



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

14 March 2025

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

CC: PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. C OF 2025

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 Eelu at Pombili.Eelu@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 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).

(b) 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 if the situation so dictates (vide PSSR BVII/IX on secondment)

(c) 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: 11 APRIL 2025

Signed by Susan Ntema

SUSAN NTEMA

ACTING DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

NATIONAL ASSEMBLY

DIVISION: TABLE OFFICE

Post designation	:	Deputy Director Grade 4
1 x Post	:	Windhoek
Salary Scale	:	N\$517,195-N\$543,728
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$83,106 per annum
Running Cost	:	N\$27,811 per annum

Minimum requirements: A B-Degree NQF Level 7 plus no less than 9 years of appropriate experience. Five (5) years should have been spent on the supervisory/middle management level.

Main Duties

- Responsible for the supervision of staff within the Division and provide general direction;
- Responsible for the budget preparation and execution thereof;
- The arrangement of all logistical and other matters pertaining to Chamber sittings;
- Ensure that all equipment and facilities are in order for the smooth running of the business in the National Assembly;
- The rendering of assistance and advice concerning procedural and other matters to Members;
- Provide technical advice to the Office of the Speaker and Secretary on Chamber matters
- Liaising with other institutions locally, regionally and internationally whose activities are relevant to the functions of the Division and the attainment of the objectives of the Division;
- Preparation of business of the Chamber such as Order Papers
- Arrangement for tabling documents such as Bills, Motions, Reports and Policies
- Communication and liaison with National Council regarding the conduct of Business between the two Houses eg. referral of Bills passed by Assembly, etc;
- Preparation of Indexes of Journal, Hansard and arrangement for binding thereof;
- Ensure that Bills are timeously delivered to National Council for review;
- Dispatching of Bills to the President for Assent
- Dispatching of copies signed Acts to Registrar Supreme Court
- Referral of final printed Acts for Gazette
- Rendering of ceremonial duties and orderly service when His Excellency the President comes to open Parliament and to deliver the State of National Address
- Carry out any other work-related duties as assigned from time to time by the Secretary or Deputy Secretary of the National Assembly

NB! PLEASE BE INFORMED THAT THIS POST IS SUBJECT TO VETTING

Enquiries: Mr. Elifas T. Angula, Tel 2882686 / HR Practitioners at Tel (061) 288 /2517/2606/2659/2514

All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Applicants who fail to attach it will not be considered for shortlisting.

Applicants **whose probations in their current positions are confirmed (Please attach proof), please note that only shortlisted candidates will be contacted and no personal documents will be returned.**

NB! Application form for employment must be made on the latest revised Application for Employment Number 156043 and Health Questionnaire Form Number 156094 with a provision of current employer under Section C which is obtainable at all government Offices/Ministries/Agencies. Please take note that no any other version will be accepted and failure to complete the correct form or to complete all items on the application form or not attaching the required documents will result in automatic disqualification of the application.

Candidates from outside the Public Service must attach testimonials / certificate of service from former and current employers to proof their experience and current job level. Failure to attach proof of experience and current job level will disqualify the application.

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 156043 and 156094) together with original certified copies of identification documents, qualifications as well as academic records and a comprehensive curriculum vitae should be addressed to:

**The Secretary of the National Assembly
Private Bag 13323
WINDHOEK**

MANAGEMENT CADRE

MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DEPARTMENT: VETERANS AFFAIRS

Post designation	:	Deputy Executive Director Grade 2
1xPost	:	Windhoek
Scale of Salary	:	N\$600, 319 – N\$637, 063
Housing benefit	:	N\$142, 104 per annum
Motor vehicle allowance	:	N\$149, 351 per annum

Minimum requirements: A B – Degree on NQF Level 7 with 9 years' appropriate experience including 5 years at Managerial position. Candidates with background on Veterans of the Namibian Liberation Struggle are encouraged to apply.

Additional requirements: Good knowledge of the Public Service Act, Veterans Act, Labour Act, Social Security Act, Affirmative Action Act, Public Service Staff Rules, State Finance Act, Treasury Instructions, Public Procurement Act, Stock Taking and Transport Procedures. Candidates should possess good interpersonal relationship skills with proven managerial and leadership skills. Experience in the field of Budgeting, Capital Project Management, Defence and Security cluster and Computer literacy will be an added advantage.

Job Descriptions:

- The Deputy Executive Director will be responsible for the overall management and coordination of the Department of Veterans Affairs.
- He/she will be reporting to Executive Director and will be responsible for the overall supervision of the Department/Directorates/Divisions and provide guidance.
- Active participation in the Senior Management Committee meetings and variety of internal and external ministerial and regional committees and coordinates activities of the Veteran's Board and the Veterans Appeal Board.
- Play a leadership role in the development of various policies related to Veteran's Affairs, advice and direct on the implementation of new programmes and policies.
- Work towards continuous improvement of structures, procedures and morale, skills and productivity of the staff members in order to improve quality of service.
- Actively participate in programmes design, staff development, planning, budgeting, development and implementation of innovative programmes and projects and interact with all relevant stakeholders.
- The incumbent will serve as a member of the Senior Management Committee (SMC), Management Committee Meeting (MCM), Management Policy Coordinating Committee (MPCC) and Budget Preparation Committee (BPC).
- Coordinate the overall implementation of the Strategic Plan within the Department.
- Daily leadership, management oversight and overall coordination and implementation of various programmes.
- Execute the financial control and budget provisions of the Directorates and Divisions.
- Supervise and coordinate the successful budget execution within the Veterans Affairs.

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

- Assist in the administration of the budgets for the Department, Directorates, Divisions, and Subdivisions. Additionally, provide support in the preparation of correspondences and recommendations directed to the Ministry of Finance and Public Enterprises, the Treasury, and the National Planning Commission.
- Monitor and evaluate the performance as well as progress of sub-ordinates within Veterans Affairs in line with Performance Management System.
- Monitor the successful implementation of the Strategic Plan, and Annual Plans within Veterans Affairs.
- Foster a high-performance culture among staff members.

Area of competency emphasis:

- Systems/process co-ordination
- Government business knowledge
- Personal Drive and effectiveness
- Analytical and critical thinking
- Team-Building and inclusiveness
- Leadership

Personal attributes:

- A good communicator, both oral and written
- Ability to generate concepts and ideas
- Familiar with research methodologies and be able to identify conceptual strengths and weaknesses and verify the substantiveness of concepts within the bigger context.
- Initiate best practice human resource strategies

Important Clauses in the submission of an application:

- Security vetting will be conducted on the first three highest scorers of the post after the oral interview.
- 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 certificate of service / testimonial (s) from former and current employers in respect of work experience.
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA); previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.
- Applications must be made on the latest revised Application for Employment Number 156043 and Health Questionnaire Form Number 156094 which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in an automatic disqualification of the application.
- Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.
- Application for Employment together with a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; confirmation of probation letter, testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship must be submitted to the following address:

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

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

**Or Hand delivered at:
The Ministry of Defence and Veterans Affairs,
Erf 215, Hoanib Property One Building
Independence Avenue (Opposite NAMPOST Head Office)**

Enquiries: Dr. Wilhelmine Shivute, Tel (061) 204 2056 /Mr. Josia-Reeing A. Halweendo,
Tel: (061) 296 3083

MANAGEMENT CADRE

//KHARAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE, || KHARAS REGION DIVISION: PROGRAMMES AND QUALITY ASSURANCE

Post designation	:	Regional Director Grade 3
1xPost	:	Keetmanshoop Regional Office
Scale of Salary	:	N\$ 55 403 P – N\$588, 548
Capital Costs	:	N\$ 105,252 per annum
Running Costs	:	N\$ 31,233 per annum
Housing Benefit	:	N\$ 131, 280 per annum

Minimum Requirements: A B Degree on NQF L7 plus 9' appropriate experience.

Supplementary Requirements:

- Preference will be given to holders with a Master's Degree in Education OR Finance OR Administration OR Public Management.
- Four (4) years' experience in Middle Management level (Deputy Director or Similar) OR higher level of which four (4) years must be managerial experience within a Public Entity.
- Must have planning and analytical skills and passion for education and be able to adapt to challenges in the Region.
- The post requires a high level of management in strategic planning, education planning and management, budget planning analysis (public finance management), procurement management and Public Service Performance Management System implementation.
- Must be computer literate and should possess a valid driver's license.

The ideal candidate would be one with the following virtues: Embracing Regional and National Education Vision and Mission; cultivating a community of unity and good communication. Being open, adaptive to change and willing to embrace unity; IT competent and able to lead teams. Demonstrating honesty and integrity and should be able to instill corporate strategy development and implementation. Leading by example; Being persuasive; self-motivated and a self-starter; a culture that ensures that all teaching and non-teaching personnel including learners, are collaborating towards a common goal while improving standards and opportunities in the Region. In depth knowledge of Arts and Culture programs will serve as an advantage.

Address enquiries to: Ms. Emilia N. Mbalili Tel: (063) 227073 or Ms. Grace H. Cloete Tel: (063) 22 7029.

Applicants should note the following:

- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualification Authority (NQA).
- Applicants who only partially complete and /or do not sign application forms, or did not attached certified copies of all documents required, will not be considered.
- Applicants in designated groups are encouraged to apply.

Please note: Only shortlisted candidates will be contacted and preference will be given to Namibian Citizens.

Applications may be submitted at the following address:

The Regional Director
Directorate of Education, Arts and Culture
| | Kharas Region
Human Resource Administration Section
Private Bag 2160
Keetmanshoop

OR

Hand deliver at the Directorate of Education, Arts and Culture
Wheeler Street, Keetmanshoop: | | Kharas Region.

MANAGEMENT CADRE

OHANGWENA REGIONAL COUNCIL

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES DIVISION: TECHNICAL SERVICES

Post Designation	:	Deputy Director Grade 4
1xPost	:	Eenhana
Salary Scale	:	N\$517,195 – N\$543,728
Motor Vehicle Allowance	:	
Capital Costs	:	N\$88,106 per annum
Running Cost	:	N\$27,811.00 per annum
Total Allowances	:	N\$110,917.00 per annum

Minimum Requirements: An appropriate B. Degree at NQF Level 7 in **Civil Engineering** or equivalent qualification on NQF Level 7 plus nine (9) years appropriate experience plus **Registration as a professional Engineer with the Engineering Council of Namibia.**

Key Performance Areas: 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 standards of quality, cost and time.

Main duties:

- Advise on policy matters, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Provide technical input in Directorate and Divisional operational planning ensuring that outcomes support the strategic plan.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plan.
- Provide input for establishing, reviewing and amending national policy, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Co-ordinate regional field investigations to identify needs for infrastructure, existing facilities, population distribution, available resources and conditions of land to produce regional infrastructure plans.
- Identification of staff training needs.
- Facilitate implementation of plans within defined time and resource limits.
- On a monthly, quarterly and annual basis, review progress against individual and divisional plans and against budgets.
- Facilitate Technical Services' Divisional and Sub-divisional operational planning within the framework of the overall strategic and development plan of the Regional Council and the plans of line ministries/offices/departments.
- Participate in the establishment of policies for regional technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Oversee collection of regional infrastructure development needs and combination thereof into a regional infrastructure plan.
- Guide, evaluate and process data on infrastructure needs.

- Writing, planning and designing proposals for GRN or donor funded technical infrastructure projects and programmes
- Oversee establishment and maintenance of an infrastructure database for the region.
- Prepare, recommend, control and account for all technical projects of the Regional Council.
- Verify Payment Certificates in respect of actual performance, output of goods procured or services rendered against the claims and the budget.
- Monitor and guide improvement to -, construction of -, maintenance - and minor renovations to infrastructure within the tender guidelines.
- Monitor and guide inspection of infrastructure repaired, rehabilitated or constructed.
- Oversee the compilation of town planning- and amendment schemes in the region.
- Recommend applications for rezoning for submission to the Minister of Regional and Local Government Housing and Rural Development.
- Oversee that assistance and advice is provided to local authorities with township establishment and determination of title conditions.
- Monitor the conformance of town planning scheme regulations and title conditions.
- Oversee the investigation and present evidence in cases where scheme provisions and title conditions have been infringed upon.
- Decide on procedures for the compilation and safekeeping of development and planning records.
- Ensure adherence to relevant policies and procedures.
- Monitor and evaluate annual work plan and report progress to the Council.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms. Julia NN Kakwambi @ 065 – 264307 or Hafeni E Nghifimule @ 065-264301

All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Applicants who fail to attach such proof will not be considered for short listing.

