the Directorate Customer Service Charter;
 - Facilitate, coordinate and ensure the development of policy, legislation, guidelines, manuals and other standard setting documents for the Subdivision;
 - Ensure implementation of the Performance Management System by all staff in the Subdivision; Coordinating and developing overall sub-divisional research programs;
 - Perform delegated functions pertaining to policy and legislation formulation and review; strategic planning; resource mobilization and allocation;
 - Technical support to lower level of service planning, care and implementation;
 - Forecast demands for professional social welfare services and providing cost-effective services based on real social welfare needs of Namibia, specifically to the subdivision;
 - Liaise with tertiary educational institutions regarding the training of social workers in Namibia and related matters.
 - External relations and administration,
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DIRECTORATE: SOCIAL WELFARE SERVICES
DIVISION: DEVELOPMENTAL SOCIAL WELFARE SERVICES
SUBDIVISION: SUBSTANCE ABUSE PREVENTION, DRUG CONTROL AND REHABILITATION
SECTION: ETEGAMENO REHABILITATION AND RESOURCE CENTRE

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$227,264 – N\$331,358
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: Registration as Registered Nurse with the Health Professions Council of Namibia, plus appropriate three (3) years' experience working as a registered nurse.

Additional Requirements: Candidate should have experience in the field of working with clients in the field of substance use and abuse. Experience in the field of mental health will be an added advantage. Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

DIRECTORATE: SOCIAL WELFARE SERVICES
DIVISION: DEVELOPMENTAL SOCIAL WELFARE SERVICES
SECTION: RESOURCE MANAGEMENT

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$227,453 – N\$271,828
Salary Notch	:	N\$227,453 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: National Diploma or equivalent qualification (NQF Level 6) plus four (4) years' appropriate experience in Administration of which two (2) years must be at the level of Senior Administrative Officer Grade 10.

Additional Requirements: Preference will be given to candidates with experience in resource management, budgeting, planning, stock taking (including vehicle and asset management). Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

DIRECTORATE: SOCIAL WELFARE SERVICES
DIVISION: DEVELOPMENTAL SOCIAL WELFARE SERVICES
SECTION: RESOURCE MANAGEMENT

Post Designation	:	Senior Administrative Office Grade 10
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$151,910 – N\$182,202
Salary Notch	:	N\$151,910 per annum
Transport Allowance	:	N\$7,680 per annum
Housing Allowance	:	N\$10,464 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

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Additional Requirements: Preference will be given to candidates with experience in resource management, budgeting, planning, stock taking (including vehicle and asset management).

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

DEPARTMENT: REGIONAL HEALTH AND SOCIAL WELFARE SERVICES

Post Designation	:	Chief Health Program Officer Grade 6
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 plus five (5) years appropriate experience.

Additional Requirements: Applicants within the Public Service should be at a level of Grade 7 and must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Key Performance Area: To coordinate support to the Regional Management Teams (RMTs), and ensure capacity to comply with relevant laws, policies, and efficiency performance delivery strategies. Other key responsibilities include:

- Identifying urgent training and equipment needs in relation to technical standards and protocols for the delivery of key health services to ensure their adoption and uniform application by all RMTs and their District Teams
- Ensuring full compliance with national norms and standards, overseeing that cross-cutting issues are mainstreamed at Management platforms and attended to accordingly.

Enquiries: Ms. NT. Tauya, Ms. E. Nashiku, HRM office, Head office, Tel. No.: 061-2032188 or 2032189

DEPARTMENT: REGIONAL HEALTH AND SOCIAL WELFARE SERVICES

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$151,910 – N\$182,202
Salary Notch	:	N\$151,910 per annum
Transport Allowance	:	N\$7,680 per annum
Housing Allowance	:	N\$10,464 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Key Performance Area: To assist the Department of Regional Health and Social Welfare Services in coordination activities in particular those related to operational efficiencies. Other key responsibilities include:

- Planning Departmental coordination activities for financing, budgeting, control expenditure, and ensuring optimal use of resources.
- By utilizing an effective tool, collating incoming information from all RMTs, ensuring follow-up with relevant directorate; and facilitating the provision of consolidated feedback to all RMTs.

Enquiries: Ms. NT. Tauya, Ms. E. Nashiku, HRM office, Head office, Tel. No.: 061-2032188 or 2032189

**DIRECTORATE: HEALTH TECHNOLOGY & INFRASTRUCTURE MANAGEMENT
DIVISION: HEALTH FACILITY REGULATION**

Post Designation	:	Control Administrative Office Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: An appropriate National Diploma or equivalent on NQF Level 6 plus five (5) years of appropriate working experience in administration.

Additional Requirements: Candidate must have four (4) years experience at level of Chief Administrative Officer at Grade 8 and a valid driver license Code B.

Key Performance Areas:

- Coordination and facilitation of the policy formulation, implementation and review process on Health Facility Regulation
- Coordinate the registration and licensing of private hospitals and other private health facilities across the country
- Management of database of all private hospitals/ facilities
- Management of the Division/ Section

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Enquiries: Ms. NT. Tauya, Ms. E. Nashiku, HRM office, Head office, Tel. No.: 061-2032188 or 2032189

**DIRECTORATE: HEALTH TECHNOLOGY & INFRASTRUCTURE MANAGEMENT
DIVISION: PHYSICAL FACILITY PLANNING
SUBDIVISION: HOSPITAL & OTHER FACILITIES**

Post Designation	:	Chief Health Programme Officer Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Transport Allowance	:	N\$8,760 per annum

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Housing Allowance : N\$14,520 per annum

Minimum Requirements: An appropriate four (4) years degree or equivalent qualification on NQF L7.

Additional Requirements: Candidate must have five (5) years' experience in planning and project management. Should be at a level of Senior Health Programme Officer Grade 7 with a valid driver's license.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Key Performance Areas:

- Coordination of Capital projects in the Ministry
- Supervise physical implementation of projects
- Monitor financial implementation of projects
- Facilitate all donor funded construction projects in the Ministry

Enquiries: Ms. NT. Tauya, Ms. D. Kisting, HRM office, Head office, Tel. No.: 061-2032108 or 2032189.

DIRECTORATE: POLICY AND PLANNING
DIVISION: POLICY AND PLANNING
SUBDIVISION: POLICY DEVELOPMENT AND PLANNING

Post Designation : Senior Health Programme Officer Grade 7
1x Post : Windhoek (**Head office**)
Salary Scale : N\$277,264 – N\$331,358
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$14,520 per annum

Minimum Requirement: An appropriate B-degree or equivalent qualification on NQF L7.

Additional Requirements: Preference will be given to candidates with a B-Degree in Social Sciences at NQF L7 and must have experience in strategic planning and development and reviewing of policies.

Key Performance Areas:

- Development of guidelines on policy development and planning
- Provide secretariat support to Ministerial Policy Review Committee and National Planning and Management meetings
- Support the coordination of the Ministry Strategic and Annual Planning
- Assist in compilation of overall Ministry Annual Reports.

Applications must be submitted on form 156043 (obtainable at all Government offices) and should be accompanied by **original certified** copies of educational qualifications, Identity document, detailed CV and academic records. **All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).** Applicants who failed to complete all items on the application form (incomplete applications) and not attaching the necessary documents will disqualify the application. No documents will be returned.

Applications must be addressed to:

**The Executive Director
Ministry of Health and Social Services
Head office
Private Bag 13198
Windhoek.**

Hand delivery to Subdivision:

**Human Resources Management
Ministerial Building (Head Office) Harvey Street
Windhoek**

Enquiries: Ms. N. Tauya, Ms. E. Andreas, HRM office, Tel. No: 061-2032179 or 2032189

INTERMEDIATE HOSPITAL KATUTURA

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES**

Post designation	:	Specialist Grade 4
4x Posts	:	Windhoek
	:	1. (Obstetrics & Gynaecology)
	:	2. (Physician)
	:	3. (Surgery)
	:	4. (Internal Medicine)
Salary Scale	:	N\$528,193 (F)
Housing Benefit	:	N\$68,188 per annum
Fixed Overtime	:	N\$257,494 per annum
Motor Vehicle Allowance	:	N\$102,701 (Capital and Running Costs) per annum

Minimum Requirements: Must be registered as a Specialist (Obstetrics & Gynaecology), (Physician) and (Surgery) with Medical and Dental Council of Namibia (proof must be provided).

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: SERVICES
SECTION: DENTAL SERVICES**

Post Designation	:	Dentist Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14, 520 per annum
Motor Vehicle Allowance	:	N\$78,762 (Capital and Running Costs) per annum
Fixed Overtime Allowance	:	N\$220,488 per annum

Minimum Requirements: Bachelor Degree in Dental Surgery or Equivalent qualification on NQF Level 8. Registration as a Dentist with the Medical and Dental Council of Namibia and

plus a minimum of three (3) years working experience as a Dentist (post internship).
Candidates who worked at teaching/training hospitals have an additional advantage.

DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: SERVICES
SUBSECTION: EMERGENCY UNIT

Post Designation : Medical Officer Grade 5
1x Post : Windhoek
Salary Scale : N\$412,001 – N\$492,567
Housing Allowance : N\$14, 520 per annum
Motor Vehicle Allowance : N\$78,762 (Capital and Running Costs) per annum
Fixed Overtime Allowance : N\$220,488 per annum

Minimum Requirements: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia and plus a minimum of three (3) years working experience as a Medical Officer in the Emergency Unit/Care.

DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARDS

Post Designation : Chief Registered Nurse Grade 6
1x Post : Intermediate Hospital Katutura
Salary Scale : N\$337,984 - N\$403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$7,680 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia. Candidate in the Public Service must be confirmed as Senior Registered Nurse Grade 7, certified copy of confirmation of probation letter must be attached.

DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: MATERNITY WARD

Post Designation : Registered Nurse Grade 8
1x Post : Intermediate Hospital Katutura
Salary Scale : N\$227,453 – N\$271,828
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$14,520 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia (HPCNA).

Enquiries: Ms. Elizabeth Hamwaanyena, Tel 061-203 4107

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: HUMAN RESOURCES MANAGEMENT
SECTION: RECRUITMENT AND CONDITION OF SERVICES
SUBSECTION: CONDITION OF SERVICES**

Post Designation : Senior Human Resources Practitioner Grade 7
1x Post : Intermediate Hospital Katutura
Salary Scale : N\$227,264 – N\$331,358
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$14,520 per annum

Minimum Requirements: A National Diploma majoring in Human Resources on NQF Level 6, with at least five (5) years working experience as a Human Resources Practitioner. Candidate in the Public Service must be confirmed as Human Resource Practitioner Grade 8, confirmation of probation letter must be attached.

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SECTION: OFFICE SERVICES**

Post Designation : Senior Administrative Officer Grade 10
1x Post : Intermediate Hospital Katutura
Salary Scale : N\$151,910 – N\$182,202
Transport Allowance : N\$7,680 per annum
Housing Allowance : N\$10,464 per annum

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

Additional Requirements: Candidate must have a proven appropriate work experience of at least three (3) years in Transport/Fleet, Logistic, Procurement, physical facility and Stores management (proof must be attached).

A valid Driver's License will serve as an additional advantage

Enquiries: Ms. Justine Shivute, Tel 061-203 4007

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SUBSECTION: OCCUPATIONAL THERAPY**

Post Designation : Senior Therapist Assistant Grade 11
3x Posts : Intermediate Hospital Katutura
Salary Scale : N\$126,654 – N\$151,910
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$11,616 per annum

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Minimum Requirements: A Grade 12 Certificate or Equivalent qualification on (NQF Level 3
Additional Requirements: Candidate with qualification in Health related field have an added advantage.

Applicants should clearly indicate the Subsections of preference as indicated in the advert.

Please note: Only shortlisted candidates will be conducted and no personal documents will be returned.

Application forms should be addressed to:

**The Medical Superintendent
Intermediate Hospital Katutura
Private Bag 13215
Windhoek**

Hand delivery to:

**Human Resources office
First Floor
Intermediate Hospital Katutura**

Enquiries: Ms. Justine Shivute, Tel 061-203 4007

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES

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

Post Designation	:	Registered Nurse Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 -N\$271,828
Salary notch	:	N\$227,453 per annum
Transport Allowance	:	N\$8,760per annum
Housing Allowance	:	N\$14,520 per annum

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

Additional Requirements: An approximate appropriate one (1) year experience in Mental Health Nursing.

