



REPUBLIC OF NAMIBIA
OFFICE OF THE PRIME MINISTER

Tel.: (+264 61) 287 3061
Fax: (+264 61) 225 076
Ref.: **13/18/5**
Enquiries: Mr Samuel //Guruseb
E-mail: Samuel.Guruseb@opm.gov.na

Department Public Service Management
BPI House, Independence Avenue
PO Box 1117
WINDHOEK

16 June 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. E 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

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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 JULY 2025

Signed by Joyce W. Mukubi

JOYCE W. MUKUBI

DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

OFFICE OF THE PRESIDENT NATIONAL PLANNING COMMISSION

DIRECTORATE: ADMINISTRATION, FINANCE, HUMAN RESOURCES AND INFORMATION TECHNOLOGY

Post Designation	:	Director Grade 3
1xPost	:	Windhoek
Salary Scale	:	N\$554,603 – N\$588,548
Motor Vehicle Allowance	:	123,633 (Capital and Running) p.a.
Housing Benefits	:	N\$131,280 per annum

Minimum Requirements: A Bachelor Degree at NQF Level 7 or equivalent qualification plus nine (9) years appropriate working experience.

Supplementary Requirements: At least a Bachelor's degree at NQA Level 9 or equivalent in one of the following fields: Public Administration, Accounting, Business Administration/Management, Human Resources, Information Technology **OR** an appropriate MBA qualifications plus experience in Business Management in will serve as an added advantage.

Purpose of the Position:

This position is responsible to the Executive Director for the management of the administration, finance and human resource, learning & development and Procurement.

Additional Requirements:

The candidate should have:

- At least a 5 years' appropriate experience at the middle management level;
- A good knowledge and understanding of the Public Service Act, Labour Act, Social Security Act, Affirmative Action Act, Public Service Staff Rules, State Finance Act, Treasury Instructions, Public Procurement laws, Stock Taking and Transport Procedures
- Good interpersonal skills with proven managerial and leadership skills.
- Experience in Budgeting and Procurement and must be Computer literate

Job Description:

The candidate shall be responsible for the following tasks:

- To oversee the efficient and effective administration for the administrative support functions.
- Responsible for the performance management system framework.
- Monitor and ensure successful implementation of the Ministerial Plans.
- Responsible for the preparation, co-ordination and consolidation of the annual work plans.
- Ensure implementation of institutional and human resource development programmes;
- Working with the Financial Advisor to ensure effective budget formulation and execution.

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- Facilitate and coordinate the preparation of the procurement plans and submissions and ensure proper implementation thereof
 - Be responsible for the proper management and safe custody of the assets.
 - Ensure implementation of the capital projects.
 - Ensure a robust and responsive IT infrastructure and solutions.
 - Ensure the timely preparation and submission of Affirmative Action reports and all compliance reports to all relevant authorities.
 - Facilitate and oversee the implementation of Employee Wellness Programs;
 - Supervise and coordinate the successful budget execution within the Directorate.
 - Carry out any other duties as and when assigned by his/ her superiors.
-

An attractive range of benefits includes pension- and medical aid, Transport Allowance, Housing/Rental Allowance (subject to certain conditions) as well as ample vacation- and sick leave.

Important notes to applicants from inside- and outside the Public Service

- The "Application for Employment"-form (new format) as well the "Health Questionnaire" (both forms are available at all Offices/Ministries/Agencies) should be properly completed and signed. Please note that fax- and email-applications will NOT be considered.
- "Application for Employment"-forms should be accompanied by certified copies of the applicant's highest qualifications (together with the academic transcript in respect of such qualifications).
- Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PoN and IUM are excluded from this requirement.)
- Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.
- Applications received after the closing date will not be accepted.

An attractive range of benefits includes medical aid, a transport allowance, a housing/rental allowance (subject to certain conditions) as well as ample vacation- and sick leave.

Women and persons with disabilities who meet the requirements are encouraged to apply.

Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to the following address:

**The Executive Director
National Planning Commission
Private Bag 13356
WINDHOEK**

Or hand delivery at:

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**The Human Resource Office
National Planning Commission
Rooms 151 and 153
1st Floor Government Office Park**

Enquiries: Mr. Mateus Nakwafila at 061-283 4176

MANAGEMENT CADRE

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: ACCRUAL BASED AUDITS

Post designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary scale	:	N\$ 517, 195 –N\$ 543, 728
Motor Vehicle Allowance		
Capital costs	:	N\$ 83, 106.00 per annum
Running costs	:	N\$ 27, 811.00 per annum
Total Allowance	:	N\$ 110, 917.00 per annum
Housing Benefit	:	N\$ 121, 560.00 per annum

Minimum Requirements: An appropriate B. Degree at NQF Level 7 plus nine (9) years appropriate experience.

Added Advantages

- Signed off or Completed Articles;
- Experience as a Trainer/ Facilitator;
- Driver's License.