Application forms for employment must be completed in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

NB! Applicants must use one application form for each position applied for. Applicants who are/were employed somewhere else must attach their testimonials or certificate of service as proof of previous experience gained.

Only shortlisted candidates will be contacted and no personal documents will be returned. **Women and people with disabilities meeting the advertisement requirements are encouraged to apply.**

Application forms for employment (form 156043 & 156094) with a confirmation letter of probation in the current position, comprehensive curriculum vitae, original certified copies of qualifications as well as academic records and all necessary documents should be addressed to:

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

**The Chief Regional Officer
Ohangwena Regional Council
Private Bag 88011
EENHANA**

**Or hand delivery to:
Human Resources Division
Ohangwena Regional Council 108
Church Street
EENHANA**

MANAGEMENT CADRE

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICE, DIVISION: HUMAN RESOURCE MANAGEMENT OTJIWARONGO

Post Designation	:	Deputy Director Grade 4
1xPost	:	Otjiwarongo
Scale Salary	:	N\$517,195 - N\$543,728
Salary Scale	:	N\$ 517 195 per annum
Housing Allowance	:	N\$121,560 per annum
Capital Cost	:	N\$83,106 per annum
Running Cost	:	N\$27,811 per annum

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

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

Main Duties:

- Advise the Accounting Officer and in charge of all human resource-related matters.
- Facilitate the development and implementation of the Performance Management System.
- Responsible for the training and development of human resources.
- Ensure management and appraisal of staff members.
- Advise the Director and the Chief Regional Officer in the interpretation and application of the provisions of the relevant legislation and policies.
- Ensure that human resource decisions of the Council are implemented.
- Collaborate with line ministries in the implementation of human resource programmes at the regional level.
- Responsible for the compilation of the human resource budget.
- Ensure proper placement and utilization of staff.
- Responsible for drafting the Affirmative Action Plans and Reports for the Regional Council.
- Ensure communication, coordination and awareness of policies and procedures impacting on decentralization amongst line ministries, Regional Councils and Local Authorities.
- Facilitate the implementation of management plans.
- Review individual and divisional plans progress against budgets on a monthly, quarterly and annual basis.
- Manage, coordinate monitor and evaluate capacity building for the Regional Council.
- Determine staffing needs.

- Facilitate requests for transfers.
- Participate in collective bargaining and negotiations with Trade Unions.
- Facilitate proposals for the abolition and creation of posts on the structure of the Regional Council.
- Ensure the establishment and implementation of HIV/AIDS workplace program in the Regional Council.
- Carry out any other reasonable task as delegated by the immediate supervisor.

Application Procedures:

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

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

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

**Or hand delivery:
Otjozondjupa Regional Council
3rd floor, Human Resource Office
22 Henk Wellem Street**

Enquiries: Ms. A.N. Kashikuka/ Mrs S.M.K. Tuahuku, Tel: 067 303702

NATIONAL ASSEMBLY

DIVISION: TABLE OFFICE

Post designation	:	Parliamentary Clerk Grade 7
2xPosts	:	Windhoek
Salary Scale	:	N\$291,128 x P - N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum
Minimum requirements	:	An appropriate B. Degree at NQF Level 7.

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

- Assisting with the arrangements of logistical and other matters pertaining to sittings of the Assembly;
- Attendance to the requirements of Members;
- Communicate and liaise with National Council regarding the conduct of business between the two Houses;
- Be the custodian of all records and documents of the Assembly;
- Counting votes when the division bell is rung;
- Keep a record of all speaking turns and time limits of Members in accordance with Standing Rules and Orders of the Assembly;
- Keeping record of Stages of Bills in formal register and files on a daily basis;
- Dispatch of Acts to the President for his assent;
- Dispatch copies of signed Acts to Registrar of Supreme Court and forward final printed Act to be promulgated in Government Gazette;
- Arrangement for the tabling of documents, reports, White Paper etc by the Ministers;
- Distribute Hansards and documents tabled to relevant institutions as per the approved distribution list;
- Ensure that Bills are timeously dispatched to the National Council for review;
- Ensure that Bills are reported back to the National Assembly by the National Council within the constitutional time –frame;
- Making copies of all necessary documents from time to time as may become necessary;
- Ensure that all equipment and facilities are in order for the smooth running of the business in the National Assembly;
- Carry out any other work related duties as requested from time to time by the Chief Parliamentary Clerk, Deputy Director and the Deputy Secretary of the National Assembly

Enquiries: Mr. Immanuel Nehoya, Tel 2882627 / HR Practitioners at Tel (061) 288 /2517/2606/2659/2514

SUBDIVISION: INFORMATION TECHNOLOGY

Post designation	:	System Administrator Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$263,683 x P - N\$296,950 (P)
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum requirements: A Degree in Information Technology or Computer Science on NQF L7 (or equivalent qualification)

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

- Installing of computer software and network components.
- Configure Computers, switches and central printers' network within Parliament premises
- Provide end user technical support to both National Assembly and National Council staff members as well as Members of Parliament.
- Monitoring internet, network and system performance on daily basis.
- Ensure computer security by conducting routine maintenance to combat cybercrimes
- Advising on improving and implementing enhancements for efficiency by participating in evaluation of existing and new products relevant for any upgrades/replacement.
- Perform any other work-related tasks as may be assigned from time to time.

Enquiries: Mr. Elifas T. Angula, Tel 2882686 / HR Practitioners at Tel (061) 288 /2517/2606/2659/2514

All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Applicants who fail to attach it will not be considered for shortlisting. Applicants **whose probations in their current positions are confirmed (Please attach proof), please note that only shortlisted candidates will be contacted and no personal documents will be returned.**

NB! Application form for employment must be made on the latest revised Application for Employment Number 156043 and Health Questionnaire Form Number 156094 with a provision of current employer under Section C which is obtainable at all government Offices/Ministries/Agencies. Please take note that no any other version will be accepted and failure to complete the correct form or to complete all items on the application form or not attaching the required documents will result in automatic disqualification of the application.

Candidates from outside the Public Service must attach testimonials / certificate of service from former and current employers to proof their experience and current job level. Failure to attach proof of experience and current job level will disqualify the application.

DIRECTORATE: LEGAL SERVICES

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

Post designation	:	Chief Legal Officer Grade 4
1xPost	:	Windhoek
Salary	:	N\$517,195 x P – N\$543,728
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle Allowance		
Capital Cost	:	N\$83,106 per annum
Running Cost	:	N\$27,811 per annum

Minimum requirements:

- BA LLB Degree or equivalent qualification on NQF Level 7 in the field of Law;
- Admission as Legal Practitioner in Namibia;
- 6 years' in Legal Advice, Drafting, Constitutional Law, Administrative Law or Parliamentary Procedures, of which at least 4 years should be post admission.

Additional requirements:

- Admission as Legal Practitioner in Namibia (certified copy of the admission order must accompany the application for employment form);
- Above average knowledge of the Constitutional and Administrative Law or Parliamentary Procedures (tested during interviews); and
- Proficiency in Microsoft Office Programs (tested during interviews)
- Candidates in possession of a Master's degree majoring in Constitutional and Administrative Law or Parliamentary Procedures and who are admitted as Legal Practitioners of the High Court shall receive preference.

Main duties and skills required for the job:

- Knowledge and experience in the scope and implementation of legislation guiding the work of the National Assembly Secretariat
- Knowledge and experience in drafting bills and subordinate legislation.
- Research skill and experience with a view to reform policies and laws.
- Strong interpersonal, verbal and written communication skills.
- Able to work independently.
- Scrutinize all legislation, documents and Bills presented to the National Assembly to ensure accuracy, constitutionality and legal legitimacy;
- Review Bills returned by the National Council to the National Assembly and advise on legal disputes and matters arising therefrom;
- Provide legal advice to the Speaker of the National Assembly (including advice on Parliamentary Procedures, practice and any matter related thereto);
- Provide legal advice to the National Assembly in general, including legal issues arising from internal disciplinary actions or labour related disputes;
- Provide legal advice to Parliamentary Standing Committees of the National Assembly as and when needed
- Request legal opinions from the Attorney-General on matters relating to Parliament, the Constitution and Legislative matters in general;
- Responsible for drafting legal opinions and position papers on matters relating to the Office of the Speaker and such topics as are presented to the Hon. Speaker for his attention by the citizenry at large;
- Provide general legal and procedural advice to the Hon. Speaker when addressing the public and during regional visits, on matters concerning Parliament and the people;

- Provide professional and administrative assistance to the Secretary of the National Assembly;
- Perform any other tasks as may be required by the Director, Secretary, and the Speaker of the National Assembly.

Enquiries: Mr. Oscar S. Muyatwa Tel 2889111 x 2507/ HR Practitioners at Tel 2889111 x 2517/2606/2659/2514

All foreign qualifications submitted for the above post must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Applicants who fail to attach it will not be considered for shortlisting. Applicants **whose probations in their current positions are confirmed (Please attach proof), please note that only shortlisted candidates will be contacted and no personal documents will be returned.**

NB! Application form for employment must be made on the latest revised Application for Employment Number 156043 and Health Questionnaire Form Number 156094 with a provision of current employer under Section C which is obtainable at all government Offices/Ministries/Agencies. Please take note that no any other version will be accepted and failure to complete the correct form or to complete all items on the application form or not attaching the required documents will result in automatic disqualification of the application.

Candidates from outside the Public Service must attach testimonials / certificate of service from former and current employers to proof their experience and current job level. Failure to attach proof of experience and current job level will disqualify the application.

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 156043 and 156094) together with original certified copies of identification document, qualifications as well as academic records and a comprehensive curriculum vitae should be addressed to:**

**The Secretary of the National Assembly
Private Bag 13323
WINDHOEK**

Attention: Human Resource Office

OFFICE OF THE AUDITOR-GENERAL

SUB-DIVISION: INTERNAL AUDIT AND RISK MANAGEMENT

Post Designation	:	Internal Auditor Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$ 238, 825-N\$285, 420
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: A B-Degree in Auditing, Accounting or Commerce on NQF Level 7 (or equivalent qualification), plus three (3) years appropriate experience.

Additional Requirements:

- Qualification in Internal Audit or Risk Management,
- Member of the Institute of Internal Auditor (IIA) and,
- A valid Driver's license will be added advantage.

Key performance areas:

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

APPLICATION PROCEDURE:

- Applicants must be Namibian Citizens.
- Candidates with foreign qualifications must attach their evaluation of qualification from Namibian Qualification Authority (NQA).
- A fully completed application must be made on the prescribed form 156043 and 156093 (obtainable from any Government O/M/A) and should be accompanied by the applicant's- Curriculum vitae with comprehensive details of work related experience and exposure, Certified copies of Certificate/s of Service from previous employer/s if any, Educational qualifications, Academic records, Identity document.
- Applicants from the Public Service applying for promotion post must attach certified copy of confirmation of probation to the current post.
- Applications not complying with the above may be disqualified.

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

- Shortlisted candidates may be required to undergo Psychometric Test

NB: Racially disadvantaged persons, woman and persons with disabilities are encouraged to apply.

Applications for employment must be addressed to:

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

OR

**Be hand delivered at:
The Office of the Auditor-General
123 Robert Mugabe Avenue
Windhoek**

Enquiries: Mrs. Joolokeni Hamunyela; Tel: 061-285 8426 or Mr. Juda Hangula; Tel: 061-2858406

OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL MANAGEMENT

DIRECTORATE: ADMINISTRATION

DIVISION: GENERAL SERVICES, SUBDIVISION: PROCUREMENT AND ASSET MANAGEMENT, SECTION: FLEET MANAGEMENT

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

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

Additional requirements

- Administer procurement of goods and services to internal/external customers;
- Clear outstanding commitments on procured goods and services;
- Deals with stock and asset management;
- Manage the secretarial function of the Economizing committee,
- Approve expenditure and requisitions;
- Execute any other duties assign by the Control Administrative Officer or Deputy Director.

Key performance areas:

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

DEPARTMENT: JUDICIAL SERVICES

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

DIRECTORATE: SUPREME AND HIGH COURTS

Post designation	:	Chief Legal Officer Grade 4
1xPost	:	Oshakati High Court
Scale of salary	:	N\$ 517, 195 – N\$543, 728
Housing Allowance	:	N\$ 121, 560 per annum
Motor Vehicle Allowance	:	N\$ 110,917 (capital and running cost) per annum

Minimum requirements:

- BA LLB Degree or equivalent qualification on NQF Level 7 in the field of Law;
- Admission as legal practitioner in Namibia;
- 5 years' post admission experience in Magistrates' Court, High Court and / or Supreme Court litigation.