Enquiries: Mr. A. Ngolonga 061-203 3316/ Ms R.R. Podeweltz 061-203 3071

**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZE NURSING SERVICES
SUBSECTION: MATERNITY UNIT/ ANTENATAL CARE**

Post Designation	:	Registered Nurse Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 -N\$271,828
Salary notch	:	N\$227,453 per annum

**PSM CIRCULAR NO. J OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 NOVEMBER 2023,
CLOSING DATE 22 DECEMBER 2023**

Transport Allowance : N\$8,760per annum
Housing Allowance : N\$14,520 per annum

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

Additional Requirements: An approximate appropriate two (2) years' experience in prevention of mother to child transmission (PMTCT) Or a proof of Nurse Initiative Manage Anti Retrieval Therapy (NIMART), Prevention of Mother to Child Transmission (PMTCT) and Elimination to Mother to Child Transmission (EMTCT) Training will serve as an advantage.

Enquiries: Ms. H. Doeses 061-203 3252/ Ms R.R. Podeweltz 061-203 3071

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZE NURSING SERVICES
SUBSECTION: PEDIATRIC INTENSIVE CARE UNIT

Post Designation : Registered Nurse Grade 8
2x Posts : Windhoek
Salary Scale : N\$227,453 -N\$271,828
Salary notch : N\$227,453 per annum
Transport Allowance : N\$8,760per annum
Housing Allowance : N\$14,520 per annum

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

Additional Requirements: An approximate appropriate two (2) years' experience in Clinical Children Units, OR A post graduate Diploma in Critical Children Care or any other Children Course will be an advantage.

Enquiries: Ms.E.S Ambunda 061-203 3135/ Ms R.R. Podeweltz 061-203 3071

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZE NURSING SERVICES
SUBSECTION: OPERATING THEATRE & RECOVERY ROOM

Post Designation : Registered Nurse Grade 8
1x Post : Windhoek
Salary Scale : N\$227,453 -N\$271,828
Salary notch : N\$227,453 per annum
Transport Allowance : N\$8,760per annum
Housing Allowance : N\$14,520 per annum

Minimum Requirements: Registration with the Health Professional Council of Namibia.

Additional Requirements: An Advanced Diploma in Operating Theatre Nursing, OR approximate appropriate three (3) years' experience in the Operating Theatre Nursing.

Enquiries: Mrs. E. Ileka 061-203 3116/ Ms R.R. Podeweltz 061-203 3071

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PHARMACEUTICAL SERVICES
SECTION: HOSPITAL PHARMACEUTICAL SERVICES

Post Designation	:	Pharmacist Assistant Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$185,920 -N\$222,994
Salary notch	:	N\$185,920 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: Registration with the Health Professional Council of Namibia.

Additional Requirements: An approximate appropriate three (3) years of practice as pharmacist assistant and maintenance with the Health Professional Council of Namibia for the year 2024 -2025.

Enquiries: Mr. Makar 061-203 3004/ Ms R.R. Podeweltz 061-203 3071

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES
SUBSECTION: SURGICAL SERVICES

Post Designation	:	Specialist Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$528,193 (P)
Salary Notch	:	N\$528,193 (P)
Motor Vehicles Allowance	:	N\$102,701 per annum
Housing Benefit	:	N\$68,188 per annum
Fixed Overtime	:	N\$257,494 per annum

Minimum Requirements: Registration as Specialist General Surgeon with the Health Professional Council of Namibia.

Additional Requirements: An approximate appropriate five (5) experience as a Surgeon.

Enquiries: Dr. F. Quayson 061 – 203305 / Ms R.R. Podeweltz 061-203 3071

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES
SUBSECTION: UROLOGY SERVICES

Post Designation	:	Specialist Grade 3
1x Post	:	Windhoek
Salary Scale	:	N\$528,193 – N\$560,522
Salary Notch	:	N\$528,193 per annum
Motor Vehicles Allowance	:	N\$114,475 per annum
Housing Benefit	:	N\$81,558 per annum

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Fixed Overtime : N\$265,374 per annum

Minimum Requirements: Registration as Specialist Urologist with the Health Professional Council of Namibia.

Additional Requirements: At least five (5) working experience as an Urologist.

Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

Applications (on form 156043 and 156094) obtainable at all Government offices should be fully completed together with a comprehensive Curriculum Vitae and certified copies of educational qualification. Staff members in the Public Service must have completed their probation successfully and should be attached.

Please note: Only shortlisted candidates will be contacted and no personal documents will be returned.

Applications should be submitted to the following address:

**The Medical Superintendent
Windhoek Central Hospital
Private Bag 13215
Windhoek**

Or hand delivery to:

**Human Resource Office
Windhoek Central Hospital, Basement**

Enquiries: Dr. S. Shalongo 061 – 203 3004/ Ms R.R. Podeweltz 061-203 3071

**DIRECTORATE KHOMAS REGION
DIVISION DISTRICT HEALTH & SOCIAL WELFARE SERVICES**

Post Designation	:	Registered Nurse Grade 8
5x Posts	:	3x Katutura Health Centre
	:	2xp Section PHC Outreach Services
Salary Scale	:	N\$227,453 – N\$271,828
Salary Notch	:	N\$227,453
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration as Registered Nurse at the Nursing Council OR Registration as Midwife at the Nursing Council.

All the above applications must be addressed to:

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

Or submit the application at:

Khomas Regional Office,

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CLOSING DATE 22 DECEMBER 2023**

DIRECTORATE: ERONGO REGION

SUBDIVISION: DISTRICT HOSPITAL OMARURU

Post Designation	:	Senior Medical Officer Grade 4
1x Post	:	Omaruru
Salary Scale	:	N\$492,567 – N\$517,836
Housing Benefit	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum
Fixed Overtime	:	N\$246,286 per annum

Minimum Requirements: Registration as Medical Officer with Medical and Dental Council of Namibia plus three (3) years appropriate experience. Applicants must have a valid Driver License.

Additional Requirements: Applicants with postgraduate qualification or experience in General Health Management, Emergency Medicine, Maternal or Child Health, able to perform emergency surgeries and able to administer general anesthesia will be added advantage.

Enquiries: Dr. S. Shalongo 061 – 203 3004/ Ms R.R. Podeweltz 061-203 3071

**SUBDIVISION: DISTRICT HOSPITAL OMARURU & USAKOS
SECTION: NURSING SERVICES**

Post Designation	:	Registered Nurse Grade 8
2x Posts	:	1x Omaruru
	:	1x Usakos
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration as a Registered Nurse and Midwife with the Nursing Council of Namibia.

Enquiries: Dr. S. Shalongo 061 – 203 3004/ Ms R.R. Podeweltz 061-203 3071

**SUBDIVISION: DISTRICT HOSPITAL OMARURU
SUBSECTION: DENTAL SERVICES**

Post Designation	:	Dental Therapist Grade 8
1x Post	:	1x Omaruru
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

All foreign qualifications must be accompanied by NQA evaluation. Applicants in Public Service must attach their probation confirmation letter.

Application form for Employment, Form 156043, is obtainable at all government offices and must be submitted at:

Ministry of Health and Social Services
HRM offices, RMT building
Swakopmund

Or addressed to:

The Regional Director
Erongo Health Directorate
Private Bag 5004
Swakopmund

Enquiries: Dr. L. Kabongo, Chief Medical Officer / Ms. F. Ilungu, Senior Human Resource Practitioner, Tel: 064 –4106107/25

DIRECTORATE: HARDAP REGION

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES – REHOBOTH
SUBDIVISION: HEALTH INFORMATION AND RESEARCH
SECTION: HEALTH INFORMATION SYSTEM AND EPIDEMIOLOGY

Post Designation	:	Health Programme Officer Grade 8
1x Post	:	Rehoboth
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF Level 7

Additional Requirements: Preference will be given to candidates with an appropriate B-Degree on NQF Level 7 or higher in Nursing Science or Health Information System.

Enquiries: Ms. Regina Apollus, Tel: 063 – 245500 / Mr. Floris D. Keister, Tel: 063 – 245500

DIRECTORATE: HARDAP REGION

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES – MARIENTAL
SUBDIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SECTION: HUMAN RESOURCES
SUBSECTION: EMPLOYEE WELLNESS

Post Designation	:	Health Programme Officer Grade 6
1x Post	:	Mariental
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF Level 7 majoring in Human Resource Management or Occupational Health and Safety or Industrial Psychology or Social Work or Nursing Science

Enquiries: Mrs. Y. E. Stephanus, Tel: 063 – 245500 / Mr. Floris D. Keister, Tel: 063 – 245500

DIRECTORATE: HARDAP REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES – MARIENTAL
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES

Post Designation	:	Medical Rehabilitation Worker Grade 10
1x Post	:	Aranos
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A Grade 12 ore equivalent Certificate plus a Certificate issued in terms of appropriate legislation.

Enquiries: Dr. A. Kebalepile, Tel: 063 – 276900 / Mr. Floris D. Keister, Tel: 063 – 245500

DIRECTORATE: HARDAP REGION
DIVISION: GENERAL SERVICE AND FACILITY MANAGEMENT
SUBDIVISION: OFFICE AND GENERAL SERVICE

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Mariental
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Ann appropriate National Diploma (NQF Level 6) or equivalent qualification plus four (4) years appropriate experience

Enquiries: Ms. A. M. Isaacks, Tel: 063 - 245500/ Mr. Floris D. Keister, Tel: 063 – 245500

DIRECTORATE: HARDAP REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES – MARIENTAL
SUBDIVISION: SOCIAL WELFARE SERVICES

Post Designation	:	Senior Social Worker Grade 7
1x Post	:	Mariental
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: Registration as a Social Worker with the Health Professional Council of Namibia plus three (3) years' experience as a Social Worker..

To candidates:

- Applications **must** be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- All Public Servant applications should sent their applications through their O/M/A's Human Resource Officers and confirmation letter of probation **must** be attached.
- All foreign qualifications **must** be evaluated and letters from the Namibian Qualification Authority (NQA) to be attached.
- **Must** complete the latest revised Application Form for Employment in full and on any parts of the application form that do not apply to you please indicate as such by writing N/A.

NB: Women and persons with Disabilities who meet the appointment requirements are encourage to apply.

Failure to complete all items on the application form for employment and not attaching all the required documents etc. confirmation letters will disqualify the application.

Applications that do not meet the above criteria or requirements shall not be considered, and no application forms and attachments will be returned.

Applications must be submitted on the latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualifications and comprehensive CV.

Applications must be addressed to:

**The Human Resource Office
Hardap Regional Health Directorate
Private Bag 238
Mariental**

Or hand delivered to:

**Human Resource Office
Hardap Regional Health Directorate
388 Prosopis Street
Mariental**

Enquiries: Mrs. R. Von Watzdorf, Tel: 063 – 245500 / Mr. Floris D. Keister, Tel: 063 – 245500

DIRECTORATE: OHANGWENA REGION

DIVISION: DISTRICT HEALTH AND SWS: EENHANA

SUBDIVISION: DISTRICT HOSPITAL EENHANA

SUBSECTION: PARAMEDICAL & CLINICAL SUPPORT SERVICES

UNIT: PHARMACEUTICAL SERVICES

Post Designation	:	Pharmacist Grade 6
1x Post	:	Eenhana
Salary Scale	:	N\$337,984 – N\$403,922
Fixed Overtime	:	N\$180,840 per annum
Housing Allowance	:	N\$11,616 per Annum
Transport Allowance	:	N\$8,760 per Annum

Minimum Requirement: Registration as a Pharmacist with the Health Professional Council of Namibia.

Additional Requirement: Three (3) years appropriate experience. Applicants in the Public Service must attach a confirmation of probation. All foreign qualification must be evaluated by Namibia Qualification Authority (NQA)

DIRECTORATE: OHANGWENA REGION

DIVISION: DISTRICT HEALTH AND SWS: OKONGO

SUBDIVISION: DISTRICT PRIMARY HEALTH CARE OKONGO

SECTION: NURSING SERVICE

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Okongo
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum

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Transport Allowance : N\$8,760 per annum
Remoteness Allowance : N\$21,000 per annum

Minimum Requirement: Registration as a Registered Nurse with the Health Professional Council of Namibia.

