

**MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY**

**DIRECTORATE: IMMIGRATION CONTROL AND CITIZENSHIP  
DIRECTORATE: IMMIGRATION AND BORDER CONTROL  
DIVISION: CENTRAL REGIONS  
SUBDIVISION: KHOMAS REGION**

<b>Post Designation</b>	:	Control Immigration Officer Grade 6
<b>1x Post</b>	:	Khomas Region
<b>Salary Scale</b>	:	N\$354, 883 – N\$424,119
<b>Salary Notch</b>	:	N\$354,883
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma on NQF Level 6 in Immigration Management or Public Administration/ Business Management or Political Science or Security/ Law related fields plus Six (6) years approximate appropriate experience in related fields.

**Enquiries:** Ms. N. Kakuritjire Tel: 0819510110

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**DIRECTORATE: IMMIGRATION AND BORDER CONTROL  
DIVISION: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS**

<b>Post Designation</b>	:	Chief Immigration Officer Grade 7
<b>3x Post</b>	:	Katima Mulilo Border Post
	:	Surveillance, Windhoek
	:	Zambezi Region
<b>Salary Scale</b>	:	N\$291,128 – N\$347,926
<b>Salary Notch</b>	:	N\$ 291,128
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirements:** A National Diploma on NQF Level 6 in Immigration Management/ Public Administration/ Business Management or Political Science or Security/ Law related fields plus Five (5) years approximate appropriate experience in related fields.

NB: Interested candidates in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

**Enquiries: Mr. S. Hashipala** Tel: 0819510108, and **Ms. N. Kakuritjire** Tel: 0819510110

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**DIRECTORATE: IMMIGRATION AND BORDER CONTROL  
DIVISION: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS**

<b>Post Designation</b>	:	Senior Immigration Officer 9
<b>1x Post</b>	:	Katima Mulilo Border Post
<b>Salary Scale</b>	:	N\$195,216 – N\$234,144
<b>Salary Notch</b>	:	N\$195,216
<b>Housing Allowance</b>	:	N\$13,944 per annum

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

**Transport Allowance** : N\$10,512 per annum

**Minimum Requirements:** A National Diploma on NQF Level 6 in Immigration Management/ Public Administration/ Business Management or Political Science or Security/ Law related fields plus Five (5) years approximate appropriate experience in related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) approximate years of experience in related field.

NB: Candidates interested in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

**Enquiries: Mr. S. Hashipala** Tel: 0819510108

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**DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP  
DIRECTORATE: IMMIGRATION AND BORDER CONTROL  
DIVISION: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS**

<b>Post designation</b>	:	Immigration Officer Grade 10
<b>4x Posts</b>	:	Ngoma Border Post
	:	Kasika Border Post
	:	Visas and Permits
	:	Surveillance
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Salary Notch</b>	:	N\$159,505
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma on NQF Level 6 in Immigration Management/ Public Administration/ Business Management or Political Science or Security/ Law related fields plus Five (5) years approximate appropriate experience in related fields.

**Enquiries: Mr. S. Hashipala** Tel: 0819510108

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**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT  
DIRECTORATE: REFUGEE MANAGEMENT  
DIVISION: REFUGEE PROGRAM MANAGEMENT**

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>2x Posts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Salary Notch</b>	:	N\$238,825
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma on NQF Level (6) in Business Administration/ Public Administration/ Refugee Management/Law/ security related fields or political science plus four (4) years approximate appropriate experience in related fields

**Enquiries: Ms. V. Shanghala** Tel: 081951011

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**DIRECTORATE: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION**  
**DIVISION: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION**  
**SUBDIVISIONS: PROCESSING AND CLASSIFICATION; AND INFORMATION CAPTURING AND PRODUCTION**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>2x Posts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Salary Notch</b>	:	N\$159,505
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma on NQF Level 6 Public Administration/ Business Management/ Local government or Statistic related fields plus one (01) year approximate appropriate experience in Civil Registration or related fields.

**OR** a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Civil Registration or related fields

**Enquiries:** Ms. **N. Kakuritjire** Tel: 0819510110

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**DIRECTORATE: NATIONAL CIVIL REGISTRATION**  
**REGIONAL DIVISIONS: NATIONAL CIVIL REGISTRATION**  
**SUB-DIVISIONS: REGIONAL OFFICES**

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1x Post</b>	:	Kunene Regional Office
<b>Salary Scale</b>	:	N\$354,883 – N\$424,119
<b>Salary Notch</b>	:	N\$354,883
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma on NQF Level 6 Public Administration/ Business Management/ Local government or Statistic related fields plus Six (6) years approximate appropriate experience in Civil Registration or related fields.