Additional requirements:

- Admission as Legal Practitioner in Namibia (**certified copy of the admission order must accompany the application for employment form**);
- Above average knowledge of the Criminal Procedure;
- Above average knowledge of the Civil procedure in the High Court (tested during interviews);
- Above average knowledge of the Civil procedure in the Supreme Court (tested during interviews) and
- Proficiency in Microsoft Office Programs (tested during interviews)

Purpose of the post:

The incumbent of this position will be assigned to the Hon. Chief Justice as his dedicated legal researcher.

Key performance areas:

The successful candidate will perform his or her duties in accordance with directions issued by the head of court to whose jurisdiction he or she is assigned, including but not limited to the following:

- Communicate with Legal Practitioners regarding cases in the Supreme Court;
- Assist the Chief Justice and other Supreme Court Judges during courtroom proceedings;
- Conducting legal research on behalf of the Chief Justice and other Judges of the Supreme Court;
- Prepare bench memos and other legal memoranda with respect to pleadings and depositions;
- Proof reading Judges orders and judgments;
- Verifying legal citations for accuracy;
- Summarize common cause facts and issues on pleadings;
- Issuing of Court process, i.e. Notices of Set Down, etc;
- Issue, Keep and analyze court statistics;
- Assist to process and manage the litigation process, court documents and rolls of the applicable court;
- Assist with the implementation of legislation, including acts, rule, regulations, practice directives, and consequential procedures and practice in co-operation with Chief justice, the Judges of Supreme Court and the Registrar, when necessary;
- Consult with parties in preparation of cases for purposes of hearings, when called upon to do so;

- Liaise between judges of the Supreme Court and parties;
- Serve on various sub-committees of the applicable court;
- Act as the liaison officer between the judges and the other instances;
- Write and respond to correspondences;
- Assist the registrar with the execution of the Directorate 's Strategic plan
- Prepare draft orders for the Judges' approval before signature and verification and signing of such orders;
- Assist Chief Justice and other Supreme Court Judges with all cases from inception to conclusion; and
- Execute other function assigned by Chief justice, Deputy Chief Justice, the Executive Director and /or the Registrar.

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

Post designation	:	Senior Legal Officer Grade 5
3xPosts	:	Windhoek
Scale of salary	:	N\$ 432, 601 –N\$ 517, 195
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements:

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

OR

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

OR

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

Additional requirements:

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

Key performance areas:

- Communicate with Legal Practitioners regarding case management and procedural requirements;
- Assist the Judges during courtroom proceedings;
- Conducting legal research on behalf of the Judges of the High Court;
- Prepare bench memos and other legal memoranda with respect to pleadings and depositions;
- Proof reading Judges orders and judgments;
- Verifying legal citations for accuracy;
- Summarize common cause facts and issues on pleadings;

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

- Issuing of Court process, i.e. Judicial Case Management notices, etc;
- Prepare draft orders for the Judges' approval before signature and verification and signing of such orders;
- Assist Judges with all cases from inception to conclusion; and
- Attend to taxation as taxing master of the High and Supreme Courts.
- Execute other function assigned by Chief justice, Deputy Chief Justice, the Executive Director and /or the Registrar/ Deputy Registrar or Chief Legal Officer.

APPLICANTS SHOULD NOTE THE FOLLOWING:

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

Applicants in designated groups especially women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply. Please further note that only shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents shall be returned to the applicants.

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

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

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

OR

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

MINISTRY OF EDUCATION, ARTS AND CULTURE

DEPARTMENT: FORMAL EDUCATION

DIRECTORATE: NATIONAL INSTITUTE FOR EDUCATIONAL DEVELOPMENT (NIED)

DIVISION: CURRICULUM RESEARCH AND DEVELOPMENT

SUBDIVISION: CRAFT, DESIGN AND TECHNOLOGY

Post Designation	:	Senior Education Officer Grade 6
1xPost	:	Okahandja
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 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:

- A Bachelor's degree or equivalent qualification with specialization in Performing Arts, Visual Arts or Media studies
- Proven teaching experience of Arts Promotional Subjects (proof must be attached)
- Experience in syllabus development and/ or as Curriculum Panel member at NIED and/ or in-service training of teachers in Arts Promotional Subjects would serve as an added advantage (proof must be attached)
- Marking at national level of Arts Promotional Subjects and/or paper setting/item setting at national level or regional level would serve as an added advantage (proof must be attached)

Enquiries: Ms. Fransina lipumbu, Tel: (062- 509027), Mr. Immanuel Hamulungu Tel: (062-509044)

DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

DIVISION: EXAMINATION CERTIFICATION, DATA, CORRESPONDENCE AND ENQUIRES

SUBDIVISION: EXAMINATION CERTIFICATION AND DATA

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

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years of appropriate experience

OR

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

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

Supplementary Selection Requirements:

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

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

DIVISION: GENERAL SERVICES AND EXAMINATION ADMINISTRATION
SUBDIVISION: EXAMINATION ADMINISTRATION
SECTION: EXAMINATION PAPER REPRODUCTION AND ORGANISATION

Post Designation	:	Chief Administrative Officer Grade 8
1xPost	:	Windhoek (DNEA)
Salary Scale	:	N\$ 238, 825–N\$ 285, 420
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: A National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience.

Supplementary Selection Requirements: Proficient in computer applications with advanced knowledge of Microsoft Office Suite, especially Microsoft Word and Excel. Demonstrates strong skills in creating, editing, and formatting documents and spreadsheets, as well as efficiently utilizing advanced features and functions within these tools. A qualification in the legal field and law enforcement will be considered an added advantage.

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

DEPARTMENT: FINANCE AND ADMINISTRATION
DIRECTORATE: PLANNING AND DEVELOPMENT (PAD)
DIVISION: CORPORATE PLANNING AND DEVELOPMENT

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

**SUBDIVISION: STRATEGIC PLANNING, POLICY ANALYSIS AND RESEARCH AND
PROGRAMME MONITORING AND EVALUATION**

Post Designation	:	Senior Education Officer Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$ 354, 883 – N\$ 424,119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Prescribed 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:

- Preference will be given to applicants with degree specializing in Economics
- Knowledge and experience in Budget Planning and Execution
- Knowledge and experience with Performance Management System and Monitoring and Evaluation

Enquiries: Mr. Laurentius Shilongo Tel: (061 2933331) / Mr. Cavin Muchila Tel: (061 2933341)

**DIVISION: CORPORATE PLANNING AND DEVELOPMENT
SUBSECTION: SECRETARIAL SERVICES**

Post Designation	:	Administrative Officer Grade 12
1xPost	:	Windhoek
Salary Scale	:	N\$ 107, 753 –N\$ 129, 240
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Prescribed Requirements: A Grade 12 Certificate (NQF Level 3) with 20 points over five (5) subjects including an E symbol in English.

Supplementary Selection Requirements: Preference will be given to candidates with Computer literacy.

Enquiries: Mr. Laurentius Shilongo, Tel: (061-2933331) / Mr. Cavin Muchila Tel: (061-2933341)

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

of Affirmative Action Plan, suitably qualified racially disadvantaged persons, persons with disabilities and women are encouraged to apply.

Applications should be addressed to:

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

Or hand deliver at:

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

MINISTRY OF FISHERIES AND MARINE RESOURCES

DIRECTORATE: RESOURCE MANAGEMENT DIVISION: RESEARCH MANAGEMENT SUBDIVISION: DEMERSAL

Post designation	:	Chief Fisheries Biologist, Grade 5
1xPost	:	Swakopmund
Salary scale	:	N\$ 432, 601 XP-N\$517 195
Salary Notch	:	N\$ 432, 195
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Danger Allowance	:	N\$ 34, 476 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF L8 in one or more of the following directions: Fisheries and/or Aquatic Sciences, Marine and Environmental Sciences and Oceanography. The candidate should also have a sound practical knowledge of fisheries research and management, with 5 years' experience as a Senior Fisheries Biologist Grade 6.

Additional requirements: The successful candidate will be expected to lead several research programmes and oversee the supervision of junior scientific personnel. The candidate should therefore have good leadership and supervisory skills. A higher degree in the field of Fisheries/Aquatic Sciences or Fisheries Stock Assessment, as well as an extensive knowledge of the use of research scientific data in the formulation of scientific advice to Senior Management and a valid code B (or higher) driver's license will serve as an advantage.

DIVISION: RESEARCH MANAGEMENT SUBDIVISION: PELAGIC

Post designation	:	Senior Fisheries Biologist, Grade 6
1xPost	:	Swakopmund
Salary scale	:	N\$ 354, 883 XP-N\$424, 119
Salary Notch	:	N\$ 354, 883
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Danger Allowance	:	N\$ 34, 476 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 8 in one or more of the following directions: Fisheries and/or Aquatic Sciences, Marine and Environmental Sciences and Oceanography. A sound practical knowledge of fisheries research, with 3 years' experience as a Fisheries Biologist Grade 8.

Additional requirements: High degree of competence in the use of computers, particularly Microsoft (Access, Excel, Word software) and a valid driver's license will be an advantage). The candidate should also have knowledge in hydro acoustic and fisheries stock assessment.

Enquiries: Ms. Agnes Negongoh, Tel: 061 2053008/ Mr. Titus Ilende, Tel 061 205 3071

NOTES TO CANDIDATES

Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).

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 applications will not be considered.

Only shortlisted candidates will be contacted and no documents will be returned.

Applicants must be Namibian citizens. Applications for these positions advertised herein, must be made on the **NEW revised** application for Employment 156043 and Health Questionnaire 156094 which are obtainable at all Government Offices/Ministries/Agencies and must be completed in full. **Failure to complete all items or sections of the application form and not attaching the necessary documents will disqualify the application.** The completed form, together with a comprehensive Curriculum Vitae and **originally certified copies by the Namibian Police** of educational qualifications must be submitted to:

**The Executive Director
Ministry of Fisheries and Marine Resources
Private Bag 13355
WINDHOEK**

OR

**Hand delivery at:
Block C Brendan Simbwaye Square Cnr Uhland, Goethe Street,
Ministry of Fisheries and Marine Resources
Human Resources Division, Ground Floor, 013**

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: OSHIKOTO REGION DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES SUBDIVISION: NURSING SERVICES

Post Designation	:	Chief Registered Nurse Grade 6
1xPost	:	Regional Management Team - Omuthiya
Salary Scale	:	N\$ 354, 883 – N\$424, 119
Transport Allowance	:	N\$ 10, 520 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: Registration as a Registered Nurse and Midwifery with the Health Professional Council of Namibia plus six (6) years appropriate experience.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES SUBDIVISION: DISTRICT PRIMARY HEALTH CARE ONANDJOKWE

Post Designation	:	Senior Registered Nurse Grade 7
1xPost	:	Onandjokwe PHC
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Transport Allowance	:	N\$ 10, 520 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: Registration as a Registered Nurse and Midwifery with the Health Professional Council of Namibia plus three (3) years appropriate experience.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES SECTION: PROFESSIONAL SERVICES SUBSECTION: PHARMACEUTICAL SERVICES

Post Designation	:	Pharmacists Assistant Grade 10
2xPosts	:	Omuthiya District Hospital Onyaanya Health Centre
Salary Scale	:	N\$ 159, 505 –N\$191, 312
Transport Allowance	:	N\$ 10, 452 per annum
Housing Allowance	:	N\$ 13, 944 per annum
Remoteness Allowance	:	N\$ 9,000 per annum (Onyaanya)

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

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES SUBDIVISION: RESOURCE MANAGEMENT SECTION: ADMINISTRATIVE SUPPORT SERVICES

Post Designation	:	Administrative Officer Grade 10
1xPost	:	Tsumeb District Hospital
Salary Scale	:	N\$ 159, 505 –N\$191, 312
Transport Allowance	:	N\$ 10, 452 per annum
Housing Allowance	:	N\$ 13, 944 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,

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

Applications (on form 156043 & 156094) 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.

Inquiries: Ms. D.N. Iiputa, HRM office, Tel. No: 065 293200/ 065 293232/ 065 293229

DIRECTORATE: ERONGO REGION
DIVISION: CURATIVE SERVICES
SUBDIVISION: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Grade 6
1xPost	:	Swakopmund
Salary Scale	:	N\$354, 883– N\$424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum
Fixed Overtime	:	N\$189,882 per annum

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

Additional Requirements: Preference will be given to applicants with three (3) years' experience as a Pharmacist and experience in Facility Electronic Stock Card (FESC), Electronic Dispensing Tool (EDT), Pharmaceutical Management Information System (PMIS) and Dashboard. Proof from the supervisor must be attached.