Additional Requirement: Three (3) years appropriate experience in Primary Health Care and a valid code B Driver's license. Applicants in the Public Service must attach a confirmation of probation. All foreign qualification must be evaluated by Namibia Qualification Authority (NQA)

Applications should be addressed to:

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

OR

Hand Deliver to Human Resource Office (Rmt)

Enquiries: Dr. Odon Nkongolo or Ms. Fenni Namupolo Telephone: 065 263260

**DIRECTORATE: OSHIKOTO REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: ONANDJOKWE
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE ONYAANYA**

Post Designation : Senior Pharmacist Assistant Grade 9
1x Post : Onyaanya
Salary Scale : N\$185,920 – N\$22,994
Transport Allowance : N\$7,860 per annum
Housing Allowance : N\$14,520 per annum
Remoteness Allowance : N\$9,000 per annum

Minimum Requirements: Registration as a Pharmacist Assistant with the Health Professional Council of Namibia, plus three (3) years appropriate experience.

**DIRECTORATE: OSHIKOTO REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: ONANDJOKWE
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE OKANKOLO**

Post Designation : Senior Pharmacist Assistant Grade 9
1x Post : Okankolo
Salary Scale : N\$185,920 – N\$22,994
Transport Allowance : N\$7,860 per annum
Housing Allowance : N\$14,520 per annum
Remoteness Allowance : N\$9,000 per annum

Minimum Requirements: Registration as a Pharmacist Assistant with the Health Professional Council of Namibia, plus three (3) years appropriate experience.

Enquiries: Mr Martin Kauluma at 065-293 254 or Human Resource Tel. 065-293229/230

**DIRECTORATE: OSHIKOTO REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: DISTRICT HOSPITAL TSUMEB
SECTION: PROFESSIONAL SERVICES
SUBSECTION: RADIOGRAPHIC SERVICES**

Post Designation	:	Senior Radiographic Assistant Grade 10
1x Post	:	Tsumeb
Salary Scale	:	N\$151,910 – N\$182,202
Transport Allowance	:	N\$7,860 per annum
Housing Allowance	:	N\$14,520 per annum

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

Additional Advertisement Requirement: plus three (3) years appropriate experience.

Please note: Only shortlisted candidates will be contacted and no personal documents will be returned. **Applicants with foreign obtained qualifications should attach copies of the evaluation of qualifications of NQA.**

Applications (on form 156043 & 156 094) obtainable from all government offices, must be accompanied by a comprehensive CV, ID, educational qualifications and other relevant documents. Public Service employees must attach proof of confirmation of probation. Applications not complying with the above procedures may be disqualified.

Forward application to:

**The Director
Ministry of Health and Social Services
Private Bag 4005
Omuthiya**

Or hand delivery:

**Oshikoto Health Directorate Office
Penda yaNdakolo Avenue
Omuthiya.**

Enquiries: Ms. Kakumai/Simon at 067-224 308 or Human Resource Tel. 065-293229/230

DIRECTORATE: //KHARAS REGION

**DISTRICT HEALTH & SOCIAL WELFARE SERVICES: KARASBURG
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES**

Post Designation	:	Senior Registered Nurse Grade 7 (PHC Supervisor)
1x Post	:	Karasburg
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Diploma/Degree in General Nursing, Community and Midwifery Science (NQF Level 6)

Additional Requirements: Registration as Registered Nurse and Midwife with the Nursing Board of Namibia (Proof to be attached of the current (2023/2024) registration) plus approximately four (4) years appropriate experience. Computer literacy will be an added advantage.

Preference will be given to Namibian Citizens and Persons with Disabilities are encouraged to apply.

**DIRECTORATE: //KHARAS REGION
DISTRICT HEALTH & SOCIAL WELFARE SERVICES: LUDERITZ
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES**

Post Designation	:	Senior Registered Nurse Grade 7 (PHC Supervisor)
1x Post	:	Luderitz
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Diploma/Degree in General Nursing, Community and Midwifery Science (NQF Level 6).

Additional Requirements: Registration as Registered Nurse and Midwife with the Nursing Board of Namibia (Proof to be attached of the current (2023/2024) registration) plus approximately four (4) years appropriate experience. Computer literacy will be an added advantage.

Preference will be given to Namibian Citizens and Persons with Disabilities are encouraged to apply.

Application forms 156043 (obtainable at all Government Offices) together with a comprehensive curriculum vitae, certified copies of Educational Qualifications and all certified copies of relevant documents must be submitted to:

**The Director
Ministry of Health and Social Services
Private Bag 2101
Keetmanshoop.**

Enquiries: Ms. T S Haufiku Tel No: 063 2209058 Or Mr. Mervin E. Fisch, Tel No: 063 2209066

ZAMBEZI HEALTH DIRECTORATE

**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT HOSPITAL
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES**

Post Designation	:	Specialist Grade 4 (Pediatrics and Physician)
2x Posts	:	Katima Mulilo
Salary Scale	:	N\$528,193 per annum
Housing Benefit	:	N\$68,188 per annum
Motor Vehicle Allowances	:	N\$102,701 per annum

Minimum Requirements: Registration as Specialist in Pediatrics or Physician with Health Professional Council of Namibia with three (3) years appropriate experience.

**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: KATIMA MULILO CLINIC & BUKALO HEALTH CENTRE**

Post Designation	:	Registered Nurse Grade 8
2x Posts	:	Katima Mulilo Clinic and Bukalo Health Centre
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration as Registered Nurse & Midwifery with Health Professional Council.

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

Post Designation	:	Emergency Care Practitioner Grade 10
2x Posts	:	Chetto and Impalila Clinics
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Allowance	:	N\$21,000 per annum

Minimum Requirements: Registration as Emergency Care Practitioner (Intermediate) with Health Professional Council of Namibia plus a Code C1 driving license plus (3) years appropriate experience.

**ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT HOSPITAL
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT EMERGENCY MEDICAL RESCUE SERVICES**

Post Designation	:	Emergency Care Practitioners Grade 11
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PSM CIRCULAR NO. J OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 NOVEMBER 2023,
CLOSING DATE 22 DECEMBER 2023

2x Posts	:	Katima Mulilo Hospital
Salary Scale	:	N\$126,654 – N\$151,910
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

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

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation	:	Senior Medical Officer Grade 4
1x Post	:	Katima Mulilo
Salary Scale	:	N\$492,567 – N\$517,836
Housing Benefit	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum
Fixed Overtime	:	N\$246,286 per annum

Minimum Requirements: Registration as Medical Practitioner with the Medical and Dental Council of Namibia with three (3) years appropriate experience.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: DENTAL SERVICES

Post Designation	:	Chief Dentist Grade 4
1x Post	:	Katima Mulilo
Salary Scale	:	N\$492,567 – N\$517,836
Housing Benefit	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum
Fixed Overtime	:	N\$246,286 per annum

Minimum Requirements: Registration as Dentist with the Medical and Dental Council of Namibia with three (3) years appropriate experience.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: IMPALILA CLINIC & SIBBINDA HEALTH CENTRE

Post Designation	:	Medical Officer Grade 5
2x Posts	:	Impalila Clinic and Sibbinda Health Centre
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Motor Vehicle Allowance	:	N\$78,762 per annum
Fixed Overtime	:	N\$220,488 per annum

Minimum Requirements: Registration as Medical Practitioner with the Medical and Dental Council of Namibia.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: HUMAN RESOURCES

Post Designation	:	Chief Health Programme Officer Grade 6
Duty Station	:	Katima Mulilo Hospital
Salary Scale	:	N\$337,984 – N\$403, 922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A Bachelor degree or equivalent qualification majoring in Human Resources on NQF L7 plus six (6) years appropriate experience in Human Resources Administration.

- **Confirmation of probation in the post of Human Resources Practitioner Grade 7 must be attached.**
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ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO
SECTION: NURSING SERVICES
SUBSECTION: OUTPATIENTS & CASUALTIES (EYE CLINIC)

Post Designation	:	Senior Ophthalmic Clinical Officer Grade 7
1x Post	:	Katima Mulilo Hospital
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration as Ophthalmic Clinical Officer with three years appropriate experience.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES (OCCUPATIONAL THERAPY)

Post Designation	:	Occupational Therapist Grade 7
1x Post	:	Katima Mulilo Hospital
Salary Scale	:	N\$227,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration as Occupational Therapist.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION DISTRICT KATIMA MULILO HOSPITAL
SECTION PROFESSIONAL SERVICES
SUBSECTION PARAMEDICAL AND CLINICAL SUPPORT SERVICES

Post Designation	:	Pharmacist Grade 7
3x Posts	:	Katima Mulilo Hospital
Salary Scale	:	N\$227,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration as Pharmacist

**ZAMBEZI HEALTH DIRECTORATE
SUBSECTION: PHARMACEUTICAL SERVICES**

Post Designation	:	Senior Pharmacist Grade 9
3x Posts	:	Katima Mulilo Hospital
	:	Ngweze Clinic
	:	Katima Clinic
Salary Scale	:	N\$185,920 – N\$222,994
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration as Pharmacist Assistant with the Pharmacy Council of Namibia plus three (3) years appropriate experience. Confirmation of probation letter must be attached.

**ZAMBEZI HEALTH DIRECTORATE
SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO
SUBSECTION: PHARMACEUTICAL SERVICES**

Post Designation	:	Pharmacist Assistant Grade 10
5x Posts	:	2x Katima Mulilo Hospital
	:	1x Choi Clinic
	:	1x Ngoma Clinic
	:	1x Sangwali Health Center
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration as Pharmacist Assistant with the Pharmacy Council of Namibia.

**ZAMBEZI HEALTH DIRECTORATE
SUBSECTION: CLINICAL PSYCHOLOGY**

Post Designation	:	Psychological Counsellor Grade 8
1x Post	:	Katima Mulilo Hospital
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration as a Psychological Counsellor at the Social Work and Psychology Council of Namibia.

**ZAMBEZI HEALTH DIRECTORATE
SUBSECTION CLINICAL PSYCHOLOGY**

Post Designation	:	Senior Environmental Health Practitioner Grade 8
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1x Post : Katima Mulilo Hospital
Salary Scale : N\$227,453 – N\$271,828
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

Minimum Requirements: Registration as Environmental Health Practitioner with 3 years work experience.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: HEALTH TECHNOLOGY AND INFRASTRUCTURE MANAGEMENT
SECTION: HEALTH TECHNOLOGY MANAGEMENT

Post Designation : Engineering Technician Grade 9
1x Post : Katima Mulilo Hospital
Salary Scale : N\$185,920 –N\$222,994
Housing Allowance : N\$11, 616 per annum
Transport Allowance : N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 and registration as Engineering Technician at the Engineering Council of Namibia.

All foreign qualifications must be accompanied by NQA evaluation reports. Applicants in Public Service must attach their confirmation of probation letters.

Application to be made on Government application forms (156043) must be hand delivered at HRM offices, RMT building or addressed to:

The Acting Director
Zambezi Health Directorate
Private Bag 1081
Katima Mulilo

Enquiries: Mr. Richard Likokoto / Ms. Esnard Matongo / Acting Regional Director or Chief Health Program Officer (HRM) Tel: 066 – 251400

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

DIRECTORATE: AUDIOVISUAL MEDIA, COPYRIGHT SERVICES & REGIONAL OFFICES

DIVISION: AUDIOVISUAL PRODUCTION AND COPYRIGHT SERVICES

SUB-DIVISION: REGIONAL OFFICES

SECTION: OSHIKOTO REGIONAL OFFICE

Post Designation	:	Media Officer Grade 8
1x Post	:	Omuthiya
Salary Scale	:	N\$ 227 453 – N\$271 828
Housing Allowance	:	N\$ 14 520.00 p.a
Transport Allowance	:	N\$ 8 760.00 p.a

MINIMUM REQUIREMENTS: An appropriate B-degree qualification on NQF L7 in Journalism, Media Studies or Mass Communication.