Key performance areas

- Responsible for the planning, supervising, controlling, monitoring, coordinating and directing subdivisions.
- Partake in the formulation of the OAG's strategic plan and ensures that the directorate's Annual Plan is implemented.
- Prepare/participate in the preparation of the Annual Overall Audit Plan for the Directorate.
- Ensure the implementation of the performance management system within the Directorate
- Ensure that the OAG's work is performed to the highest standards and contribute significantly to the attainment of the OAG's mandate.
- Perform duties in compliance with the Public Service policies, rules and procedures and OAG internal policies, procedures and rules.
- Ensure that the division has the necessary resources and support required to carry out its activities.
- Ensures that the division executes its functions in accordance with the standards and methodology as adopted by the OAG.
- Supervise, review, monitor, approve/recommend audits and other projects being performed by the Chief Auditors.
- Attend engagement and exit meetings with the Chief Auditors.

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

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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.
- 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](tel:061-2858426) or Ms. Beatrice Mutonga; Tel: 061-2858219

MANAGEMENT CADRE

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DEPARTMENT: NATURAL RESOURCE MANAGEMENT

DIRECTORATE OF WILDLIFE AND NATIONAL PARKS

DIVISION: WILDLIFE PROTECTION SERVICES

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

Appointment requirements: A B-Degree at NQF level 7 in the following fields: Nature Conservation, Wildlife management, Conservation Biology, Environmental management and law enforcement, Security Management and Intelligence, Police Science, Military Science. Nine (9) years appropriate working experience in wildlife management or security operations.

Additional requirements:

- A Master Degree at NQF level 9 in related field will be added as advantage.
- Leadership/Managerial competences namely: direction, result driven leadership, managing people and organizational transformation.
- Completed courses and experience in Financial Management and Computer skills.
- Dynamic and able to set up systems.
- Solid verbal and written communication and presentation skills.
- Be able and willing to work and camp in remote areas and National Parks for a longer time with basic infrastructure and rough field conditions.
- Possession of a valid driver's license is a prerequisite.
- A valid certificate of conduct
- **Applicants within the Public Service must attach proof of confirmation of probation to their application for employment.**
- **The activities of the Deputy Director: Wildlife Protection Services (Anti-Poaching Unit) are sensitive and of strategic importance. You must be forewarned that a security clearance in respect of shortlisted candidates will be required at any time and co-operation in that regard will be expected.**

Job description:

- To be the coordinator for law enforcement and wildlife protection activities in the Ministry of Environment, Forestry and Tourism.
- To provide for proactive planning and adaptive management for law enforcement and wildlife protection.
- To implement approaches and strategies for the protection and conservation of wildlife and to ensure the effective enforcement of laws governing the wildlife resources.
- To protect wildlife from illegal hunting.
- To promote and enforce wildlife laws in the country and with neighbouring countries.

- To build capacity for wildlife protection, conservation and enforcement of wildlife laws.
- To develop and implement comprehensive training programs for law enforcement officers, park rangers, and conservationists on wildlife protection and anti-poaching strategies.
- To liaise with other law enforcement agencies and institutions on the protection of wildlife and ensure that effective management and coordination of stakeholder interventions is conducted accordingly.
- To ensure that Wildlife Protection Services (Anti-Poaching Unit) staff members are conversant with investigations, arrests, seizures, proper collection of scenes of crime evidence and the conduct as such.
- To strengthen law enforcement activities and better prepare the Ministry of Environment and Tourism for invasion of Namibia by syndicated forms of illegal hunting and trade of wildlife.
- To ensure that appropriate infrastructure and equipment for law enforcement and wildlife crime prevention are in place and operational.
- To manage special rhino and elephant protection measures and wildlife crime data management for the Ministry.
- To ensure efficient and effective surveillance and wildlife intelligence systems are in place and operate efficiently and effectively.
- To ensure effective incidence deterrence and response is in place, and that crime prevention patrols (foot, vehicle, aerial) are conducted accordingly.
- To ensure that suitable and sufficient equipment, techniques and supplies are provided to members of the Wildlife Protection Services.
- To ensure that there is enhancement of wildlife legislation and judicial processes.

Enquiries: Mr. Bennett Kahuure, Tel: 061 2842518 or Human Resources Ms. Frieda Kayoo- Mbabi, Tell. 061284 2202.

Applicants should note the following:

- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment.
- Applications with foreign qualifications must attach proof of evaluation of such qualification from the Namibia Qualification Authority (NQA).
- Applicants who only partially complete and / or do not sign application forms, or who do not attach letters of confirmation of their probations in their current positions, will not be considered.

Please note: 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 must be submitted to:

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

OR

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Hand delivered to the Human Resource Management Sub-division, Ministry of Environment, Forestry and Tourism, Troskie Building, Corner of Robert Mugabe and Dr. Kenneth Kaunda Street, Windhoek

MANAGEMENT CADRE

MINISTRY OF WORKS AND TRANSPORT

DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES

DIRECTORATE OF ADMINISTRATION

DIVISION: HUMAN RESOURCES

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$ 517, 195 –N\$ 543, 728
Housing Benefits	:	N\$ 121, 560 per annum
Motor Vehicle Allowance		
Capital Costs	:	N\$ 83, 106 per annum
Running Costs	:	N\$ 27, 811 per annum
Total Allowance	:	N\$ 110, 917 per annum

Minimum requirements: A B-Degree or equivalent qualification on NQF Level 7 in Human Resources Management **OR** Public Administration/Management majoring in Human Resources plus nine (9) years appropriate experience.