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: DISTRICT HOSPITAL USAKOS**

Post Designation	:	Senior Medical Officer Grade 4
1xPost	:	Usakos
Salary Scale	:	N\$ 517,195 –N\$ 543, 728
Fixed Overtime	:	N\$ 258, 600 per annum
Housing Benefit	:	N\$ 121,560 per annum
Motor Vehicle Benefits	:	N\$ 110,917 per annum

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

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: DISTRICT HOSPITAL OMARURU**

Post Designation	:	Senior Medical Officer Grade 4
1xPost	:	Omaruru
Salary Scale	:	N\$ 517,195 –N\$ 543, 728
Fixed Overtime	:	N\$ 258, 600 per annum
Housing Benefit	:	N\$ 121,560 per annum
Motor Vehicle Benefits	:	N\$ 110,917 per annum

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

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: DISTRICT HOSPITAL USAKOS
SUBSECTION: MEDICAL SERVICES**

Post Designation	:	Medical Officer Grade 5
1xPost	:	Usakos
Salary Scale	:	N\$ 432,601–N\$ 517,195
Fixed Overtime	:	N\$ 231, 513 per annum
Housing Allowance	:	N\$ 17,424 per annum
Motor Vehicle Benefits	:	N\$ 85,063 per annum

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

SUBDIVISION: HUMAN RESOURCES

SECTION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Senior Human Resource Practitioner Grade 7
1xPost	:	Swakopmund
Salary Scale	:	N\$291, 128 –N\$ 347, 926
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirements: A National Diploma on NQF level 6 majoring in Human Resource.

Additional Requirements: Preference will be given to applicants with a Bachelor Degree in Human Resource plus three (3) years' experience as a Human Resource Practitioner Grade 8.

SUBDIVISION: HUMAN RESOURCES SECTION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Human Resource Practitioner Grade 8
1xPost	:	Swakopmund
Salary Scale	:	N\$238, 825 –N\$ 285, 420
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum requirements: A National Diploma on NQF level 6 majoring in Human Resource.

Additional Requirements: Preference will be given to applicants with a Bachelor Degree in Human Resource. **Candidates must be ready to relocate to Usakos District Hospital once the services are decentralized.**

SUBDIVISION: HUMAN RESOURCES SECTION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Human Resource Administrator Grade 11
3xPosts	:	Swakopmund
Salary Scale	:	N\$132, 987 –N\$ 159, 505
Housing Allowance	:	N\$13, 944 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum requirements: A Grade 12 certificate or equivalent qualification on NQF Level 3.

Enquiries: Dr. L. Kabongo / Ms. F. Ilungu, Tel: 064 –4106107/4106125

DIRECTORATE: HEALTH INFORMATION AND RESEARCH DIVISION: RESEARCH MANAGEMENT SUBDIVISION: OPERATIONAL RESEARCH

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

Post designation	:	Control Health Programme Officer Grade 5
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 432, 601 –N\$ 517, 195
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Epidemiology or Biostatistics or Demography plus five (5) years of appropriate work experience.

Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Epidemiology or Biostatistics or Demography will serve as an added advantage. The candidate must have a good understanding of research methodologies, statistical analysis, strategic planning, resources management, report writing and presentation skills as well as strong leadership skills. Experience in surveys, operational research and publications, research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job descriptions

- Conduct operational research.
- Coordinate, implement /and or supervise clinical trials, health investment studies, evaluation of public health programs/interventions etc.
- Promotion and coordination of research and evaluation in the country across all sectors
- Execute research, evaluation and surveillance projects
- Resource mobilization and project management of research grants

DIVISION: RESEARCH MANAGEMENT SUBDIVISION: OPERATIONAL RESEARCH

Post designation	:	Science and Technology Officer Grade 5
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 432, 601 – N\$517, 195
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Epidemiology or Biostatistics or Demography or Biomedical Sciences, plus five (5) years of appropriate work experience.

Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Epidemiology or Biostatistics or Demography or Biomedical Sciences, will serve as an added advantage. The candidate must have a good understanding of research methodologies, statistical analysis, strategic planning, resources management, report writing and presentation skills as well as strong leadership skills. Experience in surveys, operational research and publications,

research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job descriptions

- Conduct operational research.
- Coordinate, implement /and or supervise clinical trials, health investment studies, evaluation of public health programs/interventions etc.
- Promotion and coordination of research and evaluation in the country across all sectors.
- Execute research, evaluation and surveillance projects.
- Resource mobilization and project management of research grants.
- Any other duties assigned from time to time.

DIVISION: RESEARCH MANAGEMENT

SUBDIVISION: HEALTH SYSTEMS RESEARCH DEVELOPMENT

Post designation	:	Science and Technology Officer Grade 5
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 432 601 –N\$ 517, 195
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Health Systems Strengthening or Epidemiology or Biostatistics or Demography, plus five (5) years of appropriate work experience.

Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Health Systems Strengthening or Epidemiology or Biostatistics or Demography will serve as an added advantage. The candidate must have a good understanding of research methodologies, statistical analysis, strategic planning, resources management, report writing and presentation skills as well as strong leadership skills. Experience in surveys, operational research and publications, research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job descriptions

Assist the sub-divisional head to:

- Provide technical guidance in the development of a health research agenda;
- Support with drafting of the research ACT;
- Develop national research agenda;
- Review National research policy and guidelines;
- Facilitate the county's development and implementation of the National Research Capacity Plan and Agenda;
- Capacity building on operational research, grant writing and publications;
- Facilitate the inter-sectoral collaboration with various stakeholders/partners in research;
- Support the implementation, dissemination and management of the National Research Agenda;

- Conduct training in research methodology to staff and institutions within the Ministry;
- Any other duties assigned from time to time.

DIVISION: RESEARCH MANAGEMENT
SUBDIVISION: OPERATIONAL RESEARCH

Job designation	:	Chief Statistician Grade 6
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in Statistics-related fields such as Applied Statistics or Epidemiology or Data Science or Biostatistics plus four (4) years of appropriate work experience.

Additional requirements: A Post graduate Diploma or (equivalent qualifications) in a Statistics-related fields such as Applied Statistics or Field Epidemiology or Data Science or Biostatistics. The candidate must have a good understanding of research methodologies, statistical analysis, planning, resources management, report writing and presentation skills as well as leadership skills. Experience in surveys, operational research and publications, research ethics, training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job description

Assist the sub-divisional head in:

- Conducting operational research;
- Coordinating, implementing/and or supervising clinical trials, health investment studies, evaluation of public health programs/interventions etc;
- Promotion and coordination of research and evaluation in the country across all sectors;
- Execute research, evaluation and surveillance projects;
- Resource mobilization and project management of research grants;
- Any other duties assigned from time to time.

DIVISION: RESEARCH ETHICS AND COORDINATION
SUBDIVISION: ETHICS SECRETARIAT

Post designation	:	Control Health Programme Officer Grade 5
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 432, 601 – N\$517, 195
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, plus five (6) years of appropriate work experience.

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

Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, will serve as an added advantage. The candidate must have a good understanding of research methodologies, statistical analysis, proposal appraisal, strategic planning, resources management, report writing and presentation skills as well as strong leadership skills. Experience in surveys, operational research and publications, research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job descriptions

- Oversee the process of evaluation of submitted research proposals.
- Appraise submitted proposal and provide feedback to research applicants.
- Review and reconstitute ethics review committees.
- Compile Ethics Secretariat's programs and actions plans and develop strategies for resource mobilization.
- Provide secretariat support to the Research Management Committee, Biomedical Research Ethics Committee, and the Ethics Advisory Committee.
- Support efficient storage and dissemination of research proposals and reports through the establishment of a research database, research summary reports, and annual research meetings.
- Any other duties assigned from time to time.

DIVISION: RESEARCH ETHICS AND COORDINATION

SUBDIVISION: ETHICS COORDINATION

Post designation	:	Control Health Programme Officer Grade 5
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 432, 601 –N\$ 517, 195
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, plus five (6) years of appropriate work experience.

Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, will serve as an added advantage. The candidate must have a good understanding of research methodologies, statistical analysis, and proposal appraisal, strategic planning, resources management, report writing and presentation skills as well as strong leadership skills. Experience in surveys, operational research and publications, research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job description

- Facilitate collaboration with Institutional Review boards;

- Coordinate formulation of and preparation of the Ethics Secretariat's annual plan and strategic plan;
- Participate in analysis of outsourcing of non-core functions;
- Coordinate compilation of monitoring and evaluation reports from the Ethics Secretariat's subdivision and prepare periodic (weekly, monthly, quarterly, mid-year, and annual) performance reports for the Ethics Secretariat.
- Any other duties assigned from time to time.

DIVISION: RESEARCH ETHICS AND COORDINATION
SUBDIVISION: RESREARCH COORDINATION AND MONITORING

Job designation	:	Chief Health Programme Officer Grade 6
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, plus five (5) years of appropriate work experience.

Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics will serve as an added advantage. The candidate must have a good understanding of research methodologies, statistical analysis, proposal appraisals, planning, resources management, report writing and presentation skills as well as leadership skills. Experience in surveys, operational research and publications, research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job descriptions

Assist the sub-divisional head to:

- Coordinate functions of Research Management Committee, Biomedical Research Ethics Committee, and the Ethics Advisory committee;
- Develop / review research Ethics policies and guidelines;
- Monitor clinical trial studies in the country;
- Support the development of and implementation of the National Research Capacity Plan;
- Ensure collaboration, appropriate coordination and liaison with various directorates, programmes as well as with NPC, NSA, NCRST, OTHER private sector and other relevant bodies and activities external to the Ministry;
- Undertake research and impact studies of plans, projects and programme undertaken by the Ethics Secretariat;
- Any other duties assigned from time to time.

DIVISION: RESEARCH ETHICS AND COORDINATION
SUBDIVISION: ETHICS SECRETARIAT

Job designation	:	Chief Health Programme Officer Grade 6
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PSM CIRCULAR NO. C OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 MARCH 2025, CLOSING DATE 11 APRIL 2025

1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, plus five (5) years of appropriate work experience.

Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics will serve as an added advantage. The candidate must have a good understanding of research methodologies, statistical analysis, proposal appraisals, planning, resources management, report writing and presentation skills as well as leadership skills. Experience in surveys, operational research and publications, research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job description

Assist the sub-divisional head to:

- Oversee the process of evaluation of submitted research proposals;
- Appraise submitted proposal and provide feedback to research applicants;
- Review and reconstitute ethics review committees;
- Compile Ethics Secretariat's programs and actions plans and develop strategies for resource mobilization;
- Provide secretariat support to the Research Management Committee, Biomedical Research Ethics Committee, and the Ethics Advisory Committee;
- Support efficient storage and dissemination of research proposals and reports through the establishment of a research database, research summary reports, and annual research meetings;
- Any other duties assigned from time to time.

DIVISION: RESEARCH ETHICS AND COORDINATION

SUBDIVISION: ETHICS COORDINATION

Job designation	:	Chief Health Programme Officer Grade 6
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 in health-related fields such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, plus five (5) years of appropriate work experience.

Additional requirements: A Master's Degree or (equivalent qualifications) in a Health-related field such as Public Health or Epidemiology or Biostatistics or Demography or Bioethics, will serve as an added advantage. The candidate must have a good

understanding of research methodologies, statistical analysis, proposal appraisal, strategic planning, resources management, report writing and presentation skills as well as strong leadership skills. Experience in surveys, operational research and publications, research ethics and training as well as skills in any statistical packages such as Excel, SPSS, STATA, Epi Info, R or Python will serve as an added advantage.

Job description

Assist the sub-divisional head to:

- Facilitate collaboration with Institutional Review boards;
- Coordinate formulation of and preparation of the Ethics Secretariat's annual plan and strategic plan;
- Participate in analysis of outsourcing of non-core functions;
- Coordinate compilation of monitoring and evaluation reports from the Ethics Secretariat's subdivision and prepare periodic (weekly, monthly, quarterly, mid-year, and annual) performance reports for the Ethics Secretariat.
- Any other duties assigned from time to time.

DIRECTORATE: HEALTH TECHNOLOGY AND INFRASTRUCTURE MANAGEMENT

DIVISION: FACILITY PLANNING

Post designation	:	Health Programme Officer Grade 7
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum requirements: An appropriate B-degree or equivalent qualification on NQF L7 in social sciences.

Additional requirements: Must have basic training in social sciences with particular reference to health - planning, design and management, three (3) years' experience in facility planning, two (2) years' experience in health information system, and two (2) years' experience in project management. Must have valid driver license: Minimum Code B.