Candidates will be subjected to a practical test.

Enquiries: Ms. Josephina Mwashindange, Tel. 065 244257 **OR** Mr. Edward Ndjamba, Tel. 061-283 2385

DIRECTORATE: PRINT MEDIA AFFAIRS

DIVISION: MEDIA LIAISON SERVICES

SUBDIVISION: MEDIA MONITORING AND ANALYSIS

Post designation	:	Senior Information Officer Grade 7
2x posts	:	Windhoek
Salary Scale	:	N\$ 277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum Requirements: An appropriate B-degree qualification on NQF L7 in Journalism, Media Studies or Mass Communication plus 3 years' appropriate experience. **Candidates will be subjected to a written test.**

Additional Requirements: Candidate must be able to speak and write Afrikaans.

Enquiries: Ms. Elizabeth Amagola, Tel. 061 -283 2665 **OR** Mr. Edward Ndjamba, Tel. 061-283 2385

DIVISION: GENERAL SERVICES

SUBDIVISION: FINANCE

Post Designation	:	Accountant Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$ 227 453 – N\$271 828
Housing Allowance	:	N\$ 14 520.00 p.a
Transport Allowance	:	N\$ 8 760.00 p.a

PSM CIRCULAR NO. J OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 NOVEMBER 2023, CLOSING DATE 22 DECEMBER 2023

Minimum Requirements: An appropriate Diploma on NQF L6 majoring in Accounting.

Enquiries: Ms. Elizabeth Nghipandulwa, Tel. 061 -283 2354 **OR** Mr. Edward Ndjamba, Tel. 061-283 2385

Note: All applications should be done on Form 156043, (obtained at any government office) and accompanied by a comprehensive CV and original certified copies of qualification (s) and ID. All foreign obtained qualification (s) must be accompanied by an evaluation from the Namibia Qualification Authority (NQA). Candidates within the Public Service must attach proof of probation confirmation letter on the current position. **Proof of experience (testimonials or certificate of service) must be attached. Failure to submit all required document(s) will automatically disqualify the applicant.**

NB: In terms of Affirmative Action Plan, qualifying women and persons with disabilities are encouraged to apply.

The application forms must be addressed to: The Executive Director, Ministry of Information and Communication Technology, Private Bag 13344, Windhoek.

OR HAND DELIVERY AT: The Human Resources Office
First City Center Building, 3rd floor,
Independence Avenue, Windhoek

Enquires: Mr. Edward Ndjamba, Tel No: 061 – 283 2385

MINISTRY OF INDUSTRIALISATION AND TRADE

DIRECTORATE: GENERAL SERVICES DIVISION: FINANCE AND ADMINISTRATION SUBDIVISION: AUXILLIARY SERVICES

Post Designation	:	Senior Private Secretary Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus 3 years appropriate experience

Enquiries: Ms. Ndiitah Nghipondoka-Robiati, Tel No. 061-283 7331; Ms Oshike Shiimi, Tel No. 061 2837516

DEPARTMENT TRADE AND COMMERCE DIRECTORATE: INTERNATIONAL TRADE DIVISION: TRADE POLICY

Post Designation	:	Policy Analyst Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Salary Notch	:	N\$277,264 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 plus three (3) of appropriate experience.

Enquires: Ms. Diana Tjiposa, Tel no: 061 – 283 7306; Ms. Maria Mumwoye, Tel no: 061 – 283 7518

Applications must be accompanied by a probation confirmation letter. Failure to complete all items on the applications form (156043), and not attaching all the necessary certified documents will disqualify the application. Only short-listed candidates will be contacted and no documents will be returned. Foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached and application (s) forwarded to:

**The Executive Director
Ministry of Industrialization and Trade
Private Bag 13340
Windhoek**

Or hand deliver at:

**Ministry of Industrialization and Trade
Block A Brendan Simbwaye Sq Goethe Street
2nd floor
Windhoek**

MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION

DIRECTORATE: ADMINISTRATION DIVISION: FINANCE AND AUXILIARY SERVICES

Post Designation	:	Chief Accountant Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,984 - N\$403,922
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirement: A B. Degree in Accounting and Finance at NQF L7, or equivalent qualification plus six (6) years working experience in Finance and Auxiliary Services.

DIVISION: HUMAN RESOURCE PLANNING AND DEVELOPMENT

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$277,264 - N\$331,358
Housing Allowance	:	N\$14,520 per annum
Motor Vehicle Allowance	:	N\$8,640 per annum

Minimum Requirements: A National Diploma in Human Resource at NQF Level 6 or equivalent qualification majoring in Human Resource plus three (3) years' experience in Human Resource Administration, Performance Management System, Industrial Relations, HR Statistics and compilation of Affirmative Action Reports.

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013

DEPARTMENT: PROTOCOL AND CONSULAR AFFAIRS SECTION: VIP TRAVEL AND LOUNGE

Post Designation	:	Chief Foreign Administration Officer Grade 8
1x Post	:	Windhoek (Hosea Kutako International Airport)
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma NQF Level 6 or equivalent qualification plus three (3) years appropriate experience. Qualifications in Diplomatic Studies/Politics/International Relations/Laws/ Economic will be an added advantage.

SECTION: VISA

Post Designation	:	Senior Foreign Administration officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N\$151,910 - N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma NQF Level 6 or equivalent qualification plus one (1) year appropriate experience. Qualifications in Diplomatic Studies/Politics/International Relations/Laws/ Economic will be an added advantage OR a Grade 12 certificate on NQF Level 3, with 20 points in five subjects including an E symbol in English, plus three years appropriate experience.

SECTION: WELFARE

Post Designation	:	Senior Foreign Administration officer Grade 10
2x Posts	:	Windhoek
Salary Scale	:	N\$151,910 - N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma (NQF Level 6) or equivalent qualification plus one (1) year appropriate experience. Qualifications in Diplomatic Studies/Politics/International Relations/Laws/ Economic will be an added advantage.

OR

A Grade 12 certificate on NQF Level 3, with 20 points in five subjects including an E symbol in English, plus three years appropriate experience

NB: Applications (on form 156043), obtainable at all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Identity document(s), **not order than six months.**

Staff members in the Public Service must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level.

All Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation must be attached. The confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant.

Only shortlisted candidate will be contacted and No application form and document will be returned.

Please Note: Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply.

Application forms should be hand-delivered or addressed to:

**Executive Director
Ministry of International Relations and Cooperation
Private Bag 13347
Windhoek**

Hand delivered to:

**Human Resource Office
MIRCO
Office No. 304
3th Floor, East -wing
Windhoek**

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE

DIRECTORATE: GENERAL SERVICES DIVISION: FINANCE SUBDIVISION: INCOME SECTION: RECONCILIATION

Post Designation	:	Senior Accountant Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A National Diploma or equivalent on NQF level 6 majoring in Accounting plus 5 years appropriate experience of which four (4) years should be at a level of an Accountant Grade 8. **Certificate of service/ testimonial(s) from former and current employers in respect of work experience as well as a two (2) year old driver's licence are pre-requisite.**

Additional Requirements: Preference will be given to candidates in possession of Bachelor Degree on NQF Level 7 majoring in Accounting. Candidate must have experience in all IFMS Modules and must be able to work under pressure.

Enquiries: Mrs Jolaame L Kwenani, Cellphone: 081 122 0082, Mrs Twekulineekela MM Haiduwa, Cellphone: 081 146 3423

DIRECTORATE: GENERAL SERVICES DIVISION: FINANCE SUBDIVISION: INCOME SECTION: REVENUE AND BUDGET CONTROL

Post Designation	:	Senior Accountant Grade 7
One (1) Post	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A National Diploma or equivalent on NQF level 6 majoring in Accounting plus 5 years appropriate experience of which four (4) years should be at a level of an Accountant Grade 8. **Certificate of service/ testimonial(s) from former and current employers in respect of work experience as well as a two (2) year old driver's licence are pre-requisite.**

Additional Requirements: Preference will be given to candidates in possession of Bachelor Degree on NQF Level 7 majoring in Accounting. Candidate must have experience in all IFMS Modules and must be able to work under pressure.

Enquiries: Mrs Jolaame L Kwenani, Cellphone: 081 122 0082, Mrs Twekulineekela MM Haiduwa, Cellphone: 081 146 3423

**DIRECTORATE: GENERAL SERVICES
DIVISION: GENERAL SERVICES
SUBDIVISION: MINISTERIAL SUPPORT
PROCUREMENT UNIT**

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A National Diploma or equivalent qualification on NQF Level 6 in one of the following disciplines: **Logistics and Supply Chain Management or Public Management/Administration or Business Administration/Management** plus 4 years' experience in procurement management of which three (3) years should be at the level of Senior Administrative Officer Grade 10 in Public Service or equivalent levels if coming from outside the Public Service.

Additional Requirements: Preference will be given to candidates with Bachelor Degree on NQF Level 7 in either of the above mentioned disciplines.

Enquiries: Mrs Leonie L Van Wyk, Cell phone: _Mr Twekulineekela MM Haiduwa, Cell phone: 081 146 3423

**DIRECTORATE: GENERAL SERVICES
DIVISION: GENERAL SERVICES
SUBDIVISION: OFFICE SUPPORT
TRANSPORT AND STOCK CONTROL**

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227 453 – N\$271 828
Housing Allowance	:	N\$14 520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A National Diploma or equivalent qualification on NQF Level 6 in one of the following disciplines: **Logistics and Supply Chain Management or Transport Management or Public Management/ Administration or Business Administration/ Management** plus 4 years' experience in transport and/or stock control of which three (3) years should be at the level of Senior Administrative Officer Grade 10 in Public Service or equivalent levels if coming from outside the Public Service.

Additional Requirements: Preference will be given to candidates with Bachelor Degree on NQF Level 7 in either of the above mentioned disciplines.

**DIRECTORATE: GENERAL SERVICES
DIVISION: GENERAL SERVICES
SUBDIVISION: OFFICE SUPPORT
(TRANSPORT AND STOCK CONTROL)**

Post Designation	:	Senior Administrative Officer Grade 10
One (1) Post	:	Windhoek
Salary Scale	:	N\$227,453 – 271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A National Diploma or equivalent qualification on NQF Level 6 in one of the following disciplines: **Logistics and Supply Chain Management or Transport Management or Public Management/ Administration or Business Administration/ Management** plus 3 years' experience in procurement management of which two (2) years should be at the level of Administrative Officer Grade 12 in Public Service or equivalent levels if coming from outside the Public Service.

Additional Requirements: Preference will be given to candidates with Bachelor Degree on NQF Level 7 in either of the above mentioned disciplines.

Applicants must be Namibian citizens. Application on Form 156043, obtainable from all Government offices, must be accompanied by comprehensive curriculum vitae, original certified copies of educational qualifications, ID and Testimonial. All foreign qualifications must be accompanied by the Namibian Qualification Authority (NQA) evaluation. Confirmation of probation letter must accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant. Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Only shortlisted candidates will be contacted and no application forms and documents will be returned. Emailed and/or faxed applications will not be accepted.

Application should be Address to:

**The Executive Director
Ministry of Sport, Youth and National Service
Private Bag 13391
Windhoek**

Hand Delivery to:

**Human Resources Office
Ministry of Sport, Youth and National Service
Government Offices Park
Ministry of Education Building
2nd Floor, Room 201, West Wing
Windhoek**

Enquiries: Mrs Aune Hasheela, Cellphone: 081 146 0132_Mr. Twekulineekela M.M. Haiduwa, Cellphone: 081 146 3422

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT DIRECTORATE: HABITAT AND HOUSING DEVELOPMENT DIVISION: HOUSING COORDINATION SUBDIVISION: HOUSING SCHEME

Post Designation	:	Senior Administrative Officer Grade10
1x Post	:	Windhoek
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience OR National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience

Additional Requirements: Candidates should have four (4) years extensive knowledge and experience in property and related field. Preference will be given to applicants with a recognised Bachelor's Degree at NQF 7 majoring in economics. Knowledge of Microsoft Office (especially Word, Excel, Access, Outlook, PowerPoint and Publisher) will be an added advantage. Possession of a valid driver's licence is compulsory.

