

OFFICE OF THE PRIME MINISTER

DIRECTORATE SOLUTIONS ARCHITECTURE DIVISION ENTERPRISES SOFTWARE AND PORTAL DEVELOPMENT SUBDIVISION SOFTWARE DEVELOPMENT

Post designation	:	Analyst Programmer, Grade 9
3x Posts	:	Windhoek
Scale of Salary	:	N\$215,965-258,514 (P)
Transport Allowance	:	N\$10,512.00 per annum.
Housing Allowance	:	N\$13,944 per annum

Minimum Requirements: A Diploma at NQF Level 6) in Programming or Software Development or Software Engineering or Software Design on NQF Level 6 or equivalent qualification.

Key Performance Areas:

- Designing, testing and implementing new systems, maintaining and modifying existing applications to meet needs within the limitations of current proposed computer systems.
- Supporting systems recovery processes in the event of major problems.
- Diagnosing and resolving major system problems
- Identifying and evaluating new software products and techniques to improve service quality.
- Analysing system performance, make and implement recommendations regarding system improvements and system tuning
- Conducting operating systems/DBMS product installations support and upgrades.

Application for employment be made on form 156043 obtainable at all Government offices and attach comprehensive curriculum vitae as well as certified copies of education qualifications. All foreign qualifications must be submitted together with evaluation letter from Namibian Qualification Authority (NQA). Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application and no documents will be returned.

Enquiries: Ms. Minikuee Kasaona, Tel: 061-205 6211, Ms Ernstine Dama Tel: 061-2872477

DIRECTORATE SOLUTIONS ARCHITECTURE DIVISION APPLICATION AND ARCHIVE SUPPORT SUBDIVISION HCMS SOLUTION SUPPORT

Post designation	:	Chief Analyst Programmer, Grade 6
1xPost	:	Windhoek
Scale of Salary	:	N\$354,883-424,119
Transport Allowance	:	N\$10,512.00 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum requirement: A Diploma in Programming or Software Engineering on NQF L6 or equivalent qualification plus 6 years appropriate experience.

PSM CIRCULAR NO. E OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 16 JUNE 2025, CLOSING DATE 11 JULY 2025

Key Performance Area:

- The day to day operations of the subdivision by promoting team spirit and good work practice for the administration of the Human Capital Management System (HCMS) and the rendering of Support Services to OMA users;
- The administration, monitoring of the working of the HCMS and the fine-tuning of the applications;
- Take charge of the team who will provide Technical support on the HCMS system in terms of doing configuration changes, developing new functions, reports, queries, and dashboards that are required by OMAs HR divisions and executives for the management of Government Employees;
- Take charge to resolve and troubleshoot any problems or issues encountered with the HCMS applications and interact with thirds parties and Oracle Global Support Services when required;
- Interacting with teams of the directorate of Technical Support and Network Services for timely resolution of issues registered on the HCMS, like application of patches or upgrades;
- Enforcing standards, methodologies and practices across the division for consistency in the provision of support services;
- Be responsible for the configuration management of the HCMS software applications and enforcing a methodological approach to change management of the software applications. Ensuring that patches or updates are first done on a clone version of the HCMS application in a test/development environment and that all changes are tested and signed off by the Functional team before deployment onto the production environment.
- Compile monthly Support reports and Help Desk Statistics on the operations of the subdivision, with recommendation on any areas of intervention for capacity building or solution enhancement;

Application for employment be made on form 156043 obtainable at all Government offices and attach comprehensive curriculum vitae as well as certified copies of education qualifications. All foreign qualifications must be submitted together with evaluation letter from Namibian Qualification Authority (NQA). Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application and no documents will be returned.

Enquiries: Ms. Minikuee Kasaona, Tel: 061-205 6211, Ms Ernstine Dama Tel: 061-2872477

**DIRECTORATE SOLUTIONS ARCHITECTURE
DIVISION APPLICATION AND ARCHIVE SUPPORT
SUBDIVISION HCMS SOLUTION SUPPORT**

Post designation	:	Senior Analyst Programmer Grade 7
1x Post	:	Windhoek
Scale of Salary	:	N\$ 291,128–347,926 (P)
Transport Allowance	:	N\$10,512.00 per annum.
Housing Allowance	:	N\$17,424 per annum

Minimum requirement: A Diploma in Programming on NQF L6 (or equivalent) plus three (3) years appropriate experience.

