

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND FORESTRY

DIRECTORATE OF ENVIRONMENTAL AFFAIRS

DIVISION ENVIRONMENTAL INFORMATION AND NATURAL RESOURCE ECONOMICS

Post Designation	:	Chief Warden Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$291,128 – N\$347 926
Salary Notch	:	N\$291,128 per annum
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Advertisement Requirement: A Bachelor's Degree at NQF L7 or equivalent in the following fields: Natural Resource Management, Environmental Education, Education for Sustainable Development, Applied Environmental Ecology, Environmental Geography. Five (5) years' experience in communication and environmental education and public awareness. Applicant should be in a possession of a valid Driver's license which is three (3) years old and older.

Additional Requirements:

- Solid understating of the principles of environmental education and education for sustainable developments.
- Exceptional presentation and communication skills both written and verbal.
- Working knowledge of the principles, techniques, practices, and terminology related to Environmental education, public awareness, communication and data management.
- Good knowledge of environmental issues, policies and legislations.
- Good knowledge of research, sampling, data collection and analytical methods used in environmental education and education for sustainable development.
- Exceptional report writing skills and production of awareness materials.

Key Performance Areas

- Plan and organize environmental education and education for sustainable development and public awareness events.
- Carry out research tasks as required and present findings on Environmental Education and Public Awareness activities impacts.
- Review and summarize environmental research reports, conventions, policies and legislations and develop environmental education and public awareness materials on priority environmental issues for schools and the general public.
- Collect, analyze, store, and retrieve data derived from research carried out on environmental issues.
- Provide environmental education and education for sustainable development technical extension services to schools.
- Establish and maintain database of schools with and without environmental Clubs and gardens as required and enter new data (School Environmental Clubs information) as received.
- Undertake general administrative functions to accomplish duties.
- Deal with customer requests and complaints and seek advice of superiors in this regard.
- Perform other related tasks as assigned by supervisor.

Enquiries: Mr. Olimpio Nhuleipo Tel. 061 284 271 OR Ms. Sirkka Ndakalako: Tell: 061 2842217

**DIRECTORATE OF WILDLIFE AND NATIONAL PARKS
DIVISION: NORTH CENTRAL REGION**

Post designation	:	Chief Warden Grade 7
1x Post	:	Omuthiya
Salary Scale	:	N\$291,128 – N\$347,926
Salary Notch	:	N\$291,128 per annum
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

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

Additional Requirements:

- A valid Code BE Driver's License which is three (3) years and older.
- Should have no criminal record (provide Police clearance), no pending misconduct cases, or other cases relating wildlife crimes.

Job Description:

- Conservation and care of wildlife and management of protected areas.
- Manage and regulate the use of wildlife resources and strive for biodiversity conservation, maintenance and restoration.
- Manage human wildlife conflict and support the provision of mitigation and preventative measures.
- Provide supervision, administration, coordination and management of staff.
- Monitor and evaluate effective implementation of programs and advise accordingly.
- Carry out routine inspections, meetings at stations under his/her jurisdiction.
- Drafting, summarizing and submitting various reports as expected by the reporting system in the directorate.
- Provide support to the community based natural management program
- Compulsory keeping of books and registers and make returns thereof.
- Supply of wildlife conservation, utilization and biodiversity-oriented information and necessary assistance to game farmers and communities where required.
- Carry out any official duties as assigned by the supervisor and other rightful persons.

Enquiries: L.N Ndeiweda – 065 230805 or HR Tell: 061 2842217

**DIRECTORATE OF WILDLIFE AND NATIONAL PARKS
DIVISION: CENTRAL REGION**

Post Designation : Chief Warden, Grade 7

1x Post	:	Windhoek
Salary Scale	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

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

Additional Requirements:

- Able to lead a team and flexible
- A valid Code BE Driver's License which is three (3) years and older.
- Should have no criminal record (provide police clearance), no pending misconduct cases or any other cases relating to wildlife crimes.

Job Description:

- Conservation and care of wildlife, management of protected areas and implement protected areas management plans.
- Manage and regulate the use of Wildlife resources and strive for biodiversity conservation,
- maintenance and restoration.
- Manage human wildlife conflict and support the provision of mitigation and preventative measures. Co-ordinate the Conservancies administration under Regional Services with other outside Windhoek offices.
- Provide for proactive planning and adaptive management for law enforcement and wildlife protection.
- Ensure that there is effective and immediate incidence deterrence and response for wildlife crime.
- Provide supervision, administration, coordination and management of the parks and their staff.
- Monitor and evaluate effective implementation of programs and advice accordingly.
- Carry out routine inspections, meetings at stations under his/ her jurisdiction.
- Drafting, summarizing and submitting various reports as expected by the reporting system in the Directorate.
- Compulsory keeping of books and registers and make returns thereof.
- Supply of wildlife conservation, utilization and biodiversity-oriented information and necessary assistance to game farmers and rural communities where required.