DIVISION: HOUSING SUBDIVISION: HOUSING TECHNICAL SERVICES

Post Designation	:	Works Inspector Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$185,920 – N\$222,994
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement:

- An appropriate National Diploma or equivalent qualification on NQF L6;
OR
- An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience;
OR
- An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience.

Additional Requirements: Candidates should have four (4) years extensive knowledge and experience in the field of construction. National Diploma /Bachelor in the field of Civil/Construction Engineering. Knowledge of Microsoft Office (especially Word, Excel, Access, Outlook, PowerPoint and Publisher). Possession of the valid driver's is compulsory/prerequisite.

Enquiries: Mr Merrow Thaniseb Tel: 061-297 5313

DIVISION: INTERNAL AUDIT

Post Designation	:	Internal Auditor Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 - 271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 plus 3 years appropriate experience. Confirmation of probation is subject to the issuing of a certificate of successful completion of the internal training course by the Permanent Secretary: Ministry of Finance on advice of the Deputy Director: Internal Auditing of the Ministry of Finance.

Notes to Candidates:

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
- Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.
- Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
- Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
- The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae and originally certified copies of educational qualifications and identity document(s) must be submitted to:

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

OR hand delivers to:

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

Enquiries: Mr. Martin Ngubai Tel: 061-2975842

MINISTRY OF WORKS AND TRANSPORT

DEPARTMENT OF TRANSPORT DIRECTORATE TRANSPORTATION POLICY AND REGULATIONS DIVISION TRANSPORTATION REGULATIONS

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Bachelor Degree on NQF Level 7 in Commerce OR Transport and Logistic OR Transport Economics OR Economics OR Business Administration OR Public Administration OR Law plus six (6) years appropriate experience.

Key Performance Areas:

- Regulations of transport services (issuance of operator licences, permits and worthiness certificates).
 - Periodic compliance inspections to ensure overall safety in the transport sector,
 - Enforcement of standards to ensure quality service provision and safety,
 - Determination of and custodianship of approved operational standards,
 - Provide inputs on issues of concern to the Transportation Commission and other statutory bodies,
 - Advising the Deputy Executive Director (DED)/Executive Director (ED)/Minister on transport regulatory issues,
 - Represent Namibia at platforms related to transport regulation,
 - Administer and ensure implementation of transport related laws,
 - Provide advice on day to day administration of existing Acts, Regulations and Ordinances.
-

DEPARTMENT OF TRANSPORT DIRECTORATE TRANSPORTATION POLICY AND REGULATIONS DIVISION TRAFFIC SAFETY SECRETARIAT

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$328,139 – N\$392,158
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: An appropriate Bachelor's Degree on NQF Level 7 in Accounting or Financial Management plus six (6) years of appropriate experience.

Additional Requirements: Knowledge in Excel for accounting and pastel will be an added advantage.

Brief Overview: The job entails the performance of accounting work on a daily, weekly and monthly basis, the generation of trial balance, monthly management accounts, and drafting of the annual financial statements. The incumbent will also be expected to work closely with both the External and internal auditors, facilitate the work of the Risk Committee, manage the NRSC vehicle fleet, and will serve as head of the Finance and Administration subdivision at the Traffic Safety Secretariat.

Key Performance Areas:

- Update monthly cash flow projections,
- Preparation of management account for presentation at meetings,

- Preparation of financial statements and respond to audit queries,
- Take the leading role in the compilation of annual reports,
- Perform daily accounting work,
- Perform monthly bank reconciliations,
- Prepare payments to creditors for services rendered,
- Compile quarterly financial reports,
- Maintain proper record keeping system,
- Supervise staff under the subdivision,
- Uploads payments on Internet Banking,
- Manage company assets,
- Stands in for the Deputy Director,
- Perform any other duties.

Enquiries: Mr. E S Tendekule: +264 61 231717/Ms. P Simataa: +264 61-208 8104

**DEPARTMENT OF TRANSPORT
DIRECTORATE TRANSPORTATION POLICY AND REGULATIONS
DIVISION TRAFFIC SAFETY SECRETARIAT**

Post Designation	:	Chief Public Relations Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$328,139 – N\$392,158
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements: An appropriate Bachelor's Degree on NQF Level 7 plus six (6) years appropriate experience.

Additional Requirement: Post-secondary school qualification ("B Degree") in Research and Statistical analyses will be an advantage.

Brief overview: The job entails the performance of research on road safety, management of road safety database and related systems, publication of the annual statistical report, project management, and stakeholder coordination; monitoring and evaluation of the effectiveness of road safety interventions. The incumbent will also be expected to work closely with research and institutions of high learning locally and outside the country including WHO, World Bank, UNCA, African Union, and the Association of Road Safety Organisations (ARSO).

Job description

- Serve as head of the Road Safety Research subdivision,
- Preparation of annual program of activities based on the current road collision reports
- Participate in the budgeting process and exercise budgetary control.
- Identification of road safety problems-based road safety data from the Road Safety Information Management System (RSIMS), E-Natis, RMS, and other databases for research purposes.
- Oversee the implementation of road safety research activities
- Monitor and evaluate road safety activities
- Guide and coordinate road safety-related research projects
- Collate, analyse, and disseminate road safety statistics and research findings
- Coordinate the sub-divisional activities and guide/ coordinate road safety research projects.
- Management of the sub-divisional activities
- Responsible for the Administration of the Road Safety Resource Centre and its contents.
- Ensure good customer care.
- Must have a driving licence older than five years and be able to travel.
- Preparation of quarterly, bi-annual and annual reports
- Participate in bi-annual, mid and end-of-term reviews

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- Any other responsibility that may be assigned by the supervisor.
- Actively participate in the sub-divisional performance management
- Attend Executive, Management Committee and National Road Safety Council meetings

Enquiries: Mr. E S Tendekule: +264 61 231717 and Ms. P Simataa: +264 61-208 8104

**DEPARTMENT OF WORKS AND TRANSPORT
DIRECTORATE MAINTENANCE, TECHNICAL AND FIXED ASSET MANAGEMENT
DIVISION: FIXED ASSET MANAGEMENT
SUBDIVISION: HOUSING
SECTION: INSPECTIONS**

Post designation	:	Senior Administrative Officer Grade 10
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Allowance	:	N\$9,000 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience **OR** A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience in land/property management. And Code B Drivers Licence

Additional Requirements: B-Degree in Land Management, Property Law Studies and relevant experience in Property Management. A code B Driver's Licence will be an added advantage.

Key Job Competencies and Skills Required:

Being the Head of the sub section Inspections, Subsection Allocations and Evacuations, he/she is responsible for inspection of all Government Houses/Flats when vacated by the tenants, and determine damages and conditions of the evacuated premises. He/She also carries out inspections on Government Houses/Flats on receipt of complaints received from a caretaker or member of public or tenants on its misuse of official accommodation or when housing rules and regulations are not adhered to, e.g. neglect, lodgers, illegal business, subletting, etc. Regular investigation of all complaints received from Civil Servants pertaining to Housing, irregularities on allocation of official housing and prepares submissions and reports (in writing) on findings.

Enquiries: Mrs. E N Hilokwah: +264 61- 208 8583 /Ms E Sheya: +264 61-208 8128

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SEUPPORT SERVICES
DIRECTORATE: CENTRALISED SUPPORT SERVICES
DIVISION: FIXED ASSET MANAGEMENT
SUBDIVISION: ASSET PROCUREMENT**

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience **OR** A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience in land/property management.

Additional Requirements: B-Degree in Land Management, Property Law Studies and relevant experience in Property Management, local authority rates and Taxes payment processing, IFMS operations. A Code B Driver's Licence will be an added advantage.

Key Job Competencies and Skills Required: Good knowledge of the functions of creating requisitions and Orders, receipts on IFMS. Reconciliation of estimations and actual payments with (EFT) electronic Fund Transfer Advances on the General Ledger (computerized commitment). To approve General Expenses forms for Municipality accounts, issues purchase orders for items purchased by the Division. To ensure proper handling of all correspondence from and to O/M/As concerning invoices, claims from Local Authorities. To handle the notifications of payments for commitments to account Sections and Financial Advisor. Good knowledge of property transactions, good communication, interpersonal and leadership skills.

Enquiries: Mrs. E N Hilokwah: +264 61- 208 8583 /Ms E Sheya: +264 61-208 8128

DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE: ADMINISTRATION
DIVISION: FINANCE
SUBDIVISION: ACCOUNTING, INCOME AND BUDGET
SECTION: BUDGETING AND CONTROL

Post Designation	:	Senior Accountant Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: An appropriate Diploma at NQF L6 majoring in Accounting plus (five) 5 years appropriate experience.

Additional Requirements:

- A B-Degree or equivalent qualification (NQF) Level 7 will serve as an added advantage.
- Experience in Ministerial Payroll, DSA, Accounts Payable, Accounts Receivable and Budget processing and knowledge of Integrated Financial Management System (IFMS) modules.
- Experience in training users on IFMS modules related matters as per the guidelines set by the Ministry of Finance, Treasury Instructions, State Finance Act, 1991 (Act 31 of 1991);
- Computer Literacy and knowledge in the application of Performance Management System (PMS).
- A valid Driver's License will serve as an added advantage.

Enquiries: Ms. JN Reynecke Tel: +264 61-208 8309/Ms. P Beukes: +264 61-2088100

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIVISION: GOVERNMENT GARAGE
SUBSECTION: WORKSHOP**

Post Designation	:	Senior Artisan Foreman Grade 8 (Auto Mechanic)
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Completed apprenticeship **OR** A Trade Diploma/Certificate Level III issued in terms of existing legislation plus approximately five (5) years appropriate experience.

Additional Requirements: A valid code CIE driver's licence. Computer literacy will be an added advantage.

Enquiries: Mr. M Ameya: +264 61- 294 6205/Ms. M Nailenge: +264 61-208 8116

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIVISION: GOVERNMENT GARAGE
SUBSECTION: WORKSHOP**

Post Designation	:	Artisan Foreman Grade 9 (Auto Mechanic)
1x Post	:	Katima Mulilo
Salary Scale	:	N\$185,920 –N\$222,994
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 per annum

Minimum requirements: Completed apprenticeship **OR** A Trade Diploma/Certificate Level III issued in terms of existing legislation plus approximately five (5) years appropriate experience.

Additional Requirements: A valid code CIE driver's licence. Computer literacy will be an added advantage.

Enquiries: Mr. M Ameya: +264 61- 294 6205/Ms. B Amukwaya: +264 61-208 8116

**DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE & INSPECTIONS: KHOMAS**

Post designation	:	Chief Works Inspector Grade 7 (Mechanical/Electrical)
1x Post	:	Andimba Toivo ya Toivo, Regional Office, Windhoek
Salary Scale	:	N\$ 277 264 – N\$331 358 per annum
Housing allowance	:	N\$14 520 per annum
Transport Allowance	:	N\$ 8 760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus six (6) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years appropriate experience.

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Enquiries: Ms. B Sambu: +264 61- 2084210/Ms. J Hangula: +264 61-2088135

**DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE & INSPECTIONS: OSHIKOTO**

Post designation : Control Works Inspector Grade 6 (Multi)
1x Post : Omuthiya
Salary Scale : N\$ 337 984 – N\$403 922 per annum
Housing allowance : N\$14 520 per annum
Transport Allowance : N\$ 8 760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus 8 years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 12 years appropriate experience.

Enquiries: Mr. F Chimwamurombe +264 811406539/Ms. H Amwiigidha: +264 61-208 8103

**DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE & INSPECTIONS: KAVANGO –WEST**

Post designation : Control Works Inspector Grade 6
1x Post : Nkurenkuru
Salary Scale : N\$ 337 984 – N\$403 922 per annum
Housing allowance : N\$14 520 per annum
Transport Allowance : N\$ 8 760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus eight (8) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 12 years appropriate experience.