Key Performance Area:-

- The day to day operations of the subdivision by promoting team spirit and good work practice for the administration of the Human Capital Management System (HCMS) and the rendering of Support Services to OMA users;
- The administration, monitoring of the working of the HCMS and the fine-tuning of the applications;
- Take charge of the team who will provide Technical support on the HCMS system in terms of doing configuration changes, developing new functions, reports, queries, and dashboards that are required by OMAs HR divisions and executives for the management of Government Employees
- Take charge to resolve and troubleshoot any problems or issues encountered with the HCMS applications and interact with thirds parties and Oracle Global Support Services when required;
- Interacting with teams of the directorate of Technical Support and Network Services for timely resolution of issues registered on the HCMS, like application of patches or upgrades;
- Enforcing standards, methodologies and practices across the division for consistency in the provision of support services;
- Be responsible for the configuration management of the HCMS software applications and enforcing a methodological approach to change management of the software applications. Ensuring that patches or updates are first done on a clone version of the HCMS application in a test/development environment and that all changes are tested and signed off by the Functional team before deployment onto the production environment. Keeping a log of all patches and updates applied onto the production environment.

Application for employment be made on form 156043 obtainable at all Government offices and attach comprehensive curriculum vitae as well as certified copies of education qualifications. All foreign qualifications must be submitted together with evaluation letter from Namibian Qualification Authority (NQA). Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application and no documents will be returned.

Enquiries: Ms. Minikuee Kasaona, Tel: 061-205 6211, Ms Ernstine Dama Tel: 061-2872477

**DIRECTORATE TECHNICAL SUPPORT AND NETWORK SERVICES
DIVISION DATA CENTRE AND NETWORKS
SUBDIVISION AUXILIARY AND SUPPORT SERVICES**

1xPost Designation	:	Senior Administrative Officer, Grade 10
Duty Station	:	Windhoek
Salary Scale	:	N\$151,910-182,202
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

Minimum requirement: An approval National Diploma in Business Administration or Public Administration on NQF Level 6 or equivalent qualification plus One (1) year appropriate experience. Or a Grade 12 Certificate on NQF Level 3 plus appropriate.

Additional Competencies required

The candidate is expected to have thoroughly understanding and knowledge of Government budgetary process, Tender Board procedures, and experience in Transport, Stock & Procurement, Supervision and Communication skills.

Key Performance Area:-

- Prepare monthly, quarterly and annual section reports
- Procure items in accordance with delegated authority
- Supervise subordinates in the Section
- Responsible for the up keep of commitment register
- Issuing of Requisition and purchase orders
- Oversee the functions of stock taking and stock control (official in charge),
- Care-taker of the properties maintenance, repairs and cleanliness of interior and exterior of building

Application for employment be made on form 156043 obtainable at all Government offices and attach comprehensive curriculum vitae as well as certified copies of education qualifications. All foreign qualifications must be submitted together with evaluation letter from Namibian Qualification Authority (NQA). Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application and no documents will be returned.

Enquiries: Ms Ernstine Dama, Tel: 0612872477, Ms. Anna-Marie Edwards Tel: (061) 205622

**DEPARTMENT ADMINISTRATION AND INFORMATION TECHNOLOGY MANAGEMENT
DIRECTORATE HUMAN RESOURCES, ADMINISTRATION AND FINANCE
DIVISION GENERAL ADMINISTRATION AND MAINTENANCE
SUBDIVISION INFORMATION TECHNOLOGY**

Post designation	:	Systems Administrator, Grade 9
1x Post	:	Windhoek
Scale of Salary	:	N\$263,683-296,950 (P)
Transport Allowance	:	N\$10,512.00 per annum.
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: A B-degree NQF L7 in System Administration or Network Engineering or Computer Science or Cyber Security or equivalent qualification.

Key Performance Areas:

- Proactively manage and maintain server, network and firewall systems.
- Administer and support core Microsoft, Cisco, and VMware technologies
- Develop and implement project plans, risk assessments and contingency plans.
- Assist with hardware, firewall, telecom and software vendor evaluation and recommendation.