Key Performance Areas:

- Responsible for the development and overseeing the implementation of Policy and Framework, Public Service Staff Rules and measures to regulate the Human Resource Planning and Succession Management Function in the Public Service.
- Responsible for the supervision and management of staff members in the Division Human Resource Planning;
- Execute duties and responsibilities in terms of the provision of the Public Service Act, Labour Act, Public Service Commission Act, Affirmative Action Act, Regional Council Act, State Finance Act, and Public Service Staff Rules relevant to the Human Resource Planning function;
- Responsible for the management and coordination of Human Resource Planning Statistics; Affirmative Action Plans/Report's compliance in OMAs and RCs;
- Ensure capacity building for the effective implementation of Human Resource Planning Policy and Framework, Affirmative Action Plans, Reporting and compliance in OMAs and RCs;
- Ensure HR Planning functions are embedded and mainstreamed in the Human Capital Management System
- Project Manager for the Public Service Human Resource Profiling;
- Coordinate the publication and quality assurance of the Public Service Vacancy Circular;
- Responsible for human resource management, development and performance
- management of the staff in the division;
- Responsible for the preparation, management, execution and monitoring of the divisional annual plan and budget;
- Coordinate the drafting and signing of Performance Agreements;

- Conduct one on one performance reviews and compile monthly, quarterly and annual performance reviews; and
- Participate in the Ministerial workplace programs.

Additional Core Competencies:

- Profound knowledge in the interpretation of Legislations - Labour Act, 2007 (Act No 11 of 2007); Public Service Act, 1995 (Act No.13 Of 1995); Affirmative Action, (Employment) Act, 1998(Act No 29 of 1998); State Finance Act, 1991 (Act No 31 of 1991); Procurement Act, 2015(Act No 15 of 2015); corresponding Regulations, Public Service Staff Rules and Treasury Instructions;
- Excellent analytical and strategic thinking;
- Exceptional Communication skills (written and oral);
- Computer skills (MS Word, Excel, PowerPoint);
- Financial Management;
- Practical knowledge of Human Capital Management Systems, and
- Training and facilitation skills

Enquiries: Mr. S Kadhikwa: +264 61- 208 8424 / Ms. T Moelenyane: +264 61-208 8133

Person in the designated groups and person with disabilities are encouraged to apply. 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 testimonial, certificate of service from former and current employer in respect of work experience. Any part of the application form that do not apply to you please indicate as such by writing N/A. Application form for employment No 156043 and Health Questionnaire form 156094 (obtained from any Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational Qualifications, identity document and certificate of service or testimonials (if any) must be addressed to:

**The Executive Director
Ministry of Works and Transport
Private Bag 13341
Ausspahnplatz
Windhoek**

Or hand delivered to:

**The Human Resource Office
Ministry of Works and Transport
Registry Office, room 101, first floor**

NB! Only shortlisted candidates will be contacted and no personal documents will be returned. All supporting documents (ID's, Qualifications, and References) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents will disqualify the application.

MANAGEMENT CADRE

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION

Post Designation	:	Deputy Director Grade 4
1xPost	:	Omuhiya
Salary Scale	:	N\$517,195 –N\$543, 728
Housing Allowance	:	N\$121,560.00 per annum
Motor Vehicle Allowance	:	N\$110,917.00 (Capital and Running costs) per annum

Minimum requirements: An appropriate Bachelor Degree at NQF L7 in Business Administration **OR** Management **OR** Procurement **OR** Logistics **OR** Supply Chain Management **OR** Marketing **OR** Sales Management **OR** Transport Management plus nine (9) years appropriate experience in Administration and Procurement. Five (5) years should have been served at the level of Control Administrative Officer Grade 6 or equivalent.

KEY PERFORMANCE AREAS:

- Oversee Regional Procurement activities.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plans.
- Responsible for council records management systems
- Identify the training needs of staff members and make recommendations to the Director General Services.
- Responsible for the timely compilation of Regional Council minutes.
- Ensure timely dissemination of agendas, notices and correspondences for council and management committee meetings.
- Ensure contract management on fleet, stores and security services.
- Responsible for the compilation of the divisional budget.
- Responsible for procurement and maintenance of Councils assets, records management and information technology system.
- Responsible for the development of the management plan for the Division.
- Ensure adherence to procurement procedures.
- Ensure the interpretation and application of relevant legislations policies and regulations on administrative matters.
- Compile and submit monthly, quarterly and annual reports to the Director.
- Responsible for the coordination and implementation of Disaster Risk Management Unit activities.
- Direct, coordinate and supervise activities in the division.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. Michael Asino, Tel 065 -244 800 or HRM, Tel: 065 – 244 800

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 together with comprehensive Curriculum Vitae. All foreign qualifications must be evaluated by Namibia

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Qualification Authority (NQA) to determine their level. Failure to answer or omission of any question on the application form may lead to automatic disqualification from the interview process.

NB: PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

NOTE: NO FAXED DOCUMENTS WILL BE ACCEPTED.

Applications must be addressed or Hand deliver to:

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

**OR Oshikoto Regional Council Buildings
Penda YaNdakolo Street
Registry Office (1st Floor, Office No 110) or HR
OMUTHIYA**

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.

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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**

**OFFICE OF THE PRESIDENT
NATIONAL PLANNING COMMISSION**

**DIRECTORATE: ADMINISTRATION
SUBDIVISION: MINISTERIAL SUPPORT AND LIAISON SERVICES**

Post Designation	:	Senior Public Relations Officer Grade 7
1xPost	:	Windhoek
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 on NQF level 7 (or equivalent qualification) in Public Relations/Journalism/Communication **plus** 4 (four) years of appropriate working experience.