Enquiries: Mr. F Chimwamurombe +264 61 – 208 8601 /Ms. V Kakambi: +264 61-208 8125

**DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE & INSPECTIONS: KHOMAS**

Post designation : Senior Administrative Officer Grade 10
1x Post : Windhoek (Head Office)
Salary Scale : N\$ 151 910 – N\$182 202 per annum
Housing Allowance : N\$ 11 616 per annum
Transport Allowance : N\$ 8 760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience **OR** A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

Enquiries: Mr. L Mwangi +264 61 – 208 8625/Ms. R N Nekwaya: +264 61-208 8107

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**DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE & INSPECTIONS: OTJOZONDJUPA**

Post designation	:	Chief Works Inspector Grade 7 (Civil)
1x Post	:	Otjiwarongo
Salary Scale	:	N\$ 277 264 – N\$331 358 per annum
Housing allowance	:	N\$14 520 per annum
Transport Allowance	:	N\$ 8 760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus six (6) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years appropriate experience.

Enquiries: Mr. S Hatutale: +264 67 - 308100/Ms. P Beukes: +264 61 208 8101

Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Applications (on form 156043 and health questionnaire form 156094) obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications. Staff members in the Public Service must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level. Applications must be submitted to the following address:

The Executive Director

Ministry of Works and Transport
Private Bag 13341

Ausspannplatz

OR hand delivered to:

Ministry of Works and Transport
The Human Resource Office
Registry Office - Room 101
First floor
Windhoek

NB! Only shortlisted candidates will be contacted and documents will not be returned back. All supporting documents (ID's, Qualifications, and References) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents will disqualify the application.

KUNENE REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE SECTION: HUMAN RESOURCE ADMINISTRATION

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase Pre- Primary – Grade 3) – Mol: Otjiherero
1x Post	:	Oukongo Combined School (Opuwo Circuit)
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Incentives	:	N\$9,000 per annum

Appointment Requirements: A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 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 6 years teaching experience

Supplementary Selection Requirements:

- Candidates must ensure that copy of their confirmation of probation in their current position is attached.
 - Candidates must have a teaching qualification that would enable him/her to teach at Junior Primary Phase, Area of Specialization Otjiherero/ English.
-

Post Designation	:	Head of Department Grade 6 (Re-Advertisement) (Junior Primary Phase Pre- Primary – Grade 3) – Mol: Khoekhoegowab
1x Post	:	Eddie Bowe Primary School (Outjo Circuit)
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 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 6 years teaching experience.

Supplementary Selection Requirements:

- Candidates must ensure that copy of their confirmation of probation in their current position is attached.
 - Candidates must have a teaching qualification that would enable him/her to teach at Junior Primary Phase, Area of Specialization Khoe-khoegowab/ English.
-

Post Designation	:	Head of Department Grade 6 (Re-Advertisement) Languages: English Grade and Khoe-Khoegowab Grade 8-9
1x Post	:	Welwitschia Junior Secondary School (Outjo Circuit)
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 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 6 years teaching experience

Supplementary Selection Requirements:

- Candidates must ensure that the copy of their confirmation of probation in their current position is attached.
-

Post Designation	:	Head of Department Grade 6 (Re-Advertisement) Languages: English and Otjiherero Grade 10 - 12
1x Post	:	Mureti High School (Opuwo Circuit)
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: A recognised 3 year teaching qualification on NQF Level 6 (or equivalent) plus 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 6 years teaching experience

Supplementary Selection Requirements:

Candidates must ensure that the copy of their confirmation of probation in their current position is attached.

Post Designation	:	Head of Department Grade 6 (Re-Advertisement) Languages: English and Otjiherero Grade 8 - 9
1x Post	:	Omuhonga Combined School (Epupa Circuit)
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Incentives	:	N\$21,000 per annum

Appointment Requirements: A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 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 6 years teaching experience

Supplementary Selection Requirements:

Candidates must ensure that the copy of their confirmation of probation in their current position is attached.

All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable from any Government Offices. **Failure to complete part B.12 of the application form and all items of the application for employment form correctly and not attaching all the necessary documents will result in immediate disqualification.**

Originally certified copies of Qualifications, Identity Document (ID), Curriculum Vitae (CV), service certificate/ two testimonials (not older than 2 years) must be attached to the applications. All foreign qualifications must be accompanied by an evaluation report from Namibia Qualifications Authority (NQA) and academic records/transcripts of their qualifications. In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply.

Note must be taken that competitions of vacancies in the Public Service 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. Only shortlisted candidates will be contacted. No documents will be returned and no faxed applications will be accepted.

Applications must be send to the following address:

**The Regional Director
Human Resource Office
Kunene Regional Council
Directorate of Education, Arts & Culture
Private Bag 2007
Khorixas**

Hand Delivery to:

**Kunene Regional Council
Directorate of Education, Arts & Culture
Human Resource Office
Khorixas**

Enquiries: Ms. Kaino N. Itewa & Mr. Johny J. Mapanka Tel: 067-335000

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE CIRCUIT: MUKWE CIRCUIT

Post Designation	:	Principal Grade 5
1x post	:	Kake Primary School
Salary Scale	:	N\$412,001 - N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RHA	:	N\$13,800 per annum

Post Designation	:	Principal Grade 5
1x Post	:	Rukonga Vision School
Salary Scale	:	N\$412,001 - N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RHA	:	N\$13,800 per annum

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

Supplementary Selection Requirements: A successful candidate must be qualified to teach one of the subjects offered at the school.

Post Designation	:	Head of Department Grade 6 Commerce (Accounting & Business Studies) Grade 10-11
1x Post	:	Max Makushe Secondary School
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RHA	:	N\$9,000 per annum

Appointment Requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

CIRCUIT: KANGONGO CIRCUIT

Post Designation	:	Principal Grade 5
1x Post	:	Kayanga Primary School
Salary Scale	:	N\$412,001 - N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RHA	:	N\$13,800 per annum

Post Designation	:	Principal Grade 5
1x Post	:	Thikanduko Primary School
Salary Scale	:	N\$412,001 - N\$492,567
Housing Allowance	:	N\$14,520 per annum

Transport Allowance : N\$8,760 per annum
RHA : N\$13,800 per annum

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

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience

Supplementary Selection Requirements: A successful candidate must be qualified to teach one of the subjects offered at the school.

CIRCUIT: KANGONGO CIRCUIT

Post Designation : Head of Department Grade 6
Languages (Thimbukushu & English) Grade 8-10
1x Post : Kangongo Combined School
Salary Scale : N\$337,984 - N\$403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum
RHA : N\$13,800 per annum

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

OR

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

CIRCUIT: SHINYUNGWE CIRCUIT

Post Designation : Principal Grade 5
1x Post : Korokoko Combined School
Salary Scale : N\$412,001 - N\$492,567
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum
RHA : N\$13,800 per annum

Post Designation : Principal Grade 5
1x Post : Mbambi Primary School
Salary Scale : N\$412,001 - N\$492,567
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum
RHA : N\$13,800 per annum

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

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience

Supplementary Selection Requirements: A successful candidate must be qualified to teach one of the subjects offered at the school.

CIRCUIT: SHINYUNGWE CIRCUIT

Post Designation	:	Head of Department Grade 6
	:	Languages (English & Rumanyo – Grade 8-9)
1x Post	:	Korokoko Combined School
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RHA	:	N\$13,800 per annum

CIRCUIT: SHINYUNGWE CIRCUIT

Post Designation	:	Head of Department Grade 6
	:	Languages (English & Rumanyo – Grade 8-10)
1x Post	:	Shinyungwe Combined School
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RHA	:	N\$9,000 per annum

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

OR

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

CIRCUIT: NDIYONA CIRCUIT

Post Designation	:	Principal Grade 5
1x Post	:	Mukuni Primary School
Salary Scale	:	N\$412,001 - N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RHA	:	N\$13,800 per annum

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

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience

Supplementary Selection Requirements: A successful candidate must be qualified to teach one of the subjects offered at the school.

Post Designation	:	Head of Department Grade 6
	:	Languages (English & Rumanyo – Grade 8-10)
1x Post	:	Nyangana Combined School
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RHA	:	N\$13,800 per annum

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

OR

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

CIRCUIT: SHAMBYU CIRCUIT

Post Designation	:	Principal Grade 5
1x Post	:	Mashare Combined School
Salary Scale	:	N\$412,001 - N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RHA	:	N\$13,800 per annum

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

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience

Supplementary Selection Requirements: A successful candidate must be qualified to teach one of the subjects offered at the school.

Post Designation	:	Head of Department Grade 6
	:	(Mathematics & Science – Grade 4 - 7)
1x Post	:	Muroro Senior Primary School
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RHA	:	N\$13,800 per annum

Post Designation	:	Head of Department Grade 6
	:	(Geography & History – Grade 10 - 11)
1x Post	:	Shambyu Senior Secondary School
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RHA	:	N\$13,800 per annum

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

OR

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

CIRCUIT: RUNDU CIRCUIT

Post Designation : Principal Grade 5
1x Post : Sikanduko Junior Primary School
(Rukwangali Pre- Primary – Grade 3)
Salary Scale : N\$412,001 - N\$492,567
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

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

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Post Designation : Head of Department Grade 6
: Languages (Rumanyo & English Grade 8-10)
1x Post : Ndama Combined School
Salary Scale : N\$337,984 - N\$403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

Post Designation : Head of Department Grade 6
: Mathematic & Science Grade 8-11
1x Post : Ndama Combined School
Salary Scale : N\$337,984 - N\$403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

Post Designation : Head of Department Grade 6
: Mathematics and Science Grade 8-9
1x Post : Ruben Makaranga Combined School
Salary Scale : N\$337,984 - N\$403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

Post Designation : Head of Department Grade 6
: Commerce (Must major in any two of the following
subjects: Business studies, Economics, Accounting &
Entrepreneurship) Grade 8-12
1x Post : Rundu SecondarySchool
Salary Scale : N\$337,984 - N\$403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

Post Designation : Head of Department Grade 6
: Mathematics & Science (Natural Science Grade 8-11)

1x Post	:	Romanus Kamunoko Secondary School
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6 (Rukwangali Pre- Junior primary – Grade 3)
1x Post	:	Kehemu Junior Primary School
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

REGIONAL OFFICE

Post Designation	:	Senior Education Officer Grade 6 (Home Ecology Grade 5 – 7, Home Economics and Hospitality Grade 8 - 11)
1x Post	:	Rundu (Advisory Services)
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: An appropriate Degree or equivalent qualification on NQF L7 plus 5 years appropriate experience

OR

An appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience

Note:

Candidates must ensure that a copy of confirmation of probation in their current position is attached.

- Application form for employment must be completed by the applicant in full except where it is not applicable.
- Curriculum Vitae must be attached by all applicants.
- All applicants must attach certified copies of educational certificates and identification documents.
- The Health Questionnaire must be completed in full and attached to the application form for employment.
- Mark with an "X" where appropriate.
- Applicants must use one application form for each position applied for.
- All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority

Failure to comply with the above-mentioned requirements will result in immediate disqualification.

The possibility is not excluded that errors might have been made in compilation of the request for advertising of these vacancies, or that a post has been advertised, which should not have been so advertised. If such errors occurred and later discovered, the Ministry reserves the right to not fill such post.

Send your application forms to:

**The Acting Regional Director
Directorate of Education, Arts & Culture
Kavango East Regional Council
Private Bag 2134
Rundu**

Or hand delivery to:

**Kavango East Regional Office
Rundu**

Enquiries: Mr. W.K Ndumba/ Mr. G. Kudumo / Ms. Z.S. Mbambo / Mr. S. Muyenga Tel: 066-2589000

KAVANGO WEST REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION SUBDIVISION: PROCUREMENT AND STOCK CONTROL

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Nkurenkuru
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience.

Additional Requirements: Preference will be given to candidates with National Diploma in either of the following disciplines namely: Procurement, Public Management, Business Administration plus five (5) years appropriate experience of which three (3) years should be at supervisory in Procurement, Store and Stock Control level at Senior Administrative Officer Grade 10 in Government or equivalent level of experience in Public Enterprise/Private Sector. Candidate must be computer literate.

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES DIVISION: RURAL SERVICES

Post designation	:	Senior Community Liaison Officer Grade 8
1x Post	:	Nkurenkuru
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma at NQF Level 6.