Key duties

- Development of relevant policies and guidelines for physical facility planning
- Coordination of capital projects
- Supervise physical implementation of projects
- Monitoring of financial implementation of projects
- Facilitate all donor funded construction projects in the Ministry

DIRECTORATE: HUMAN RESOURCES

DIVISION: HUMAN RESOURCES MANAGEMENT

SUBDIVISION: RECRUITMENT

SECTION: NATIONAL WORKFORCE RECRUITMENT

Post Designation	:	Human Resource Practitioner Grade 8
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PSM CIRCULAR NO. C OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 MARCH 2025, CLOSING DATE 11 APRIL 2025

1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Housing allowance	:	N\$ 17, 424 per annum
Transport allowance	:	N\$ 10, 512 per annum

Minimum requirements: A National Diploma majoring in human resources on NQF L6.

Duties:

Conduct human resources planning; the recruitment, selection, provisioning of staff and staff maintenance; the directing and advising on personnel management programs; the advising on organizations and establishments; the advising on, supervising of and the performance or provision of staff leadership and technical guidance with regard to personnel-related legislation, policies and guidelines and the advising on human resources development.

**DIRECTORATE: HEALTH INFORMATION AND RESEARCH
DIVISION: HEALTH INFORMATION SERVICES
SUBDIVISION: DATA MANAGEMENT AND COORDINATION**

Post Designation	:	Senior Health Program Officer Grade 7
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Bachelor's degree or equivalent qualification at NQF level 7 in Health Information System Management or Health Informatics or Public Health or Nursing or Health Sciences or Biostatistics or Epidemiology or Demography, at least three (3) years of relevant experience in health data management.

Additional Requirements: A postgraduate qualification in the relevant fields with practical skills and knowledge on the following data management tools and/or statistical analysis packages: Excel, SPSS, Power BI, R, Python, ANACODE, Code edit, DHIS 2 or Epi info.

Key duties:

- Coordinate the collection, compilation, and analysis of health data from facilities and social service centers nationwide, ensuring consistency in data management practices.
- Provide data inputs to support the development of national health policies, frameworks, SOPs, and guidelines.
- Act as a liaison with stakeholders to assess data needs, ensure accurate data provision, and strengthen data management practices.
- Conduct support visits and monitor data quality across regions, providing timely feedback on report accuracy, completeness, and areas for improvement.
- Compile and disseminate quarterly and annual reports, supplying data to civil society organizations and regional offices to support informed decision-making.
- Identify data management priorities, assess resource needs, and participate in planning and budgeting processes to support program sustainability.

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

- Provide ongoing training on data collection/ capturing tools, analysis and data use to end users.

DIVISION: HEALTH INFORMATION SERVICES
SUBDIVISION: INTEGRATED INFORMATION MANAGEMENT

Post Designation	:	Senior Health Program Officer Grade 7
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Bachelor's degree or equivalent qualification at NQF Level 7 in Computer Science or Informatics or Software Development or Data Science, with at least three (3) years of relevant experience in systems development, integration, implementation, and data migration.

Additional Requirements: Preference will be given to candidates with a postgraduate qualification in the relevant fields with practical knowledge and skills of interoperability standards such as Fast Healthcare Interoperability Resources (FHIR). Knowledge of database management and data analysis using statistical analysis packages (Excel, SPSS, Power BI, R, Python, MySQL, Microsoft Visual Studio, and ETL tools).

Key duties:

- Design, develop, and implement software solutions to address the specific needs of Health Information Systems (HIS), ensuring scalability, reliability, and usability.
- Optimize and customize existing software platforms to align with program requirements, improving user experience and system functionality.
- Develop and maintain comprehensive system documentation, including configuration guides, user manuals, and troubleshooting procedures.
- Support database design, development, and management, ensuring efficient storage, retrieval, and security of health data.
- Implement and enforce database performance tuning, backup, and recovery strategies to minimize downtime and data loss.
- Configure application programming interfaces (APIs) to facilitate seamless integration between HIS platforms and third-party systems.
- Conduct regular system audits and vulnerability assessments to identify and mitigate security risks, ensuring compliance with data protection regulations.
- Implement and maintain robust version control systems and workflows for software development to track changes and ensure quality control.
- Collaborate with cross-functional teams to design user-centered interfaces and workflows that enhance efficiency and accuracy in data entry and retrieval.
- Provide training and technical support to end-users and IT staff to ensure effective system utilization and troubleshooting.

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 the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Reference checks will be conducted after the oral interview. Previously racially disadvantaged persons, women and people with disabilities are encouraged to apply.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).

Please take note that only shortlisted candidates will be considered and no personal 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: Human Resources Management office, Ministerial Building (Head Office) Harvey Street, Windhoek.

Enquiries: Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032189.

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

DIRECTORATE: LABOUR MARKET SERVICES

DIVISION: KHOMAS REGION

SUBDIVISION: EMPLOYMENT SERVICES

Post Designation	:	Senior Employment Officer Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$238,825 –N\$ 285, 420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in either Human Resources Management, Marketing, Public Administration/Management and Business Administration/Management plus three (3) years appropriate experience.

Additional requirements: Computer skills, presentation skills, communication skills and strong supervisory and leadership skills will be an added advantage. Applicants must be in possession of a valid driver's license older than two (2) years.

Enquiries: Mr. A. Ngeama or Mr. S. Amupolo, Tel: 061-206 6237, Tel: 061-206 6204

DIVISION: PLANNING AND ADMINISTRATION

SUBDIVISION: SYSTEMS DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE

SECTION: SUPPORT SERVICES AND HELP DESK

Post Designation	:	Chief Computer Technician Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$215,965 – N\$258,514 (P)
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: A National Diploma or equivalent qualification in Information Technology on NQF Level 6 plus three (3) years of appropriate experience in PC/Computer Technician and User Support.

Additional requirements: Windows domain services management skills will be an added advantage. Applicants must be in possession of a valid driver's license older than two (2) years.

Enquiries: Ms. N. Gerson or Ms. D. Ndafenongo, Tel: 061-206 6308, Tel: 061-206 6207

Applicants should note the following:

- 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 **confirmation of employment or testimonial (s) / certificate of service** from former and current employers in respect of work experience and current job level.

- Applicants in designated groups especially women and persons living with disabilities who are able to perform the required duties are strongly encouraged to apply.
- All foreign qualifications must be submitted with proof of evaluation from the Namibia Qualification Authority (NQA).
- Failure to complete all items or sections on the application form for employment and health questionnaire and not attaching the necessary/required documents to the application form will disqualify the application. Any parts of the application form that do not apply to you please indicate as such by writing **not applicable**.
- Please take note that only shortlisted candidates will be contacted and no personal documents will be returned to unsuccessful applicants.
- Applications received after the closing date will not be accepted.
- Completed application form for employment 156043 and health questionnaire form 156094 (obtainable at all Government Offices) together with comprehensive curriculum vitae, original certified copies of educational qualifications as well as academic records, testimonial (s) or/ certificate of service, driver's license and identity document must be submitted to the following address:

**The Executive Director
Ministry of Labour, Industrial Relations and Employment Creation
Private Bag 19005
Komasdal
WINDHOEK**

OR

**Hand-delivered at the: Ministry of Labour, Industrial Relations and Employment
Creation
32 Mercedes Street, Komasdal, Windhoek
Human Resource Office**

ERONGO REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5 (Re-advert)
1xPost	:	Ozondati Primary School- Preprimary–Grade 3 (Omaruru Circuit)
Salary Scale	:	N\$432, 601 –N\$ 517, 195
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) qualification 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:

- Candidate must possess at least 5 years (or more) experience at the functional level Grade 6 (or higher).
- Candidate must have a professional teaching qualification that would enable him/her to teach at the appropriate phase.
- Preference will be given to candidate with teaching qualification in Otjiherero which is a medium of instruction at the school.

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Languages: English and Afrikaans/ Khoekhoegowab/ Oshikwanyama/ Oshindonga, Grade 8 -11
1xPost	:	Swakopmund Secondary School (Swakopmund Circuit)
Salary Scale	:	N\$354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Junior Primary: English and Afrikaans
1xPost	:	Namib Primary School (Swakopmund Circuit)
Salary Scale	:	N\$354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Languages: English and Afrikaans Grade 4 -7
1xPost	:	Tamariskia Primary School (Swakopmund Circuit)
Salary Scale	:	N\$354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Social Sciences: Geography and History Grade 8-11
1xPost	:	Westside High School (Swakopmund Circuit)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Commerce: Accounting and Business Studies/Entrepreneurship, Grade 8-11
1xPost	:	Namib High School (Swakopmund Circuit)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Languages: English and Afrikaans Grade 4-7
1xPost	:	Arandis Primary School (Swakopmund Circuit)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Junior Primary: English and Khoekhoegowab/ Oshikwanyama/ Otjiherero
1xPost	:	John /Awaseb Primary School (Swakopmund Circuit)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Sciences: Mathematics and Natural Sciences and Health Education, Grade 4-7
1xPosr	:	Vrede Rede Primary School (Swakopmund Circuit)
Salary Scale	:	N\$ 354 883 – 424 119
Housing Allowance	:	N\$17 424 per annum
Transport Allowance	:	N\$10 512 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Social Sciences, Grade 4-7
1xPost	:	Matutura Primary School (Swakopmund Circuit)

Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Post Designation : Head of Department Grade 6
Area of specialization : **Social Sciences, Grade 4-7**
1xPost : Namib Primary School (Swakopmund Circuit)
Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Post Designation : Head of Department Grade 6
Area of specialization : **Home Economics and Fashion & Fabrics, Grade 8-11**
1xPost : Coastal High School (Swakopmund Circuit)
Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Post Designation : Head of Department Grade 6
Area of specialization : **Languages: English and Afrikaans, Grade 4-7**
1xPost : Atlantic Combined School (Swakopmund Circuit)
Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Post Designation : Head of Department Grade 6
Area of specialization : **Languages: English and Khoekhoegowab/ Otjiherero Grade 4- 7**
1xPost : Otjimbingwe Primary School (Omaruru Circuit)
Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Post Designation : Head of Department Grade 6
Area of specialization : **Sciences: Mathematics and Physic/ Chemistry Grade 8-11**
1xPost : Da Palm Secondary School (Omaruru Circuit)
Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$17, 424 per annum
Transport Allowance : N\$10, 512 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6

in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Requirements:

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

SUBDIVISION: HUMAN RESOURCE, PUBLIC RELATIONS, INFORMATION & REGISTRY

Post Designation	:	Chief Human Resource Practitioner Grade 6
1xPost	:	Swakopmund (Regional Office)
Salary Scale	:	N\$354, 883 – N\$424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A National Diploma majoring in Human Resource on NQF L6

Supplementary Requirements: A National Diploma majoring in Human Resource on NQF L6 or equivalent qualification plus eight (8) years appropriate experience, of which five (5) years must be at the level of Senior Human Resource Practitioner Grade 7.

Main duties:

- Interpret and ensure implementation of human resource policy guidelines.
- Process applications for pension admissions, amendments and withdrawals.
- Coordinate the calculation and preparation of individual notices regarding salary increments, service bonuses, salary adjustments, occupational differentiation, overtime and leave gratuity.
- Obtain approval for appointments, pension admissions/withdrawals, leave/leave gratuity, housing loan scheme, housing subsidy, allowances, medical aid scheme, confirmation/extension of probation, transfer, translations, secondments, resignations, departmental debts, abscondments and demises, removal of furniture and retirements etc.
- Coordinate the Preparation of letters confirming appointments and or extension of probation.
- Attend to personnel audit queries.
- Maintain leave and staff records of all personnel.
- Provide secretarial services to human resource meetings (interviews, disciplinary actions, Training Committee, etc.).
- Provide input to human resource reports and the compilation thereof.
- Handle human resources enquiries.
- Draft submissions to the Chief Regional Officer and Office of the Prime Minister through the Ministry of Education, Arts and Culture.

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

- Write letters and correspondences to various stakeholders.
- Update staff establishment on a regular basis.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: PROFESSIONAL DEVELOPMENT
SECTION: RACE

Post Designation	:	Senior Education Officer Grade 6 (Re-advert)
Area of specialization	:	HIV and AIDS Prevention and Wellness
1xPost	:	Swakopmund TRC
Salary Scale	:	N\$354, 883 –N\$ 424, 11
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience **OR** an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary requirements: The candidate must be in possession of an appropriate Degree in HIV/AIDS Prevention and Management on NQF Level 7 and/or five (5) years teaching experience in Life Skills (**proof must be attached**).