Purpose of the position: This position is responsible for media liaison and for the promotion of the positive image of the National Planning Commission. This position also assists the Executive Director in disseminating information to public and stakeholders.

Job Description:

- Assists in information dissemination to the public;
- Acts as a spokesperson of the Commission;
- Responsible for liaising with media;
- Drafting of press releases and official reports and correspondence;
- Coordinates the compilation and publishing of the annual report of the NPC;
- Prepare brochures and undertake public information campaigns on the activities of the Commission;
- Prepare and arrange for official functions, visits and exhibitions;
- Reviews all media reports and coverage about the NPC (Media Monitoring);
- Prepare and supervise the production of publicity brochures;
- Develop the official event Calendar
- Update the official website and social pages of the Commission;
- Serve as editor of the NPC's publications;
- Any other PR activities as may be assigned.

DEPARTMENT: REGIONAL SECTORAL PLANNING AND POLICY CORDINATION

Post Designation	:	Private Secretary Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$195,216 – N\$234,144
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: A National Diploma on NQF Level 6 (or equivalent qualification) in Office Administration or Office Management

Purpose of the position: The Private Secretary to the Deputy Chief: National Development Advice (Director) Grade 3 plays a critical role in ensuring the smooth running of the Director's office providing a wide range of support services (secretarial, administrative, reception and handling of confidential matters) to the Deputy Chief: National Development Advice Grade 3. The successful candidate will be a highly organized and efficient individual who will have an excellent opportunity to exercise own initiative and judgement when dealing with special assignments in a fast-paced, forward-thinking organization.

Job Description: Screen calls and visitors, ascertains nature of business and relays information to the Deputy Chief: National Development Advice Grade 3; Schedules on behalf of the Deputy Chief: National Development Advice Grade 3 meetings between him and his direct reports and the committees and groups to which he is a member; Coordinates travel and accommodation requirements in connection with others and ensure arrangements in place for the Deputy Chief: National Development Advice Grade 3 match his requirements; Filters general information, queries, phone calls and invitations; Handling internal and external contacts.

Enquiries: Mr. Manongwa Sikanda **Tel: +264 283 4063/ 4056**

An attractive range of benefits includes pension- and medical aid, Transport Allowance, Housing/Rental Allowance (subject to certain conditions) as well as ample vacation- and sick leave.

Important notes to applicants from inside- and outside the Public Service

- The "Application for Employment"-form (new format) as well the "Health Questionnaire" (both forms are available at all Offices/Ministries/Agencies) should be properly completed and signed. Please note that fax- and email-applications will NOT be considered.
- "Application for Employment"-forms should be accompanied by certified copies of the applicant's highest qualifications (together with the academic transcript in respect of such qualifications).
- Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PoN and IUM are excluded from this requirement.)
- Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.
- Applications received after the closing date will not be accepted.

An attractive range of benefits includes medical aid, a transport allowance, a housing/rental allowance (subject to certain conditions) as well as ample vacation- and sick leave.

Women and persons with disabilities who meet the requirements are encouraged to apply.

Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to the following address:

**The Executive Director
National Planning Commission
Private Bag 13356
WINDHOEK**

Or hand delivery at:

**The Human Resource Office
National Planning Commission
Rooms 151 and 153
1st Floor Government Office Park**

Enquiries: Mr. Mateus Nakwafila at 061-283 4176

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: CASH BASED AUDITS

Post Designation	:	Chief Auditor 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

Minimum Requirement: An appropriate B. Degree qualification at NQF L7 plus six (6) years of experience in the Auditing field.

Added Advantages:

- A Driver's license;
- Experience as a Trainer

Key performance areas:

- Responsible for the overall supervision of the audit team on a daily basis to ensure proper performance of work.
- Responsible to lead an audit subdivision and for the planning, execution and completion of assigned audits in accordance with the OAG's auditing standards and methodologies.
- Regularly liaise with the audit clients and ensure that matters arising from the audits are resolved amicably and that good client relations are maintained.
- Delegate and assign responsibilities to audit team in accordance with the approved annual sub-divisional plan.
- Ensure for each assigned audit, that the audit plan is prepared, approved and carried out in accordance with the OAG standards and methodologies by the agreed deadline.
- Ensure for each assigned audit, through review that documents in the Audit File are organized, referenced and cross referenced in accordance with OAG standards and methodology on audit documentation.
- Review draft management letters prepared by the audit team on the basis of audit evidence obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines.

SUBDIVISION: PUBLIC RELATIONS AND COMMUNICATION

Post Designation	:	Chief Public Relations 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

Minimum Requirement:

- An appropriate B. Degree qualification at NQF L7 plus six (6) years appropriate work experience.

- Appropriate work experience is strictly limited to experience acquired within the field of Public Relations and Communications.

Key performance areas:

- Manage, plan, control and organise the Public Relations and Communications functions in the Office.
- Develop, review videos and publications such as magazines, brochures and news reports.
- Evaluate public opinions and advice management to correlate policies and procedures with such opinions.
- Plan and execute actions to gain and maintain understanding and support by the public.
- Carry out responsibilities aimed at enhancement of the positive image of the Office.