- Interact with customers and staff at the technical level, as required.
- Diagnose and troubleshoot technical issues and monitor the performance of servers, software and hardware.
- Manages user accounts and assets, and assigns and updates security permissions on the network according to security policy.
- Provides support with escalated help desk requests.
- Carry out and test backups and monitor servers/applications running at the DR site.
- Leads a team of systems administrators, coordinates with different departments
- Responsible for employment of data backup, disaster recovery procedures, antivirus and SPAM controls.
- Ensure maintenance of computer hardware and software inventories

Application for employment be made on form 156043 obtainable at all Government offices and attach comprehensive curriculum vitae as well as certified copies of education qualifications. All foreign qualifications must be submitted together with evaluation letter from Namibian Qualification Authority (NQA). Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application and no documents will be returned.

Enquiries: Ms Rosina Marenga 061-287 2135 / Mr Brian Mungunda 061-287 2666

DEPARTMENT ADMINISTRATION AND INFORMATION TECHNOLOGY MANAGEMENT DIVISION: INTERNAL AUDIT

Post Designation	:	Internal Auditor, Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$ 227 453 – N\$ 271 828
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirement: An appropriate B. Degree in Auditing or equivalent qualification on NQF Level 7 plus three (3) years appropriate experience.

Key Performance Area:

- Interpret laws, rules and regulations as well as Treasury Instructions and ensure compliance thereof.
- Facilitate implementation of audit plans within defined time and resource limits.
- Apply audit standards, procedures and techniques to ensure proven audit findings.
- Initiate, plan and conduct audits for OPM and ensure auditing of various financial and non-financial systems of the OPM.
- Compile annual audit work plan and audit programmes together with a strategy for dealing with unplanned requests for special investigations in those areas.
- Ensure follow-up of audit findings to ensure adequacy and timeliness of correction.
- Development and implementation of the Internal Audit Section's professional, training and administrative strategy, as set out in the approved annual and medium term audit plans

- Assess the adequacy of accounting and internal control systems to monitor expenditure and safeguard assets.
- Perform any work related duties that may be assigned from time to time by the Executive Director

Applications forms 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educations, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify the application and no documents will be returned

Enquiries: Mr Samuel Petrus Isaacks Tel: (061) 287 2315 / Ms Ellie Ndungula 061 - 287 2148

DIRECTORATE PUBLIC OFFICE BEARERS COMMISSION SECRETARIAT

Post designation	:	Chief Policy Analyst Grade 6
1x Post	:	Windhoek
Scale of Salary	:	N\$354,883 – 424,119
Transport Allowance	:	N\$10,512.00 per annum.
Housing Allowance	:	N\$17,424 per annum

Minimum requirements: A Bachelor Degree on NQF level 7 in Public Policy or Economics or any equivalent qualification plus six (6) years appropriate experience in policy research.

Key Performance Areas:-

- Carry out integrated research and data analysis.
- Undertake economic and financial analysis.
- Draft and analyse Public Office Bearers policies.
- Facilitate administrative and logistical arrangement
- Draft agenda submissions on policy matters for POBC.
- Facilitate information dissemination to stakeholders.
- Monitor and provide guidance to clients and OMAs concerning the implementation of proclaimed conditions of service and entitlements;
- Undertake any other relevant duties which may be assigned.

NB: SUCCESSFUL CANDIDATE WILL BE SUBJECTED TO THE VETTING PROCESS

Application for employment be made on form 156043 obtainable at all Government offices and attach comprehensive curriculum vitae as well as certified copies of education qualifications. All foreign qualifications must be submitted together with evaluation letter from Namibian Qualification Authority (NQA). Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application and no documents will be returned.

Enquiries: Mr Nelson Kashinduka 061-287 2097 / Ms Ndesihafela Hangula-Shikwambi 061-287 2077

Applications for employment must be addressed to:

**Executive Director
Office of the Prime Minister
Private Bag
Windhoek
Namibia**

OR

**Be hand delivered at:
Theo-Ben Gurirab Building, (Parliament Office Buildings) Robert Mugabe Avenue,
Windhoek**