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: PROFESSIONAL DEVELOPMENT
SECTION: OMARURU CIRCUIT SCHOOLS

Post Designation	:	Chief Hostel Matron Grade 12
1xPost	:	Omaruru Primary School (Omaruru Circuit)
Salary Scale	:	N\$107, 753 –N\$ 129, 240
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A Grade 10 or equivalent qualification on (NQF L2) with 24 points over 7 subjects and D symbol in English.

Supplementary requirements: Preference will be given to candidates who have five (5) working experience as Hostel Matron Grade 13 or any appropriate experience at functional level of Grade 13.

APPLICANTS SHOULD NOTE THE FOLLOWING:

- All foreign qualifications must be accompanied by an evaluation report from the Namibia Qualifications Authority (NQA).
- Failure to complete **all items** on the application form for employment (**indicate not applicable where appropriate**) and not attaching the necessary/required documents will **disqualify** the application.
- **Please note that only documents certified by the Namibian Police will be accepted.**

- Please note that only shortlisted candidates will be contacted and no application forms for employment, CVs and other supporting documents shall be returned to the applicants.

Application for employment form 156043 and Health Questionnaire 156094 with **original certified** copies of qualification (s) and **academic records/transcript of qualification(s)**, Identity Document, testimonials, confirmation of probation and CV should be addressed to:

**The Regional Director
Directorate of Education, Arts & Culture
Human Resources Administration
Private Bag 5024
Swakopmund**

Or hand delivery at:

**Vacancy Box available at the entrance of the building
Regional Office, Swakopmund**

Enquiries: Mr. Rehabeam Halwoodi, Tel: 064 410514

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

CIRCUIT: RUNDU CIRCUIT

Post Designation	:	Head of Department Grade 6 Social Science (Social Studies) Grade 4-7
1xpost	:	Andreas H. Kandjimi Primary School
Salary Scale	:	N\$354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6
1xpost	:	Languages (Rukwangali and English Grade Pre-primary - Grade 3) Joy Mungungu Primary School
Salary Scale	:	N\$354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6
1xpost	:	Mathematics and Science Grade 4-7 Joy Mungungu Primary School
Salary Scale	:	N\$354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6 Social Science (History and Geography) Grade 8-11
1xpost	:	Sarusungu Combined School
Salary Scale	:	N\$354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6 Social Science (Social Studies) Grade 4-7
1xpost	:	Sarusungu Combined School
Salary Scale	:	N\$354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6 Mathematics and Science Grade 8-11
1xpost	:	Sarusungu Combined School
Salary Scale	:	N\$354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6 Mathematics and Science Grade 4-7
1xpost	:	Sarusungu Combined School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10, 512 per annum

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

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6 English and Rukwangali Grade 8-9
1xpost	:	Sarusungu Combined School
Salary Scale	:	N\$354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6 English and Rukwangali Grade 4-7
1xpost	:	Sarusungu Combined School
Salary Scale	:	N\$354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6 Rukwangali and English Grade 4-7
1xpost	:	Ruben Makaranga Combined School
Salary Scale	:	N\$354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation : Head of Department Grade 6
Social Science (History and Geography) Grade 8-9
1xpost : Ruben Makaranga Combined School
Salary Scale : N\$354, 883 - N\$ 424, 119
Housing Allowance : N\$17,424.00 per annum
Transport Allowance : N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation : Head of Department Grade 6
Social Science (Social Studies) Grade 4-7
1xpost : Ruben Makaranga Combined School
Salary Scale : N\$354, 883 - N\$ 424, 119
Housing Allowance : N\$17,424.00 per annum
Transport Allowance : N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation : **Head of Department Grade 6**
Mathematics and Science (Elementary
Agriculture) Grade 4-7
1xpost : Ruben Makaranga Combined School
Salary Scale : N\$354, 883 - N\$ 424, 119
Housing Allowance : N\$17,424.00 per annum
Transport Allowance : N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation : Head of Department Grade 6
English and Rukwangali Grade Pre- Primary –
Grade 3
1xpost : Rebekka Kambundu Primary School
Salary Scale : N\$354, 883 - N\$ 424, 119
Housing Allowance : N\$17,424.00 per annum
Transport Allowance : N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation : Head of Department Grade 6
Social Science (History and Geography) Grade 8-12
1xpost : Dr. Romanus Kampungu Secondary School
Salary Scale : N\$354, 883 - N\$ 424, 119
Housing Allowance : N\$17,424.00 per annum
Transport Allowance : N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation : Head of Department Grade 6
Social Science (History and Geography) Grade 8-11
1xpost : Ndama Combined School
Salary Scale : N\$354, 883 - N\$ 424, 119
Housing Allowance : N\$17,424.00 per annum
Transport Allowance : N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation : Head of Department Grade 6
Mathematics and Sciences Grade 4-7
1xpost : Ndama Combined School
Salary Scale : N\$354, 883 - N\$ 424, 119

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

Housing Allowance : N\$17,424.00 per annum
Transport Allowance : N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6
Social Science (Social Studies) Grade 4-7
1xpost : Rundu Senior Primary School
Salary Scale : N\$354, 883 - N\$ 424, 119
Housing Allowance : N\$17,424.00 per annum
Transport Allowance : N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation : Head of Department Grade 6
Social Science (Social Studies) Grade 4-7
1xpost : Sikanduko Senior Primary School
Salary Scale : N\$354, 883 - N\$ 424, 119
Housing Allowance : N\$17,424.00 per annum
Transport Allowance : N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation : Head of Department Grade 6
Social Science (History and Geography) Grade 8-12
1 x post : Elia Neromba Secondary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17,424.00 per annum
Transport Allowance : N\$ 10 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation : Head of Department Grade 6

		Social Science (History and Geography) Grade 8-11
1xpost	:	Sikanduko Secondary Project School
Salary Scale	:	N\$354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6 Languages (English and Rukwangali Grade 8-11)
1xpost	:	Sikanduko Secondary Project School
Salary Scale	:	N\$354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6 Languages (English and Rukwangali Junior Primary Pre Primary - 3
1xpost	:	Sikanduko Junior Primary School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6 Languages (English and Rukwangali Junior Primary Pre Primary - 3
1xpost	:	Sikanduko Junior Primary School
Salary Scale	:	N\$354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17,424.00 per annum

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

Transport Allowance : N\$10, 512 per annum

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation : Head of Department Grade 6
Languages (English and Rukwangali) Grade 4-7
1xpost : Sikanduko Combined School
Salary Scale : N\$354, 883 - N\$ 424, 119
Housing Allowance : N\$17,424.00 per annum
Transport Allowance : N\$10, 512 per annum

Appointment requirements: A recognized **3-year tertiary teaching qualification** on an NQF Level 6 (or equivalent) **plus 6 years teaching experience**

OR

An appropriate recognized **3-year tertiary non-teaching qualification** (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

CIRCUIT: SHAMBYU CIRCUIT

Post Designation : Head of Department Grade 6
1xpost : Social Sciences (History & Geography) Grade 8-11
Maria Mwengere Secondary School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$10, 512 per annum
RHA : N\$9,000.00 per annum

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation : Head of Department Grade 6
1 x post : Mathematics and Science (Grade 8-11)
Shambyu Combined School
Salary Scale : N\$ 354, 883 - N\$ 424, 119
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$ 10, 512 per annum
RHA : N\$ 13, 800.00 per annum

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6
1xpost	:	Mathematics and Natural Science and Health Education (Grade 5-7) Shambyu Combined School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$13, 800.00 per annum

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

CIRCUIT: KANGONGO CIRCUIT

Post Designation	:	Head of Department Grade 6
1xpost	:	Languages (Thimbukushu and English (Pre-primary – Grade 3)) Kayanga Primary School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$13, 800.00 per annum

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6
1xpost	:	Social Sciences (History & Geography) Grade 8-11 Kangongo Combined School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$13, 800.00 per annum

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

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6
1xpost	:	Languages (Thimbukushu and English (Pre-primary- Grade 3) Mayara Combined School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$13, 800.00 per annum

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6
1xpost	:	Mathematics, Natural Science and Health Education Grade 4-7 Thikanduko Primary School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$13, 800.00 per annum

CIRCUIT MUKWE CIRCUIT

Post Designation	:	Head of Department Grade 6
1xpost	:	Social Sciences (History and Geography Grade 8-12) Max Makushe Secondary School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$9,000.00 per annum

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6
1xpost	:	Mathematics & Science Grade 8-11) Martin Ndumba Secondary School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$13, 800.00 per annum

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6
1xpost	:	Mathematics & Science (Grade 8-12) Rukonga Vision School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$13, 800 .00 per annum

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6
1xpost	:	Technical & Vocational subjects (Design and Technology Grade 8-12) Rukonga Vision School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$13, 800.00 per annum

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6
1xpost	:	Mathematics & Science Grade 8-11) Edward Mukoya Secondary School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$13, 800.00 per annum

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6
1xpost	:	Languages (Thimbukushu and English Grade 8-9) Edward Mukoya Secondary School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$13, 800.00 per annum

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

Post Designation	:	Head of Department Grade 6
1xpost	:	Languages (Thimbukushu and English Grade 8-9) Omega Combined School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$ 3, 800.00 per annum

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

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

Post Designation	:	Head of Department Grade 6
1xpost	:	Languages (Thimbukushu and English Grade 5-7) Kanorombwe Primary School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$13, 800.00 per annum

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

CIRCUIT SHINYUNGWE CIRCUIT

Post Designation	:	Head of Department Grade 6
1xpost	:	English and Rumanyo Pre-Primary-3 (Class Teaching) Shinyungwe Combined School
Salary Scale	:	N\$ 354, 883 - N\$ 424, 119
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$13, 800 .00 per annum

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 school subjects to be taught plus a **1-year teaching qualification plus 6 years teaching experience**

CIRCUIT: NDIYONA CIRCUIT

Post Designation	:	Principal Grade 5
1xpost	:	Ndiyona Secondary School
Salary Scale	:	N\$ 432, 601 - N\$ 517, 195
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$13, 800.00 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**

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

Supplementary requirements: NB.Only candidates trained and qualified to teach one of the subjects offered at the schools at **Secondary Phase** will be considered.

CIRCUIT: SHAMBYU CIRCUIT

Post Designation	:	Principal Grade 5
1xpost	:	Shambyu Secondary School
Salary Scale	:	N\$ 432, 601 - N\$ 517, 195
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$13, 800.00 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 requirements: NB.Only candidates trained and qualified to teach one of the subjects offered at the schools at **Secondary Phase** will be considered.

CIRCUIT: MUKWE CIRCUIT

Post Designation	:	Principal Grade 5
1xpost	:	Edward Mukoya Secondary School
Salary Scale	:	N\$ 432, 601 - N\$ 517, 195
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10, 512 per annum
RHA	:	N\$13, 800.00 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 requirements: NB.Only candidates trained and qualified to teach one of the subjects offered at the schools at **Secondary Phase** will be considered.

CIRCUIT: RUNDU CIRCUIT

Post Designation	:	Principal Grade 5
1xpost	:	Mutero Siwoko Primary School
Salary Scale	:	N\$ 432, 601 - N\$ 517, 195
Housing Allowance	:	N\$17, 424.00 per annum

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

Transport Allowance : N\$10, 512 per annum
RHA : N\$13, 800.00 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 requirements: Only candidates trained and qualified to teach one of the subjects offered the school at **Primary Phase** will be considered.

Post Designation : Principal Grade 5
1xpost : Rundu Junior Primary School (Class Teaching)
Salary Scale : N\$ 432, 601 - N\$ 517, 195
Housing Allowance : N\$17, 424.00 per annum
Transport Allowance : N\$10, 512 per annum
RHA : N\$13, 800.00 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 requirements: Only candidates trained and qualified to teach one of the subjects offered the school at **Primary Phase** will be considered.

Applications should be addressed to:

The Regional Director
Directorate of Education, Arts & Culture
Kavango East Regional Council
Private Bag 2134
Rundu

Or

Hand Delivery @ Kavango East Regional Office - Rundu

Please take note that successful candidates will be seconded to the Kavango East Regional Council.

Enquiries: Mr. G. Kudumo / Ms. S.Z.S Mbambo/ Ms, S. M. Nangolo / Mr. E. Kandingo/Mr W K Ndumba Tel 066-2589000

//KHARAS REGIONAL COUNCIL

DIVISION: ADMINISTRATION SUBDIVISION: AUXILIARY SERVICES SECTION: PUBLIC RELATIONS AND MEETINGS

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Keetmanshoop
Salary Scale	:	N\$159, 505 –N\$ 191, 312
Salary Notch	:	N\$159, 505 per annum
Housing Allowance	:	N\$13, 944 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirement: A Grade 12 certificate with three (3) years appropriate experience OR appropriate National Diploma or equivalent qualification on NQF level 6 with one (1) years appropriate experience.