**DIRECTORATE: ADMINISTRATION
DIVISION: HUMAN RESOURCES
SUB-DIVISION: PERFORMANCE IMPROVEMENT**

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

Minimum Requirement: A B-Degree qualification at NQF Level 7 in Human Resources Management plus five (5) years appropriate experience in Human Resources.

Added Advantages

- Previous work experience in the Performance Management System (PMS);
- Knowledge of Microsoft Excel.

Key performance areas:

- Facilitate and coordinate the development and implementation of the Strategic and Annual Plan for the Office.
- Facilitate and coordinate the implementation of the PMS (Performance Agreements, Quarterly reviews and Performance Appraisals).
- Facilitate and coordinate the development and implementation of the Recognition Strategy.
- Provide inputs and proposals to relevant stakeholders in the development and updating of policies, procedures and processes aimed at improving service delivery.
- Serve as a liaison to relevant stakeholders to ensure effective and efficient implementation of the PMS.
- Supervision, control and administrative management of human resources matters.
- Interpretation of Public Service Staff Rules (PSSR), prepare and conduct awareness raising sessions on PSSR and PMS to staff members.
- Compilations and provisioning of statistics to stakeholders.

DIRECTORATE: ADMINISTRATION
DIVISION: HUMAN RESOURCES
SUB-DIVISION: HUMAN RESOURCE STRATEGY AND MANAGEMENT

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

Minimum Requirement A B-Degree qualification at NQF Level 7 in Human Resources Management plus five (5) years appropriate experience in Human Resources.

Added advantages Previous work experience in disciplinary and misconduct procedures, recruitment & selection process.

Key performance areas:

- Recruitment and selection process.
- Industrial relation functions (Grievance and representations, disciplinary, misconduct, etc).
- Supervision, control and administrative management of human resources matters.
- Interpretation of Public Service Staff Rules (PSSR), prepare and conduct awareness raising sessions on PSSR to staff members.
- Compilations and provisioning of statistics to stakeholders.

DIRECTORATE: PERFORMANCE AND ENVIRONMENTAL AUDITS
SUB-DIVISION: COMPLIANCE AUDITS

Post Designation	:	Assistant Auditor Grade 8 (Trainee)
1xPost	:	Windhoek
Salary Scale	:	N\$ 238, 825 (Fixed)

Minimum Requirement: An appropriate B. Degree qualification at NQF L7 majoring in Law.

Added Advantage: A valid Driver's license.

Key performance areas:

- Responsible for the compilation and submission of audit plans, the execution of audits and the reporting thereon.
- Keep abreast with the auditing standards, policies and procedures and take responsibility of self-development.
- In the absence of the Chief Auditor, the auditor should be able to lead an audit subdivision and oversee the planning, execution and completion of assigned audits in accordance with the OAG's auditing standards and methodologies by the agreed deadline.

- Regularly liaise with the audit clients and ensure that matters arising from the audits are resolved amicably and that good client relations are maintained.
- Ensure for each assigned audit, through review, that documents in the Audit File are organized, referenced and cross-referenced in accordance with OAG auditing manuals and methodology on audit documentation and submit it to the supervisor as per agreed deadlines.
- Draft management letter on the basis of audit evidence obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines.
- Draft Compliance report on the basis of audit evidence obtained and thereafter, submit these to the supervisor for review on or before the agreed deadlines.
- Participate in Engagement and Exit meetings with clients, ensure that all difficult issues arising from the audit are resolved amicably and maintain good working relationship with the clients.

Note:

The job category **Assistant Auditor Grade 8** is a training level. Successful candidates will be appointed on a contractual basis while undergoing occupational specific training for a period of two (2) years. After successful completion of the prescribed theoretical and practical training courses that such Assistant Auditor is able to operate on the level of an Auditor may be translated thereto.

The Assistant Auditor Grade 8 are placed temporarily on a fixed-term contract with the followings conditions:

- I. Not entitled to membership of the **Public Service Employee Medical Aid Scheme (PSEMAS)**.
- II. Not entitled to be a member of the **Government Institutions Pension Fund (GIPF)**.
- III. Eligible for membership with the **Social Security Commission (SSC)**.
- IV. Eligible for two (2) days' Vacation Leave and two (3) days Sick Leave for each completed month of service.
- V. Shall enter into a contractual agreement with the OAG before training commences.

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.
- 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](tel:061-2858426) or Ms. Beatrice Mutonga; Tel: 061-2858219

OFFICE OF THE JUDICIARY

OFFICE OF THE EXECUTIVE DIRECTOR DIVISION: INTERNAL AUDIT

Post designation	:	Chief Internal Auditor Grade 6
1xPost	:	Windhoek (Head Office)
Scale of salary	:	N\$ 354, 883 – N\$ 424, 119
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 **six (6) years'** experience in auditing.

Additional Requirements: Valid driver's license with at least **two (2) years** driving experience.

Key Competencies:

- General competencies namely: results driven, service orientation, problem solving, teamwork, collaboration and continuous development;
- Sound knowledge of internal audit processes and systems in the Public Service;
- Good communication and presentation skills; and
- Understanding of statutory guidelines and business processes.