Additional Requirement: Preference will be given to candidate with a Diploma in Lifelong Learning and Community Development, Business Administration/Management or equivalent qualifications. Candidate must have three (3) years appropriate work experience. Candidate must be computer literate with a valid Driver's License.

Notes to candidates:

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applicants are reminded to attach **certified copies** of: Identity document, educational qualifications, curriculum vitae.
- Confirmation letter **must be** attached in current post.
- All foreign qualifications must be evaluated (attach NQA evaluation report).

NB Complete prescribed application forms in full "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application". The possibility is not excluded that errors might have been made in compilation of this request for advertising of these vacancies, or that posts has been advertised, which should not have been so advertised. If such errors occurred and later discovered the Council reserves the right not to fill such post.

Please send application on prescribed forms to:

**The Chief Regional Officer
Kavango West Regional Council**

**PSM CIRCULAR NO. J OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 NOVEMBER 2023,
CLOSING DATE 22 DECEMBER 2023**

Private Bag 6294
Nkurenkuru

OR hand deliver at:

Kavango West Regional Council
HR Division Office No. 6
Nkurenkuru Plaza
Nkurenkuru

Enquiries: Mrs. Phesca K. Muinelo/Mrs. Elizabeth Mupiri Tel: 066-264875/6

KAVANGO WEST REGIONAL COUNCIL

DIRECTORATE OF EDUCATION ARTS AND CULTURE DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: SCHOOLS SUBDIVISION HUMAN RESOURCES

Post Designation	:	Principal Grade 5
3x Posts	:	Siya Combined School Halili Combined School Kaakuwa Combined School
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum 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 subject to be taught plus 1-year teaching qualification plus 7 years teaching experience.

Post Designation	:	Head of Department Grade 6
3x Posts	:	Sinzogoro Combined School (Rukwangali and English Grade 8-9). Ruuga Combined School (Mathematics and Sciences (Physical Science or Life Science Grade 8-9)) (Candidates should be able to teach, manage and monitor Mathematics and Science subjects at Senior Primary Grade 4-7) Christian Joseph Haihambo Combined School (Mathematics and Sciences (Biology / Life Science or Chemistry, Physics/ Physical Science or Agriculture Grade 8- 11)). (Candidates should be able to manage and monitor Senior Primary Phase Grade 4-7)
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: A recognized 3 year tertiary teaching qualification on NQF Level 6 years teaching experience **Or** An appropriate recognized 3-year 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.

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”

The possibility is not excluded that errors might have been made in compilation of the request for advertising of these vacancies, or that a post has been advertised, which should not have been so advertised. If such errors occurred and later discovered, the **Ministry reserves the right not to fill such posts.**

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 Regional Director
Directorate of Education, Arts and Culture
Subdivision Human Resource
Private Bag 6193
Nkurenkuru**

OR hand delivery:

**Kavango West Regional Education Office
Nkurenkuru (Matukuchila complex behind Shoprite)
HR Office**

Enquiries: Human Resource Office Tel 066-264 976

HARDAP REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: ADMINISTRATION

SECTION: BUILDING AND MAINTENANCE (RE-ADVERTISEMENT)

Post Designation	:	Chief Works Inspector Grade 7
1x Post	:	Mariental (Hardap Regional Office)
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF L6 OR An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience OR An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience in Capital Project Management, technical problem solving, reading of technical designs.

Enquiries: Mr. Gerhard S Ndafenongo Regional Director Tel: (063) 245708/Ms. A. Beukes/Human Resource Practitioner Tel (063) 245749

DIVISION: PROGRAMS AND QUALITY ASSURANCES

SUB-SECTION: HOSTELS AND NAMIBIA SCHOOL FEEDING PROGRAM (NSFP)

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Mariental (Hardap Regional Council – Head Office)
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616.00 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: An appropriate National Diploma or Equivalent qualification (NQF Level 6) plus one (1) year appropriate experience OR Grade 12 Certificate with 20 points over 5 subjects including an E-grade in English (NQF Level 3) plus three (3) years appropriate experience in hostel management and Namibia School Feeding Program.

Additional Requirements: Must have the knowledge and experience in Hostel Administrative Guide for Government School Hostels, Namibia School Feeding Program Policy, Public Procurement of goods and services, stock control and general office administration.

Main Duties:

- Visit schools/ hostels to enforce and control the prescribed policies with regards to household management;
- Act as a representative and controlling officer of the Namibian School Feeding Programme (NSFP);
- Provides information and guidance with regards to problems of hostels, NSFP, Namibia Homegrown School Feeding Program, Community Led School Sanitation (CLSS) and other related programs in the education sector;
- Controlling whether the subordinates submitted relevant statistics and other information;
- Responsible for the continuing training of subordinates
- Train hostel workers and NSFP volunteers to –
Prepare food without the loss of nutrients;
Work hygienically with food during processing and cooking; and
To use cleaning materials and chemicals that it is not hazardous to the workers and boarders' health.
- The incumbent also liaises with other Ministries/stakeholders such as:

Department of Works and Maintenance with regards to maintenance of equipments and buildings;

Ministry of Health with regards to the yearly medical examination of workers;

Fumigation of hostels in the holidays.

- Evaluate performance of subordinates;
- Perform any other work related duties assigned by the supervisor.

Enquiries: Ms Asumptha S Kaoseb Chief: Education Officer – PQA Tel (063) 245700/Ms. A. Beukes Human Resource Practitioner Tel (063) 245749

OANOB CIRCUIT

Post Designation	:	Head of Department Grade 6
3x Posts	:	(a) Oanob Primary School: Languages – Grade 4–7 English and Khoekhoegowab or Afrikaans
	:	(b) M&K Gertze Technical School (Rehoboth): Mathematics and Natural Sciences – Grade 8 – 12(AS): Mathematics and Biology or Physics or Chemistry or Life Sciences or Physical Science
	:	(c) Dr Lemmer Secondary School (Rehoboth): Commerce – Grade 8 – 12(AS): Accounting and Business Studies or Economics or Office Practice or Entrepreneurship or Computer Studies
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,519 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An Appropriately 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 1 – year teaching qualification plus six (6) years teaching experience.

Supplementary Requirement: Probation should be confirmed if applicable. Appropriate Qualifications within the correct phases indicated will be an added advantage.

Enquiries: Mr. George P Dax Inspector of Education Grade 5 Tel (062) 523120/Ms. R. Kaoseb Human Resources Practitioner Tel (062) 523120

Supplementary Requirement: Probation should be confirmed on Grade 6 if applicable. Appropriate Qualifications within the correct phases will be an added advantage.

AUOB CIRCUIT

Post Designation	:	Head of Department Grade 6
8x Posts	:	(a) Mariental Primary School (Mariental): Junior Primary – PP Grade – Grade 3: Khoekhoegowab – Mediums of Instruction
	:	(b) DD Guibeb Primary School (Mariental): Junior Primary – PP Grade – Grade 3: Khoekhoegowab – Mediums of Instruction

- : (c) **DD Guibeb Primary School** (Mariental): **Languages** – Grade 4 – 7: English and Khoekhoegowab or Afrikaans
- : (d) **Empelheim Secondary School** (Mariental): **Commerce** – Grade 8 – 12(AS): Accounting and Business Studies or Economics or Office Practice or Entrepreneurship or Computer Studies
- : (e) **Rooiduin Senior Secondary** (Aranos): **Mathematics & Natural Sciences** – Grade 8 – 12(AS): Mathematics and Biology or Physics or Chemistry or Life Sciences or Physical Science
- : (f) **JR Camm Primary School** (Aranos): **Languages** – Grade 4 – 7: English and Khoekhoegowab or Afrikaans
- : (g) **P.I.Groenwaldt S/Secondary** (Gochas): **Languages** – Grade 8 – 12(AS): English and Khoekhoegowab or Afrikaans
- : (h) **PJ Tsaistaib Combined School** (Hoachanas): **Languages** – Grade 4 – 7: English and Khoekhoegowab or Afrikaans

Salary Scale	: N\$337,984 – N\$403,922
Housing Allowance	: N\$14,519 per annum
Transport Allowance	: N\$8,760 per annum

Minimum Requirements: An Appropriately 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 1 – year teaching qualification plus six (6) years teaching experience.

Enquiries: Mr. Lawrence Moller Inspector of Education Grade 4 Tel (063) 246780/Ms. E. Boois Human Resources Practitioner Tel (063) 245722

NAUKLUFT CIRCUIT

Post Designation	: Head of Department Grade 6
2x Posts	: (a) Dr WM Jod P/School (Gibeon): Junior Primary PP
	: Grade to Grade 3: Khoekhoegowab – Medium of Instructions
	: (b) Rev PA Schmidt Primary School (Maltahohe): Languages – Grade 4 -7: English and Khoekhoegowab or Afrikaans
Salary Scale	: N\$337,984 – N\$403,922
Housing Allowance	: N\$14,519 per annum
Transport Allowance	: N\$8,760 per annum

Note: All foreign qualifications must be evaluated (attach NQA evaluation report)

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. Candidates should forward their application forms with a cover letter from

their respective Human Resource Offices. Testimonials with experience specifications is a must.

The possibility is not excluded that errors might have been made in compilation of the request for advertising of these vacancies, or that a post has been advertised, which should not have been advertised. If such errors occurred and later discovered, the Ministry reserves the right not to fill such posts. Applicants within the Public service applying for promotional posts must attach letters of confirmation of probation in current positions.

Perspective 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 shortlisting and will be notified accordingly.

Please note that applications posted should reach this office before the closing dates to avoid delaying recruitment processes.

Applications must be forwarded to:

**The Regional Director
Directorate of Education, Arts and Culture
Hardap Regional Council
Subdivision Human Resources
Private Bag 2122
Mariental**

OR hand Delivered to:

**Hardap Regional Council
Directorate of Education, Arts and Culture
Subdivision Human Resources
Mariental**

Enquiries: Ms. M. Kalola Inspector of Education Tel (063) 246780/Ms. E. Van Rhyn Human Resources Practitioner Tel (063) 245717

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION CIRCUIT 1

Post Designation	:	Head of Department Grade 6
1x Post	:	Bet-El Primary School (Junior Primary Phase Grade 0 - 3 [MOI – Afrikaans])
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

KHOMAS REGIONAL COUNCIL DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION CIRCUIT 4

Post Designation	:	Head of Department Grade 6 (Re-Advertisement)
1x Post	:	Namibia Primary School (Languages Department [English and Afrikaans Grade 0 -3])
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

Additional Selection Requirements:

- Competition is limited. **Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.**
- Candidates must be suitably /appropriately qualified or trained in terms of the provision of the National Curriculum for Basic Education (2016)
- The shortlisting of Heads of Department posts will be done in terms of the major fields of study and appropriate years of teaching experience.

Applications must be submitted to the following address:

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

OR deliver by hand at:

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

OSHANA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: GENERAL SERVICE

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Oshakati
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: A National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience.

Supplementary Requirements:

- Preference will be given to candidates with a National Diploma at NQF Level 6 or higher qualification in either of the following: Logistics and Supply Chain Management / Public Management / Business Administration / Commerce / Procurement Management.
- Candidate must have **five (5)** years appropriate experience of which three (3) years should be at supervisory level of Senior Administrative Officer Grade 10 in government or equivalent level of experience in Public Enterprise/ Private sector.
- Candidate must be computer literate

Enquiries: Klaudia T. Shindondola/ Kaarina L Iiyenda **Tel** 065-229800

DIRECTORATE OF EDUCATION, ARTS AND CULTURE OSHAKATI CIRCUIT

Post Designation	:	Head of Department Grade 6 Languages: (English and Oshindonga Grade 8-9)
1x Post	:	Amutanga Combined School (Oshakati Circuit)
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: A recognized three (3) year tertiary teaching qualification on an 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 one year teaching qualification plus 6 years teaching experience

NB:

- Candidates must ensure that copy of confirmation of probation in their current position is attached, if applicable
- All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/ transcript of their qualifications.
- Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

Enquiries: Klaudia T. Shindondola/ Kaarina L Iiyenda **Tel** 065-229800

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE
OLUNO CIRCUIT**

Post Designation	:	Head of Department Grade 6 Languages: (English and Oshindonga /Oshikwanyama Grade 8-12)
1x Post	:	Andimba Toivo yaToivo Secondary School (Oluno Circuit)
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: A recognized three (3) year tertiary teaching qualification on an 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 one year teaching qualification plus 6 years teaching experience

Supplementary Requirements: Candidate with Portuguese Foreign Language will receive preference.