Responsibilities: This job category includes personnel involved at advanced operational level with the administering and drafting of legislation and prescriptions; interpretation of and advice on legislation and prescriptions; the processing and consideration of applications and representations; the analyzing of statistics and information; the execution of inspections; and the performance of tasks which flow from operational level and which are of an advanced nature such as the drafting of memoranda to the Cabinet.

Main Duties:

- Set up meeting schedule for standing committee
- Ensure adherence to produce for agendas and minute taking and dissemination
- Maintain and update the booking sheet for meeting venues of the Regional Council
- Prepare the sub-sections requisitions for materials, equipment
- Supervise and direct subordinates within the subdivision
- Prepare and circulate agendas and support documents to members on time
- Take minutes at Council and Management Meetings
- Ensure maintenance and archive of minutes
- Carry out any other official duties assigned from time to time

Enquiries: Mr. Donnie Slinger 063 – 221929 or Mrs. Engelhardine Swartz 063 – 221917

Applications must be submitted on the revised application form 156043 (obtainable at all Government offices) and should be accompanied by a detailed CV and originally certified supporting documents (**ALL supporting documents should be originally certified by NAMPOL**). **Public Servants should attach certified confirmation letter of probation.** All foreign qualifications must be submitted together with evaluation of qualification by Namibia Qualification Authority (NQA). Applicants who fail to complete **ALL** items on the application form (**Incomplete Applications**) and not attaching the necessary documents will disqualify the application. **NB In terms of the Affirmative Action Act, Act 29 of 1998 qualifying woman and persons with disabilities are encouraged to apply. NO fax applications will be accepted.** Applications should be forwarded to the following address:

**The Acting Chief Regional Officer
//kharas Regional Council
Private Bag 2184
Keetmanshoop**

OHANGWENA REGIONAL COUNCIL

OFFICE OF THE CHIEF REGIONAL OFFICER SUBDIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation	:	Chief Security Operation Officer Grade 6
1xPost	:	Eenhana
Salary Scale	:	N\$354,883 –N\$ 424,119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

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

Additional Requirements: A completed Police, Military, Correctional Services or Security Management basic training plus 6 years of proven experience in security operations, Confirmation of probation is subject to the successful completion of security awareness training by the Namibia Central Intelligence Service (NCIS), General competencies namely; Result driven, Service orientation, Problem-solving, Teamwork, Collaboration, Continual learning and Oral communication and Possession of driver's license is prerequisite.

Main duties:

- He/she will be the Head of the Security and Risk Management Subdivision.
- Monitor, direct and supervise physical and personnel security capacity (Security Guards).
- Conduct background checks, supervise cleared personnel and do vetting.
- Oversee and manage the performance of Security Operations Officers and Security Operations Assistants.
- Provide expert advice, guidance and support to Managers, Supervisors and General staff members.
- Investigate the contravention of security directives/breaches and advise the Chief Regional Officer.
- Conduct daily/weekly/monthly/quarterly security assessments/inspections on the institution's assets.
- Compile and submit quarterly security status report to the Accounting Officer.
- Oversee the deployment and performance of contracted security guards (private security service providers) at the Head Office and Constituency offices.
- Conduct quarterly security meetings with the Managers of the contracted security services providers.

Enquiries: Hafeni E Nghifimule @ 065-264301 or Julia Joseph @ 065 264342

SECTION INTERNAL AUDIT

Post Designation	:	Chief Internal Auditor Grade 6
1xPost	:	Eenhana
Salary Scale	:	N\$354,883 – N\$424,119
Transport Allowance	:	N\$10,512 per annum

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

Housing Allowance : N\$17,424 per annum

Minimum requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 plus 3 years appropriate experience in the **Auditing field**. 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.

Main duties:

- Initiate, plan and conduct audits for the Regional Council as well as sub-units falling within the Regional Council.
- Ensure auditing of various financial and non-financial system of the Regional Council.
- Conduct or carry out regular audits in accordance with annual plan or when so requested for special reasons Apply audit standards, procedures and techniques to ensure proven audit findings.
- Facilitate implementation of audit plans within defined time and resource limits.
- Compile annual audit work plan and audit programmes.
- Prepare and submit audit reports to the Chief Regional Officer.
- Monitor work progress on each assigned audit and submit monthly progress report to the Chief Regional Officer.
- On a monthly, quarterly and annual basis, review progress against individual and directorate plans and against all internal policies.
- Assure follow up of audit findings to ensure adequacy and timeliness of correction.
- Handle audit related queries.
- Review the permanent file in conjunction with the Internal Auditor for each assigned audit.
- Ensure that documents in the permanent file, annual file (audit working papers) are organized, referenced and cross-referenced.
- Conduct briefing and debriefing meetings with clients.
- Review and assess the work of Internal Auditor.
- Confers, advises, initiates and coordinates with other divisions and departments about policies and procedures.
- Coordinate training needs for the Internal Auditor.
- Contribute to the development and implementation of the Internal Audit division's professional, training and administrative strategy, as set out in the approved annual and medium-term audit plans.
- Internal controls are appropriate, adequate and are being adhered to.
- Ensure proper records and books of accounts for all revenues and expenditure are maintained.
- Assess the adequacy of accounting and internal control systems to monitor expenditure and safeguard assets.
- Monitor and evaluate annual workplan and report progress to the Council.
- Assign work to subordinates in accordance with approved divisional (annual) plan.
- Ensure follow-up audits on recommendations made on systems and procedures to monitor response and implementation.
- Provide management and Audit Committee with an opinion on internal controls in the Council.
- Provide on-job training and guidance to subordinates.

Enquiries: Hafeni E Nghifimule @ 065- 264301 or Julia Joseph @ 065 264342

**DIRECTORATE FINANCE AND ADMINISTRATION
DIVISION ADMINISTRATION
SUBDIVISION SETTLEMENT ADMINISTRATION ONGHA**

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Ongha Settlement (Ongha)
Salary Scale	:	N\$159,505 –N\$ 191,312
Transport Allowance	:	N\$10,520 per annum
Housing Allowance	:	N\$13,944 per annum

Minimum requirements: A Grade 12 Certificate or equivalent qualification (NQF Level 3), plus three (3) years appropriate experience in administration. OR A National Diploma or equivalent qualification (NQF Level 6), plus one (1) year appropriate experience in administration.

Supplementary selection requirements: Preferences will be given to candidates with National Diploma at NQF Level 6 with five (5) years' experience in Administration or Bachelor's Degree at NQF Level 7 with three (3) years' experience in Administration.

Main duties

- Assist in the development of Strategic and Management plans.
- Provide budgetary inputs to the Control Administrative Officer Grade 6.
- Identify staffing needs /resources.
- Identify training needs of subordinates and submit proposals.
- Responsible for minute-taking at Settlement Advisory Committee meetings.
- Attend to customer complaints on basic services.
- 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 Control Administrative 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: Hafeni E Nghifimule @ 065-264301 or Julia Joseph @ 065-264342

SUBDIVISION: COMMUNITY DEVELOPMENT AND POVERTY ERADICATION
(Delegated function to Ohangwena Regional Council)

Post Designation	:	Community Liaison Officer Grade 9
1xPost	:	Okongo
Scale of Salary	:	N\$ N\$ 195,216-N\$ 234, 144
Housing Allowance	:	N\$13, 944 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirement: A National Diploma or equivalent qualification on NQF Level 6 in Adult Education and Community Development or Education for Development.

Supplementary requirements: Preference will be given to applicants in possession of a valid code B Driver's license which is at least one (1) year old.

Main Duties:

- Facilitate the establishment of Early Childhood Development Committee and Women in Business Association.
- Assist with the identification of Community Developmental project, coordinate and liaise with the stakeholders for possible support and funding.
- Assist the communities to identify needs, prioritize and take actions to address their needs through tools such as PRA
- Monitor and evaluate community development projects in the constituency.
- Supervise the Assistant Community Liaison Officer.
- Facilitate the identification of the staff members and community project members' training needs and provide training.
- Develop and implement an annual work plan.
- Promote and implement the Early Childhood Development (ECD) policy and Income Generating Activities (IGA) guidelines.
- Provide budgetary input for the implementation of communities' development activities in the region.
- Facilitate the commemoration /celebration of the national and international days at the constituency level.
- Act as a resource person for the directorate at the constituency level.
- Perform any work-related duties assigned from time to time by the supervisor.

Enquiries: Mr. Hafeni E Nghifimule @ 065-264301 or Ms. Ester Shindinge @ 061 – 283317
All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Applicants who fail to attach such proof will not be considered for short listing.

Application forms for employment must be completed in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

NB! Applicants must use one application form for each position applied for. Applicants who are/were employed somewhere else must attach their testimonials or certificate of service as proof of previous experience gained.

Only shortlisted candidates will be contacted and no personal documents will be returned. **Women and people with disabilities meeting the advertisement requirements are encouraged to apply.**

Application forms for employment (form 156043 & 156094) with a confirmation letter of probation in the current position, comprehensive curriculum vitae, original certified copies of qualifications as well as academic records and all necessary documents should be addressed to:

**The Chief Regional Officer
Ohangwena Regional Council
Private Bag 88011
EENHANA**

Or hand delivery to:

**Human Resources Division
Ohangwena Regional Council 108
Church Street
EENHANA**

OSHANA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post designation	:	Head of Department Grade 6
1xPost	:	Onaushe Combined School (Oshakati Circuit)
	:	Languages (English and Oshindonga) Grade 8-11
Salary Scale	:	N\$ 354,883 – N\$424, 119
Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512-00 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 supervise English & Oshindonga Grade 4-7
- Both Languages (**English and Oshindonga**) should appear on the qualification

Post designation	:	Head of Department Grade 6
1xPost	:	Omagongati Combined School - Eheke Circuit
	:	Languages (English and Oshindonga) Grade 8-9
Salary Scale	:	N\$ 354,883 –N\$ 424, 119
Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512-00 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 supervise English & Oshindonga Grade 4-7
- Both Languages (**English and Oshindonga**) should appear on the qualification

Post designation	:	Head of Department Grade 6
2xPosts	:	Hashiyana Primary School
	:	(MOI-English) Ompundja Circuit
	:	Oshakati Primary School
	:	(MOI-Oshindonga) Oshakati Circuit
	:	Junior Primary Phase Grade 0-3
Salary Scale	:	N\$ 354,883 – N\$424, 119
Housing Allowance	:	N\$ 17, 424-00 per annum

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

Transport Allowance : N\$ 10, 512-00 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 applying at Hashiyana Primary School must be able to teach Oshikwanyama
- Both Languages (**English and Oshikwanyama**) should appear on the qualification for Hashiyana Primary School
- Both Languages (**English and Oshindonga**) should appear on the qualification for Oshakati Primary School

Post designation	:	Head of Department Grade 6
1xPost	:	Okatana Primary School (Oshakati Circuit)
	:	Mathematics and Natural Science Grade 4-7
Salary Scale	:	N\$ 354,883 –N\$ 424, 119
Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512-00 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

Post designation	:	Head of Department Grade 6
1xPost	:	Ondjora Combined School (Ompundja Circuit)
	:	Mathematics and Physical Science Grade 8-9
Salary Scale	:	N\$ 354,883 –N\$ 424, 119
Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512-00 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 and ready to supervise Mathematics and Science Grade 4-7

Post designation	:	Head of Department Grade 6
1xPost	:	Ompandakani Combined School (Eheke Circuit) Mathematics and Science (Chemistry or Physics) Grade 8-11
Salary Scale	:	N\$ 354,883 – N\$424, 119
Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512-00 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 and ready to supervise Mathematics and Science Grade 4-7

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Post designation	:	Head of Department Grade 6
1xPost	:	Onamutai Secondary School (Onamutai Circuit) Mathematics and Science (Chemistry /Physics) Grade 8-11
Salary Scale	:	N\$ 354,883 –N\$ 424, 119
Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512-00 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

Post designation	:	Head of Department Grade 6
1xPost	:	Oshekasheka Combined School (Onamutai Circuit) Languages (English and Oshikwanyama) Grade 8-9
Salary Scale	:	N\$ 354,883 –N\$ 424, 119
Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512-00 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

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

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 and ready to supervise Languages at Grade 4-7
- Both Languages (English and Oshikwanyama) should appear on the academic transcript and qualification

NB:

- Candidates must ensure that a copies 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.