Key performance areas:

- Responsible to lead an audit subdivision in accordance with the auditing standards and methodologies.
- Responsible for the overall supervision of the audit team on a daily basis to ensure proper performance of work.
- Responsible for the planning, execution and completion of assigned audits in accordance with the auditing standards and methodologies.
- Regularly liaise with the audit clients and ensure that matters arising from the audits are resolved amicably and that good client relations are maintained.
- Delegate and assign responsibilities to audit teams in accordance with the approved annual risk-based plan.
- Ensure for each assigned audit, that the audit plan is prepared, approved and carried out in accordance with the standards and methodologies by the agreed deadline.
- Ensure for each assigned audit, through review that documents in the Audit File are organized, referenced and cross referenced in accordance with standards and methodologies on audit documentation. Submit these files to the supervisor on or before the agreed deadlines.
- Review draft management letters prepared by the audit team on the basis of audit
- Evidence obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines.
- Review draft audit report prepared by the audit team on the basis of audit evidence

- Obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines.
- Execute any other duties assigned by the Deputy Director: Internal Audit or Chief Internal Auditor or any other authorized person.

Post designation	:	Internal Auditor Grade 8
2xPosts	:	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: A B-Degree in Auditing, Accounting or Commerce on NQF Level 7 (or equivalent qualification) plus **three (3) years'** experience in auditing.

Additional Requirements: Valid driver's license with at least **two (2) years** driving experience.

Key Competencies:

- General competencies namely: results driven, service orientation, problem solving,
- Teamwork, collaboration and continuous development;
- Sound knowledge of internal audit processes and systems in the Public Service;
- Good communication and presentation skills; and
- Understanding of statutory guidelines and business processes.

Key performance areas:

- Prepare audit plan to execute audits;
 - Conduct preliminary audit surveys on audits;
 - Interview stakeholders to familiarize with operational processes;
 - Develop system description of processes and control measures;
 - Develop audit test programs to check compliance;
 - Conducts risk assessments on the audit universe and prioritize critical risk areas;
 - Conduct system reviews and follow-up audits;
 - Draft reports to management on findings and recommendations;
 - File and update internal audit evidence and supporting documentation within the established systems; and
 - Execute any other duties assigned by the Deputy Director: Internal Audit or Chief Internal Auditor or any other authorized person.
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DEPARTMENT: JUDICIAL MANAGEMENT
DIRECTORATE: ADMINISTRATION
DIVISION: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT
SUBDIVISION: HUMAN RESOURCE DEVELOPMENT

Post designation	:	Learning & Development Officer Grade 8
1xPost	:	Windhoek (Head Office)
Scale of salary	:	N\$ 238, 825 – N\$ 285, 420
Housing Allowance	:	N\$ 17, 424 per annum

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

Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma in Human Resources Management or Development on NQF Level 6 or equivalent qualification plus **three (3) years'** proven experience in Human Resource Development.

Key performance areas:

- Facilitate soft skills programmes;
- Conduct training needs assessments (TNA);
- Conduct in-house training;
- Conduct generic training needs programmes;
- Assist with the implementation of Performance Management System,
- Compile and keep accurate training data;
- Administer the financial assistance programme;
- Conduct induction of new employees;
- Execute any other duties assign by the Chief Learning & Development Officer or Deputy Director.

DIRECTORATE: ADMINISTRATION

Post designation : Private Secretary Grade 9
1xPost : Windhoek (Office of the Director: Administration)
Scale of salary : N\$ 195, 216 – N\$ 234, 144
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma in Secretarial Studies or Office Management or Administration on NQF Level 6 or equivalent qualification plus **one (1) year** proven experience in Secretariat or Office Management/Administration.

Additional requirements:

- Excellent computer skills (Excel, Power point & Access)
- Time Management, Planning, and Organizing skills,
- Confidentiality, and
- Driver's Licence will be added as an advantage

Key performance areas:

- Provide excellent secretariat and administrative support to the Director;
- Type reports and draft official letters and other correspondences,
- Prepare and manage correspondences, reports and documents;
- Organise and coordinate meetings, events and conferences;
- Liaise and coordinate with internal and external stakeholders.
- Attend meetings,
- Screen and channel telephone calls and visitors,
- Order office supplies;
- Facilitate travels abroad and locally;
- Facilitate meetings and take minutes of meetings when required;
- Handle office filling ,and

- Maintain the diary of the Director,

Key Competence areas:

- Interpersonal skills;
- Verbal and written communication;
- Ability to maintain confidentiality;
- Customer service oriented;
- Reliability;
- Stress tolerance;
- Innovative;
- Excellent organization skills to a changing environment;
- Ability to prioritize and manage work effectively; and
- Ability to reply to general correspondences.

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

Post designation	:	Senior Interpreter Grade 11
1xPost	:	High Court Windhoek
Scale of salary	:	N\$ 132, 987 –N\$ 159, 505
Housing Allowance	:	N\$ 13,944 per annum
Housing allowance	:	N\$ 10, 512 per annum

Language Requirements: English plus Nama/Damara and Afrikaans

Minimum requirements: A grade 12 (or equivalent) Certificate on NQF L3 and be able to speak, read and write English and at least two (2) indigenous languages indicated above;

Additional requirements: Five (5) years appropriate experience as a Court Interpreter

Key performance areas

- Provide interpretation services in Court;
- Assist with quasi-judicial administrative duties;
- Verify case records with court roll on daily basis;
- Assess the performance agreements of junior staff members; and
- Supervise, develop and mentor junior staff
- Execute any other duties assigned by the supervisor or any other authorized person.