NB:

- Candidates must ensure that copy of confirmation of probation in their current position is attached, if applicable
- All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/ transcript of their qualifications.
- Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

Enquiries: Klaudia T. Shindondola/ Kaarina L Iiyenda **Tel** 065-229800

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE
EHEKE CIRCUIT**

Post Designation	:	Head of Department Grade 6 Mathematics and Science (Physics / Chemistry) Grade 8-11
1x Post	:	Kapembe Secondary School (Eheke Circuit)
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: A recognized three (3) year tertiary teaching qualification on an 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 one year teaching qualification plus 6 years teaching experience

Supplementary Requirements: Candidate must be able to teach and supervise physical Science Grade 8-9.

NB:

- Candidates must ensure that copy of confirmation of probation in their current position is attached, if applicable
- All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/ transcript of their qualifications.

PSM CIRCULAR NO. J OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 NOVEMBER 2023, CLOSING DATE 22 DECEMBER 2023

- Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

Public Service application form for employment 156043 and health questionnaire form 156094 together with comprehensive curriculum vitae and all relevant certified copies of all educational / academic qualifications and the proof of Namibian citizenship must be addressed to:

**Human Resources Office
Oshana Regional Council
Directorate of Education, Arts & Culture
Private Bag 5518
OSHAKATI**

Or hand Delivery to:

**Directorate of Education, Arts & Culture
Human Resource Office
906 Sam Nuyoma Road
Old Complex (Oshakati Town Council)**

Enquiries: Tulonga Nakapolo **Tel** 065-229800 or Ms. Klaudia T. Shindondola Tel: 065 229800

//KHARAS REGIONAL COUNCIL

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE
DIVISION: INFORMATION, ADULT AND LIFE LONG LEARNING, ARTS AND CULTURE
SUBSECTION: ADULT EDUCATION AND CONTINUING EDUCATION**

Post Designation : Education Officer Grade 8
1x Post : Karasburg District
Salary Scale : N\$337,984 – N\$403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7.

Supplementary Requirements:

- A 4 year qualification majoring in Adult Education and Life Long Learning or Community Development.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Valid driver's license.
- Computer literacy in Microsoft Word, Excel and Power Point.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

**DIRECTORATE: EDUCATION, ARTS AND CULTURE
SUB DIVISION: GENERAL SERVICES**

Post Designation : Control Administrative Officer Grade 6
1x Post : Keetmanshoop Regional Office
Salary Scale : N\$337,984 – N\$403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

Minimum Requirements: National Diploma or equivalent qualification (NQF L6) plus 6 years appropriate experience.

Supplementary Requirements:

- Must have 6 years' experience in Administration.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Be able to interpret and comply with the Public Service Act, Procurement Act, PSSR and other relevant Acts and Regulations
- Valid driver's license.
- Computer literacy in Microsoft Word, Excel and Power Point.

Take Note: Probation must be confirmed at Grade 8 level.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

**DIRECTORATE: EDUCATION, ARTS AND CULTURE
SUB DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBSECTION: ADVISORY SERVICES**

Post Designation : Chief Education Officer Grade 5 (Professional Development)
1x Post : Keetmanshoop Regional Office
Salary Scale : N\$412,001 – N\$492,567

PSM CIRCULAR NO. J OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 NOVEMBER 2023, CLOSING DATE 22 DECEMBER 2023

Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Requirements:

- Knowledge of Education Act 2001 (Act no. 16 of 2001), National Curriculum for Basic Education and National Standards and Performance Indicators.
- Good command in English both written and speaking.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Valid driver's license.
- Computer literacy in Microsoft Word, Excel and Power Point.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

DIRECTORATE: EDUCATION, ARTS AND CULTURE
DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBSECTION: ADVISORY SERVICES

Post Designation : Senior Education Officer Grade 6 (Afrikaans 1st Language & 2nd Languages 4-AS Level)
1x Post : Keetmanshoop Regional Office
Salary Scale : N\$337,984 – N\$403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Requirements:

- A 4 year qualification majoring in **Afrikaans**.
- Added advantage is teaching experience in Home Economics Grade 8-11 and Fashion and Fabrics & Hospitality Grade 8-11
- Recent testimonials not older than 2 years should accompany the application form as proof of appropriate experience in teaching Afrikaans.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Valid driver's license.
- Computer literacy in Microsoft Word, Excel and Power Point.
- Knowledge of Education Act 2001 (Act no. 16 of 2001) and all relevant documents pertaining teaching in Afrikaans as a subject.

Take Note: Probation must be confirmed on Grade 8 level.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

DIRECTORATE: EDUCATION, ARTS AND CULTURE
DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBSECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Commerce: Accounting Grade 8-AS Level; Entrepreneurship Grade 8-AS Level; Office Practice / Office Admin Grade 8-11; Economics Grade 10-AS Level; Business Studies Grade 10-AS Level)
1x Post	:	Keetmanshoop Regional Office
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Requirements:

- A 4 year qualification majoring in **Accounting and Economics OR Accounting and Business Studies.**
- Recent testimonials not older than 2 years should accompany the application form as proof of appropriate experience in teaching Accounting **OR** Economics **OR** Business Studies.
- An added advantage is proof of appropriate teaching experience in subjects on Senior Secondary level and teaching experience in Office Practice/Office Admin Grade 8-11.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Valid driver's license.
- Computer literacy in Microsoft Word, Excel and Power Point.
- Knowledge of Education Act 2001 (Act no. 16 of 2001) and all relevant documents pertaining teaching in Commerce subjects.

Take note: Probation must be confirmed at Grade 8 level

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

DIRECTORATE: EDUCATION, ARTS AND CULTURE
DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBSECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Social Sciences: Social Studies Grade 4-7; Geography Grade 8-AS Level; History Grade 8-AS Level; Development Studies Grade 10-11)
1x Post	:	Keetmanshoop Regional Office
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Requirements:

- A 4 year qualification majoring in **Social Science.**

- Recent testimonials not older than 2 years should accompany the application form as proof of appropriate experience in teaching Geography and History **OR** Geography and Development Studies
- An added advantage is proof of appropriate teaching experience in subjects on Senior Secondary level.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Valid driver's license.
- Computer literacy in Microsoft Word, Excel and Power Point.
- Knowledge of Education Act 2001 (Act no. 16 of 2001) and all relevant documents pertaining teaching in Social Science subjects.

Take note: Probation must be confirmed on Grade 8 level

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

**DIRECTORATE: EDUCATION, ARTS AND CULTURE
SUB DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBSECTION: ADVISORY SERVICES**

Post Designation	:	Chief Education Officer Grade 5 (Professional Development)
1x Post	:	Keetmanshoop Regional Office
Scale of Salary	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Requirements:

- Knowledge of Education Act 2001 (Act no. 16 of 2001), National Curriculum for Basic Education and National Standards and Performance Indicators.
- Good command in English both written and speaking.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Valid driver's license.
- Computer literacy in Microsoft Word, Excel and Power Point.

Application forms should be forwarded to:

**The Regional Director
Directorate of Education, Arts and Culture
//Kharas Regional Council
Private Bag 2160
Keetmanshoop**

OR hand deliver at:

**The Directorate of Education, Arts and Culture
Wheeler Street, Keetmanshoop: //Kharas Region.**

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

ERONGO REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION

DIVISION: FINANCE AND ADMINISTRATION

SUBDIVISION: OKOMBAHE SETTLEMENT OFFICE

Post Designation	:	Senior Administration Officer Grade 10
1x Post	:	Okombahe
Salary Scale	:	N\$151,910 – N\$182,202
Salary Notch	:	N\$151,910 per annum
Transport Allowance	:	N\$7,860 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 years appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

Main duties:

- Assist in the development of Strategic and Management plans.
- Provide budgetary inputs to the Control Administrative Officer
- Identify training needs of subordinates and submit proposals.
- Responsible for minute-taking at Settlement Advisory Committee meetings.
- Assist the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots.
- Organize community meetings on instruction of the Chief Control Officer or Settlement Development Committees.
- Serve as the Secretary during the Settlement Development Committee meetings.
- Responsible for the compilation of monthly settlement activity report.
- Responsible for the cleanliness and image of settlement buildings and premises.
- Responsible for the updating of settlement inventory registers and sheets.
- Responsible for the daily supervision of municipal services within settlement areas.
- Authorize the issuing/receipt vouchers and Counter Books.
- Receive and issue stock.
- Update various registers e.g. Loan Register, Main Register etc., distribution and Counter books.
- Prepare log sheets.
- Certify invoices of contractors entered with the Council.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms E Haindongo 064- 4105738 and Ms M J Nicolaõ 064-4105758

DIRECTORATE: FINANCE AND ADMINISTRATION

DIVISION: FINANCE AND ADMINISTRATION

SUBDIVISION: OMARURU CONSTITUENCY OFFICE

Post Designation	:	Senior Administration Officer Grade 10
1x Post	:	Omaruru
Salary Scale	:	N\$151,910 – N\$182,202
Salary Notch	:	N\$151,910 per annum
Transport Allowance	:	N\$7,860 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 years appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

PSM CIRCULAR NO. J OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 NOVEMBER 2023, CLOSING DATE 22 DECEMBER 2023

Main duties:

- Implement relevant Regional Council policies, Rules and Regulations.
- Organize community meetings on the requests of the Control Administrative Officer Grade 6.
- Supervise subordinates.
- Provide inputs for the compilation of the Constituency Development Committee monthly reports.
- Provide budgetary inputs to the Control Administrative Officer Grade 6.
- Responsible for minute-taking at Constituency Development Committee meetings on request
- Assist with purchases at Constituency Office.
- Receive and channel all correspondences timely.
- Responsible for proper filing of official documentation.
- Identify training needs of subordinates and submit proposals to the Control Administrative Officer Grade 6.
- Attend to customer complaints on basic services.
- Responsible for the updating of Constituency office inventory registers.

Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by **original** certified copies of qualifications, Transcript of Academic record, ID document together with comprehensive Curriculum Vitae. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) to determine their level. Failure to answer or omission of any question on the application form may lead to automatic disqualifying the application.

Applicants must attach proof of confirmation of probation to their application forms.

Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply.

Please note: Only shortlisted candidates will be contacted and no documents will be returned. No faxed documents or duplicate copies will be accepted.

Applications should be addressed to:

**The Acting Chief Regional Officer
Erongo Regional Council
Private Bag 5019
Swakopmund**

Enquiries: Ms E Haindongo 064- 4105738 and Ms M J Nicolaõ 064-4105758

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES

DIVISION: ADMINISTRATION

SUBDIVISION: AUXILIARY SERVICES

SECTION: TRANSPORT

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Omuthiya
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6), plus one (1) year appropriate experience in Administration related fields **OR** A Grade 12 Certificate (NQF Level 3) plus three (3) years appropriate experience in administration. Plus a valid driving license.

Supplementary Selection Requirements: Candidates with National Diploma (NQF Level 6) or equivalent qualification should have three (3) years appropriate experience while those with Grade 12 Certificate should have five (5) years appropriate experience. Knowledge on fleet management will serve as an advantage. The valid Driving License Code B should be older than one (1) year, as per ORC Fleet Management Policy.

Applications must be submitted on the new application form 156043 obtainable from any Public Service Office and should be accompanied by certified copies of qualifications, Transcript of Academic record, ID together with comprehensive Curriculum Vitae. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) to determine their NQF level. Failure to answer or omission of any question/part on the new application form will lead to automatic disqualification from the interview process.

Note: people with disabilities are encouraged to apply.

Application forms should be addressed to:

**The Chief Regional Officer
Oshikoto Regional Council
P. O. Box 19247
Omuthiya**

Enquiries: Mr. Vincent T. Shikukwete: Tel. (065) 244 800 or HR: Tel. 065 – 244 849/853