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**DIRECTORATE: NATIONAL CIVIL REGISTRATION**  
**REGIONAL DIVISIONS: NATIONAL CIVIL REGISTRATION**  
**SUB-DIVISIONS: REGIONAL OFFICES**

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>4x Posts</b>	:	Ohangwena Regional Office
	:	Kavango East Regional Office
	:	Kavango West Regional Office
	:	//Karas Regional Office
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Salary Notch</b>	:	N\$238,825
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma on NQF Level6 in Public Administration/ Business Management/ Local government or Statistic related fields plus four (4) years approximate appropriate experience in Civil Registration or related fields

**Enquiries:** Ms. **V. Shanghala**, Tel: 0819510115, and Mr. **S. Hashipala**, 0819510108

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**DIRECTORATE: NATIONAL CIVIL REGISTRATION**  
**REGIONAL DIVISIONS: NATIONAL CIVIL REGISTRATION**  
**SUB-DIVISIONS: REGIONAL OFFICES**  
**SECTION: SUB-REGIONAL OFFICES**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>10x Posts</b>	:	Zambezi Regional Office
	:	Tsumeb Sub-Regional Office
	:	Divundu Regional Office
	:	Outapi Hospital
	:	Okalongo Sub-Regional Office
	:	Tsumkwe Sub-Regional Office
	:	Okakarara Sub-Regional Office
	:	Otavi Sub-Regional Office
	:	Okuryangava Sub-Regional Office
	:	Komasdal Sub-Regional Office
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Salary Notch</b>	:	N\$159,505
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma on NQF Level 6 Public Administration/ Business Management/ Local government or Statistic related fields plus 1 year approximate appropriate experience in Civil Registration or related fields.

**OR** a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Civil Registration or related fields.

**Enquiries:** Ms. **N. Kakuritjire** Tel: 0819510110, Ms. **V. Shanghala**, Tel: 0819510115, and Mr. **S. Hashipala**, 0819510108

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**DIRECTORATE: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION**  
**DIVISION: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION**  
**SUBDIVISIONS: PROCESSING AND CLASSIFICATION**

<b>Post Designation</b>	:	Senior Fingerprint Officer Grade 10
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$159,505 – N\$191,312
<b>Salary Notch</b>	:	N\$159,505
<b>Housing Allowance</b>	:	N\$13,944 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum Requirements:** A National Diploma on NQF Level 6 Public Administration/ Business Management/ Local government or Statistic related fields plus 1 year approximate appropriate experience in Civil Registration or related fields.

**OR** a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate appropriate experience in Civil Registration or related fields.

**Enquiries:** Ms. N. Kakuritjire, Tel: 0819510110

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**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT**  
**DIRECTORATE: FINANCE AND GENERAL SERVICES**  
**DIVISION: GENERAL SERVICES**  
**SECTION: TRANSPORT**

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

**Minimum Requirements:** National Diploma (NQF Level 6) in Transport Management or Business Administration or Logistic and Supply chain Management plus four (4) years approximate appropriate experience in related fields.

**Enquiries:** Ms. M. Shilongo Tel: 0819510116

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Interested candidates in the Public Service should attach their copy of confirmation of probation letters.

**Appointment to these positions will be subjected to security vetting.**

Foreign Qualifications should be accompanied by NQA Evaluations. Failure to attach such proof will lead to disqualification of your application. Only shortlisted candidates will be contacted, and no personal documents will be returned. In terms of the Affirmative Action Act No. 29 of 1998, qualified females and persons with disabilities are encouraged to apply. **No late application will be considered. Failure to complete all items on the application form (156043) and not attaching all necessary certified documents will automatically disqualify the application.**

An application on form 156043 as well as a comprehensive curriculum vitae and certified copies of education qualifications must be addressed to:

**The Executive Director**  
**Ministry of Home Affairs, Immigration, Safety and Security**  
**Private Bag 13200**  
**WINDHOEK**

Or hand delivery to:

**The Human Resource Office, 9<sup>th</sup> Floor, East Wing**  
**Ministry of Home Affairs, Immigration, Safety and Security**  
**Corner Hosea Kutako Drive and Harvey Street,**  
**Erf 6971, Windhoek North**  
**WINDHOEK**

**Enquiries:** Ms Foibe N. Shilinge Tel. 0819511011 | E-mail Address:  
[Foibe.Shilinge@mha.gov.na](mailto:Foibe.Shilinge@mha.gov.na)

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