**DEPARTMENT: JUDICIAL SERVICES
DIRECTORATE: LOWER COURTS**

Post designation	:	Senior Legal Clerk Grade 10
1xPost	:	Opuwo Magistrate's Office
Scale of salary	:	N\$ 159, 216 –N\$191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

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

Minimum requirements: A Grade 12 (or Equivalent) certificate on NQF Level 3 plus 3 years' experience in court administration

Additional requirements:

- An appropriate National Diploma on NQF Level 6 in Paralegal Studies, Accounting, Business Administration, Public Management/Administration or Human Resources Management will be **added advantage**;
- Candidates must have extensive knowledge and experience in quasi-judicial functions and court administration at Magistrates' Offices.

Key performance areas:

- Supervise and train junior administrative staff;
- Perform quasi-judicial functions;
- Receive State revenue in respect of court fines and traffic fines;
- Receive trust funds such as bail and maintenance monies;
- Perform administrative duties as prescribed in the Codified and Treasury Instructions;
- Domestic Violence Act, Administration of Estates Act and other relevant legal instruments;
- Perform bookkeeping functions;
- Balance/Reconcile the Magistrate's Deposit Suspense Account;
- Compile and submit monthly expenditure cashbook and cash accounts;
- Assess the performance agreements of junior staff members;
- Execute any other duties assigned by the supervisor or any other authorized persons.

Key Competencies:

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively and efficiently

DIRECTORATE: LOWER COURTS

Post designation	:	Private Secretary Grade 9
1xPost	:	Windhoek (Office of the Director: Lower Courts)
Scale of salary	:	N\$ 195, 216 – N\$ 234, 144
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma in Secretarial Studies or Office Management or Administration on NQF Level 6 or equivalent qualification plus **one (1) year** proven experience in Human Resource Development.

Additional requirements:

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

- Preference will be given to candidates with at least one (1) year appropriate experience in secretarial profession or Office Management/Administration.
- Excellent computer skills (Excel, Power point & Access)
- Time Management, Planning, and Organizing skills,
- Confidentiality, and
- Driver's Licence will be added as an advantage

Key performance areas:

- Provide excellent secretariat and administrative support to the Director;
- Type reports and draft official letters and other correspondences,
- Prepare and manage correspondences, reports and documents;
- Organise and coordinate meetings, events and conferences;
- Liaise and coordinate with internal and external stakeholders.
- Attend meetings,
- Screen and channel telephone calls and visitors,
- Order office supplies;
- Facilitate travels abroad and locally;
- Facilitate meetings and take minutes of meetings when required;
- Handle office filling ,and
- Maintain the diary of the Director,

Key Competence areas:

- Interpersonal skills;
- Verbal and written communication;
- Ability to maintain confidentiality;
- Customer service oriented;
- Reliability;
- Stress tolerance;
- Innovative;
- Excellent organization skills to a changing environment;
- Ability to prioritize and manage work effectively; and
- Ability to reply to general correspondences.

DEPARTMENT: JUDICIAL SERVICES DIRECTORATE: LOWER COURTS

Post designation	:	Senior Interpreter Grade 11
2xPosts	:	Windhoek Magistrate's Office (Mungunda) Keetmanshoop Magistrate's Office
Scale of salary	:	N\$ 132,987 –N\$ 159, 505
Housing Allowance	:	N\$ 13,944 per annum
Housing allowance	:	N\$ 10, 512 per annum

Language Requirements: English plus Khoekhoegowab and Afrikaans plus any of the following: Afrikaans or Otjiherero or Oshiwambo (**Keetmanshoop Magistrate's Office**)

- English plus Nama/Damara and Afrikaans plus any of the following: Afrikaans or Oshiwambo or Otjiherero (**Windhoek Magistrate's Office (Mungunda)**)

Minimum requirements: A Grade 12 (or equivalent) Certificate on NQF L3 and be able to speak, read and write English and at least two (2) indigenous languages indicated above;

Additional requirements: Five (5) years appropriate experience as a Court Interpreter

Key performance areas

- Provide interpretation services in Court;
- Assist with quasi-judicial administrative duties;
- Verify case records with court roll on daily basis;
- Assess the performance agreements of junior staff members; and
- Supervise, develop and mentor junior staff
- Execute any other duties assigned by the supervisor or any other authorized person.

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:

Only Shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents shall be returned to the applicants.

The following officials may be contacted at the Human Resources Management Division in the event that further **enquiries** or information is required:

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**

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**Private Bag 13412
WINDHOEK**

OR

**Hand delivered at:
The Office of the Judiciary
Schönlein Building
Schönlein Street
Windhoek West.**

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DEPARTMENT: NATURAL RESOURCE MANAGEMENT

DIRECTORATE OF WILDLIFE AND NATIONAL PARKS

DIVISION: ETOSHA NATIONAL PARK

SUB-DIVISION: PARK MANAGEMENT

Post Designation	:	Control Warden, Grade 6
1xPost	:	Okaukuejo - Etosha National Park (ENP)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Remoteness Allowance	:	N\$ 21, 000 per annum

Advertisement Requirements: A National Diploma or equivalent at NQF level 6 in Nature Conservation, Wildlife Management, Conservation Biology, Environmental Management or any related field plus Four (4) years' experience in the field of Protected Area Management, Wildlife Management or Natural Resource Management. Serving staff members must have their probation confirmed at the level of Chief Warden Grade 7 plus Four (4) years appropriate experience in that position.