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 Resource Office
Oshana Regional Council
Directorate of Education, Arts & Culture
Private Bag 5518
OSHAKATI**

**OR Hand deliver at:
Directorate of Education, Arts and Culture
Human Resource Office
906 Sam Nuyoma Road
Old Complex (Oshakati Town Council)**

Enquiries: Klaudia T. Shindondola/ Kaarina L Iiyenda, Tel: 065-229800

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES

DIVISION: ADMINISTRATION

SUBDIVISION: CONSTITUENCY SUPPORT

NEHALE LYAMPINGANA CONSTITUENCY OFFICE

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Nehale LyaMpingana Constituency (Omboto)
Salary Scale	:	N\$ 354,883 –N\$424, 119
Housing Allowance	:	N\$17,424.00 per annum
Transport Allowance	:	N\$10,512.00 per annum
Remoteness Allowance	:	N\$21,000.00 per annum

Appointment requirements: National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience

Supplementary requirements: Preference will be given to candidates with a Bachelor of Business Administration / Management, Public Administration / Management / Office Administration / Management or Logistics and Supply Management. Candidates must have 8 years' appropriate experience in Administration of which four (4) years must be at the level of Chief Administrative Officer Grade 8 or equivalent (supervisory) level. Interested candidates must be in possession of a valid driver's license (Code B), older than one (1) year as per ORC Fleet Management Policy.

DIRECTORATE: PLANNING AND DEVELOPMENT

DIVISION: RURAL SERVICES

Post Designation	:	Chief Community Liaison Officer Grade 6
1xPost	:	Omuthiya
Salary Scale	:	N\$354, 883 – N\$424, 119
Housing Allowance	:	N\$17, 424.00 per annum
Transport Allowance	:	N\$10,512.00 per annum

Minimum Requirements: An appropriate National Diploma at NQF level 6 or equivalent qualification.

Supplementary Selection Requirements: Preferences will be given to candidates with Bachelor Degree or equivalent qualification at NQF Level 7 in the following fields: Economics, Regional and Rural Development, Business Administration, Natural Resources Management and Development studies. Must have at least five (5) years appropriate working experience of which three (3) years should have been served at the level of Senior Community Liaison Officer Grade 8 or equivalent level. Candidates must be in possession of a valid Driving License older than one year as per ORC Fleet Management Policy.

**DIRECTORATE: PLANNING AND DEVELOPMENT
DIVISION: RURAL SERVICES**

Post Designation	:	Community Liaison Officer Grade 9
1xPost	:	Omuthiya
Salary Scale	:	N\$195,216 –N\$ 234, 144
Housing Allowance	:	N\$13,944.00 per annum
Transport Allowance	:	N\$10, 512.00 per annum

Minimum Requirements: An appropriate National Diploma at NQF Level 6 or equivalent qualification.

Supplementary Selection Requirements: Preferences will be given to candidates with a B. Degree in the following fields: Economics, Business Administration, Regional and Rural Development, and Development Studies. Candidates must be in possession of a valid Driving License older than one year as per ORC Fleet Management Policy.

NB: All applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by certified copies of qualifications, Transcript of Academic record, ID document, driving license together with comprehensive Curriculum Vitae and copy of the confirmation of probation letter. Candidates with foreign qualification should have their qualifications evaluated by the Namibian Qualifications Authority; otherwise, their applications will be disqualified automatically.

PERSONS LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.

Enquiries: HRM, Tel: (065) 244 849/852/853

Applications must be addressed to:

**The Chief Regional Officer
Oshikoto Regional Council
P. O. Box 19247
OMUTHIYA**

**Or hand deliver to:
Oshikoto Regional Council Building
Penda YaNdakolo Street
Registry Office (1st floor, Office No. 110) or HR Office
OMUTHIYA**

DIRECTORATE: EDUCATION, ARTS AND CULTURE

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

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

Transport Allowance : N\$ 10,512.00 per annum

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

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus seven (7) years teaching experience.

HEAD OF DEPARTMENTS FIFTEEN POSTS (15)

POST 1 (RE- ADVERTISEMENT)

DEPARTMENT: MATHEMATICS AND NATURAL SCIENCES

Post Designation : Head of Department Grade 6
1x Post : Onyuulaye Combined School (Onyuulaye Circuit)
: Mathematics & Physical Science Grade 8-11
Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum
Remoteness Allowance : N\$ 13, 8 000.00 per annum

POST 2

DEPARTMENT: SOCIAL SCIENCE

Post Designation : Head of Department Grade 6
1xPost : Onguti Secondary School (Onyuulaye Circuit)
: History & Geography Grade 8-12
Salary Scale : N\$ 354, 883 – N\$424, 119
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum
Remoteness Allowance : N\$ 9,000.00 per annum

POST 3

DEPARTMENT: SOCIAL SCIENCE

Post Designation : Head of Department grade 6
1xPost : Elombe Combined School (Oshigambo Circuit)
: History &Geography Grade 8-11
Salary Scale : N\$ 354, 883 – N\$424, 119
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum
Remoteness Allowance : N\$ 13,800.00 per annum

POST 4
DEPARTMENT: LANGUAGES

Post Designation	:	Head of Department grade 6
1xPost	:	Oniipa Primary School (Oshigambo Circuit)
	:	English & Oshindonga Grade 4-7
Salary Scale	:	N\$ 354, 883 – N\$424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

POST 5
DEPARTMENT: LANGUAGES

Post Designation	:	Head of Department grade 6
1xPost	:	Omuthiya lipundi Secondary School (Omuthiya Circuit)
	:	English & Oshindonga/Oshikwanyama Grade 8-12
Salary Scale	:	N\$ 354, 883 – N\$424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

POST 6
DEPARTMENT: JUNIOR PRIMARY

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

POST 7
DEPARTMENT: COMMERCE

Post Designation	:	Head of Department grade 6
1xPost	:	Ekulo Secondary School (Omuthiya Circuit)
	:	Accounting and Business Studies/ Economics Gr 8-12
Salary Scale	:	N\$ 354, 883 – N\$424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

POST 8
DEPARTMENT: JUNIOR PRIMARY

Post Designation	:	Head of Department grade 6
1xPost	:	Ondera Primary School (Oshivelo Circuit)
	:	MOI: English and Afrikaans, Pre-grade and Gr 1-3
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Remoteness Allowance	:	N\$ 13,800.00 per annum

POST 9
DEPARTMENT: JUNIOR PRIMARY

Post Designation	:	Head of Department grade 6
1xPost	:	Aputu Primary School (Onankali Circuit)
	:	Medium of Instruction: Oshindonga, Pre-grade and Grade 1-3
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Remoteness allowance	:	N\$ 13,800.00 per annum

POST 10
DEPARTMENT: LANGUAGES

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

POST 11
DEPARTMENT: LANGUAGES

Post Designation	:	Head of Department grade 6
1xPost	:	Onethindi Primary School (Oshigambo Circuit)
	:	English & Oshindonga Grade 4-7
Salary Scale	:	N\$ 354, 883 – N\$424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

POST 12
DEPARTMENT: JUNIOR PRIMARY

Post Designation	:	Head of Department grade 6
Subjects	:	Medium of Instruction: Oshidonga,

		Pre-grade and Grade 1-3
1xPost	:	Onguma Primary School (Oshigambo Circuit)
Salary Scale	:	N\$ 354, 883 –N 424 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Transport Allowance	:	N\$ 21,000.00 per annum

POST 13
DEPARTMENT: LANGUAGES

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

POST 14
DEPARTMENT: LANGUAGES

Post Designation	:	Head of Department grade 6
1xPost	:	Hamunyela Combined School (Onyuulaye Circuit)
	:	English & Oshindonga Grade 4-11
Salary Scale	:	N\$ 354, 883 – N\$424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Remoteness Allowance	:	N\$ 21,000.00 per annum

POST 15
DEPARTMENT: JUNIOR PRIMARY

Post Designation	:	Head of Department grade 6
	:	Medium of Instruction: Oshindonga, Pre-grade and Grade 1-3
1xPost	:	Onamulunga Combined School (Onathing Circuit)
Salary Scale	:	N\$ 354, 883 – N\$424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Remoteness Allowance	:	N\$ 9,000. 00 Per annum

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

OR

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

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

SUBSECTION: INSPECTION AND PAY OFFICE CONTROL

Post Designation	:	Accountant Grade 8
1xPost	:	Ondangwa
Salary Scale	:	N\$ 238,825 –N\$ 285, 420
Housing Allowance	:	N\$ 17,424.00 per annum
Transport Allowance	:	N\$ 10.512.00 per annum

Appointment Requirements: An appropriate National Diploma on NQF Level 6 Majoring in Accounting.

Take note:

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

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

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

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

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

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION SUBDIVISION: SETTLEMENT ADMINISTRATION OKATJORUU

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Okatjoruu
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 9. 000 per annum

Appointment requirements: National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience.

Additional requirements: Preference will be given to candidates with a National Diploma in the following field: Business Administration / Business Management/ Public Administration/ Public Management/ Logistics and Supply Chain Management/Project Management/ Business Information System (NQF Level 6). Candidates must have 8 years' appropriate experience in Administration of which three (3) years must be at Chief Administrative Officer Grade 8 or equivalent. Interested candidates must be in possession of a valid driver's license (Code B).

Main Duties

- Ensure the update of existence of Inventory Sheets by the Official in Charge of the Main Stock Control Point.
- Update Counter Book, Loan Register and filing copies of all Vouchers.
- Authorize the issuing/receipt vouchers and Counter Books.
- Assist the Directorate of Planning and Development on issues relating to the construction of houses under housing programs.
- Provide monthly reports to the Constituency Councillor and both the Deputy Directors of Administration and Development Planning.
- Carry out any other official duties, in line of duty, assigned from time to time, by the Supervisor.

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION SUBDIVISION: CONSTITUENCY SUPPORT OKAKARARA

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Okakarara
Salary Scale	:	N\$159, 505 – N\$191,312
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment 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

Additional Requirements: An appropriate National Diploma in Business Administration or Public Management / Administration or Logistic and Supply Management or Office Administration or Business Information System or equivalent qualification (NQF Level 6) or Grade 12 certificate (NQF Level 3) with 20 points in Grade 12 and E symbol in English plus 3 years appropriate experience in Administration or Supply Chain. Applicants should be in possession of a valid driving license.

Main Duties

- Provide budgetary input to the Control Admin Officer.
- Receive correspondences and channel all correspondences timely to all recipients.
- Responsible for proper filing of official documentation.
- Identify staffing needs/resources.
- Identify training needs of subordinates and submit proposals to the Chief Control Officer.
- Responsible for minute-taking at CDC meetings.
- Carry out any other reasonable task as delegated by the immediate supervisor.

**DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT
OTJIWARONGO**

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Otjiwarongo
Salary Scale	:	N\$159, 505 – N\$191,312
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment 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

Additional Requirements: An appropriate National Diploma in Business Administration or Public Management / Administration or Logistic and Supply Management or Office Administration or Business Information System or equivalent qualification (NQF Level 6) or Grade 12 certificate (NQF Level 3) with 20 points in Grade 12 and E symbol in English plus 3 years appropriate experience in Administration or Supply Chain. Applicants should be in possession of a valid driving license.

Main Duties

- Provide budgetary inputs to the Control Admin Officer.
- Receive correspondences and channel all correspondences timely to all recipients.
- Responsible for proper filing of official documentation.

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

- Identify staffing needs/resources.
- Identify training needs of subordinates and submit proposals to the Chief Control Officer.
- Responsible for minute-taking at CDC meetings.
- Report IT related problems to the Chief control Officer.
- Coordinate community development projects at constituency level and communicate any relevant complaints to Chief Control Officer/ Directorate Planning and Development.
- Communicate customer complaints on basic services to relevant stakeholders.
- Assist the Directorate of Planning and Development on issues relating to OVCs, DBTP etc.
- Organize community meetings on the instructions of the Chief Control Officer.
- Implement relevant regional council policies, Rules and Regulations.
- Serve as the scribe during CDC meetings.
- Provide inputs for the compilation of the CDC monthly reports.
- Responsible for the cleanliness and image of the constituency buildings and premises.
- Responsible for the updating of CDC inventory registers.
- Carry out any other reasonable task as delegated by the immediate supervisor.

Application Procedures:

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

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

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

**Or hand delivery:
Otjozondjupa Regional Council
3rd floor, Human Resource Office
22 Henk Wellem Street**

Enquiries: Ms. A.N. Kashikuka/ Mrs S.M.K. Tuahuku, Tel: 067 303702