

## MINISTRY OF HEALTH AND SOCIAL SERVICES

### DEPARTMENT OF HEALTH & SOCIAL WELFARE POLICY

#### SUBSECTION: QUALITY NURSING CARE

|                            |   |                                  |
|----------------------------|---|----------------------------------|
| <b>Post Designation</b>    | : | Control Registered Nurse Grade 5 |
| <b>1x Post</b>             | : | Windhoek ( <b>Head office</b> )  |
| <b>Salary Scale</b>        | : | N\$432,601 - N\$517,195          |
| <b>Salary Notch</b>        | : | N\$432,601 per annum             |
| <b>Transport Allowance</b> | : | N\$10,512 per annum              |
| <b>Housing Allowance</b>   | : | N\$17,424 per annum              |

**Minimum Requirement:** Registration as Registered Nurse or Midwife at the Nursing Council of Namibia. Sound knowledge of Policy development, Nursing ethics, quality management.

**Additional Requirements:** Candidate must have a Postgraduate degree in Nursing Management or Administration or Nursing Education plus six (6) years appropriate experience in health-care setting.

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 on the first three highest scorers of the post after the oral interview. Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.

**Primary Purpose:**

- To ensure standards settings and the provision of quality healthcare services nationally.
- Monitoring the adequacy in the provision of nursing/midwifery services, compliance with quality standards, and ensuring Patient Safety.

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.

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

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**DIRECTORATE: HUMAN RESOURCES**  
**SUBDIVISION: HUMAN RESOURCES INFORMATION**  
**SECTION: HUMAN RESOURCES RECORDS MANAGEMENT**

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

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

**Additional Requirements:** Preference will be given to candidates with three (3) years experience in records management.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. 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 on the first three highest scorers of the post after the oral interview. Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.

**Key Responsibilities:** HR Records Management Efficiency: ensuring accurate Human Resources records, Compliance with Regulatory Standards,  
Team Leadership and Development: Lead and develop subordinates to meet the directorate goals.  
Process improvement and innovation: Streamline workflows and adopt technology to enhance efficiency.

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**

**PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025**