Enquiries: Mr. Marthin Kasaona 061 2842521, OR Ms. Inotila E. Ampueja: Tell: 061 2842846.

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post designation	:	Security Operation Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$238,825 - N\$285,420
Salary Notch	:	N\$238,825 per annum
Housing Benefits	:	N\$17,424 per annum

Transport Allowance : N\$10,512 per annum

Advertisement Requirements: A National Diploma in Security Management, Police Science, Correctional Service and or Military Science on NQF level 6 plus six (6) years appropriate experience.

Additional Requirements:

- Experience in CCTV and Access Control Systems
- Possession of driver's license is a prerequisite.

Main Duties:

- To provide necessary assistance to the Chief/Senior Security Operations Officers;
- To organize, direct, coordinate, supervise and control the implementation of physical security program in the MEFT;
- To implement physical security programs, plans and compile security incidence reports;
- To conduct daily patrol and inspection on the MEFT's infrastructure or installations;
- To manage and control access points/sites at the MEFT precinct;
- To supervise and monitor contracted security service provider (personnel);
- Investigate the contravention of security directives/breaches and advise as per findings;
- Oversee and manage the performance of Security Operations Assistants
- To advice the Security Operations Office on mitigating measures with regards to risk identified.

Please take note that: This position is strictly subjected to vetting.

Enquiries: Ms. Sara Serogwe- 061 2842143 / or Human Resources Ms. Frieda Mbabi - Kayoo, Tell. 061284 2202

**DIRECTORATE OF ADMINISTRATION, FINANCE AND HUMAN RESOURCE
DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES**

Post Designation	:	Senior Administrative Officer 10
1x Post	:	Windhoek
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 Requirements: A National Diploma (NQA level 6) in the following fields: Business Administration, Public Administration, Business Management, and Public Management plus three-(3) year working experience or Grade 12 Certificate (NQF level 3) plus 6 years working experience. Applicants must be in possession of a valid Driver's License which is three years old and older.

Job description:

- Coordinate the provision of Staff Accommodation within MEFT and ensure proper handling of office keys
- Facilitation of Allocation of parking lots.
- Managing and renewal Minutials Contracts and Lease Agreements.

- Managing of Ministerial accounts and processing of invoices in relation to all miscellaneous accounts
- Facilitating telecommunication devices purchases.
- Supervising Registry office, Switchboard, Hygiene Management and photocopier Technicians.
- Ensure the implementation of the Ministerial File Plan and EDRMS, and managing the functions of switchboard
- Ensure the cleanness and tidiness of the Ministerial building and surrounding areas.
- Management of Nampost and Nam courier accounts
- Maintaining of the contract registers for the Ministry
- Responsible for the upkeep of Fixed Asset Register for Immovable Government properties
- Responsible for the conducting of inspections on Fixed Assets (buildings. Houses and offices across the country
- Responsible for the compilation of the Annual Report on all fixed Properties of the Government.
- Perform any other duties as may be delegated by the supervisor(s).

Enquiries: Stanley N. Halifeli, Telephone +264 61-284 2212 or Ms. Inotila Ampueja Tel. +264 61 - 284 2846

DIRECTORATE OF PLANNING AND TECHNICAL SERVICES
DIVISION: PLANNING AND COORDINATION
SUBDIVISION STRATEGIC PLANNING, MONITORING AND EVALUATION

Post Designation	:	Policy Analyst Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$291,128 – N\$47,926
Salary Notch	:	N\$291,128 per annum
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Advertisement Requirements: A B. Degree in Economics; Population Studies; Statistics; Knowledge Management at Level 7 plus three (3) years appropriate experience in policy analysis; public sector innovation; research and development; citizen's engagement; and institutional development and organizational strengthening. Expertise and credentials in monitoring and evaluation and project management will serve as an added advantage.

Additional Requirements: Preference will be given to applicants with a Code B valid driver's license which is three (3) years old.

Main Duties:

- Monitoring and analysing of governmental legislation and policies in areas assigned;
- Coordinating the development of new policies and legislation and provide technical assistance and evaluation for projects;
- Development and designing of proposal and projects;
- Identifying and conceptualising project topics and opportunities that advance the organisation's program and political agenda;
- Directing processes for complex proposals;

- Developing research and policy questions, timelines and work plans including analytical/evaluation approaches for complex projects and allocation of resources;
- Participating and advising in strategic planning and review meetings;
- Establish and maintaining relations with local, regional and national researchers, policy makers and customers.
- Undertaking any other duties which may be assigned by the Supervisor.

Enquiries: Mr. Albinus Indongo Tell: 061 284 2203 or HR: Tell: 061 2842217

Applicants should note the following:

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

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

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

Or hand delivered at:

**Ministry of Environment Forestry and Tourism
Troskie Building, Corner of Robert Mugabe and Dr. Kenneth Kaunda Street,
Windhoek.**

Enquiries: Stanley N. Halifeli, Telephone +264 61-284 2212 or Ms. Inotila Ampueja Tel. +264 61 - 284 2846