Additional requirements and expectations

- Be able to work and camp in remote areas and National Parks for a longer time with basic infrastructure and rough field conditions;
- Should have no criminal record, no pending misconduct cases or any other cases relating to wildlife crimes;
- Be open for vetting;
- A valid Code B Driver license which is three (3) years and older
- A valid certificate of conduct.

Job description:

- Ensure the development and implementation of the annual work plan around conservation priorities of the subdivision; Park Management;
- Conservation and care of wildlife in the park;
- Control of the utilization of game in the park in line with approved rules, policies and regulations;
- Support the management of human wildlife conflict and the implementation of mitigation measures to reduce the conflicts thereof in the areas adjacent to ENP;
- Coordination of activities related enforcement of wildlife legislation and policies and liaise with Sub divisions: Wildlife Protection Services, Technical services, Etosha Ecological Institute and Air wing.
- Supply of conservation and biodiversity-oriented information and strengthen the stakeholders' forums inside and surrounding the park;
- Administrative related matters in the Subdivision - Parks Management;
- Administer and control of vehicles, equipment and materials;
- Identify and ensure implementation of the training development needs of staff members in his/her Subdivision;

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- Ensure full implementation of performance management system of the Sub division against program budget and targets;
- Compile weekly, monthly, quarterly and annual reports on the implementation activities of her/his subdivision;
- Perform any other task as may be assigned by supervisor.

Enquiries: Ms. Naambo lipinge, Tel 067 229854, or Human Resources Ms. Sirkka Ndakalako Tel. 061284 2202.

**DEPARTMENT: NATURAL RESOURCE MANAGEMENT
DIRECTORATE OF WILDLIFE AND NATIONAL PARKS
DIVISION: NORTH EAST
SUB-DIVISION: PARKS AND WILDLIFE MANAGEMENT**

Post Designation	:	Control Warden, Grade 6
1xPost	:	Rundu
Salary Scale	:	N\$ 354, 883 –N\$ 424 119 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Advertisement requirements: An appropriate National Diploma or equivalent (NQA level 6) in the following fields: Nature Conservation, Wildlife management, Conservation biology, Environmental management and law enforcement related fields and Four (4) years appropriate experience. Serving staff members must have their probation confirmed at the level of Chief Warden Grade 7 plus Four (4) years appropriate experience in that position.

Additional requirements: A valid Code B Driver's License which is three (3) years and older. Completed courses and experience in financial management and computer skills, good public private and community relations, dynamic and able to set up systems, leadership / managerial competencies.

Job description:

- Ensure the development and implementation of the annual work plan around conservation priorities of the subdivisions; Park and Wildlife Management
- Conservation and care of wildlife, management of protected areas, implement protected areas management plans and ministerial policies and national laws
- Assist to manage human wildlife conflict and support the provision of mitigation and preventative measures
- Implement law enforcement and crime prevention strategies
- Manage activities and enforce regulations related to wildlife conservation and protection including stakeholders' coordination
- Participate in national and international activities relating to wildlife conservation and management
- Provide supervision, administration, coordination and management of the Sectional staff.
- Monitor and evaluate effective implementation of programs and advice

- Drafting, summarizing and submitting various reports as expected by the reporting system in the Division.
- Ensure timely submission of incidents, weekly and monthly reports.
- Administer and control of vehicles, equipment and materials;
- Identify and ensure implementation of the training development needs of staff members in his/her Subdivision;
- Ensure full implementation of performance management system of the Sub division against program budget and targets;
- Compile weekly, monthly, quarterly and annual reports on the implementation activities of her/his subdivision;
- Perform any other task as may be assigned by supervisor.

Enquiries: Mr. Apollinaris Kannyinga, Tel 066 255403, or Human Resources Ms. Frieda Mbabi - Kayoo, Tell. 061284 2202.

DIRECTORATE OF WILDLIFE AND NATIONAL PARKS
DIVISIONS: ETOSHA NATIONAL PARK
SUB-DIVISION: WILDLIFE PROTECTION SERVICES (WPS)

Post Designation	:	Chief Warden Grade 7
1xPost	:	kaukuejo - Etosha National Park (ENP)
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Remoteness Allowance	:	N\$ 21, 000 per annum

Advertisement Requirements: A National Diploma at NQF level 6 in the following field of study: Nature Conversation, Wildlife management or Wildlife Protection, Security Management and Intelligence, Police Science, Military Science, plus three (3) years' experience in wildlife management, and or security matters or equivalent. Serving staff members must have their probation confirmed at the level of Warden Grade 9 plus three (3) years appropriate experience.

Additional requirements and expectations:

- Be able to work and camp in remote areas and National Parks for a longer time with basic infrastructure and rough field conditions;
- Should have no criminal record, no pending misconduct cases or any other cases relating to wildlife crimes;
- Ready to undergo an intensive law-enforcement training;
- Be open for vetting;
- A valid Code B Driver license which is three (3) years and older
- A valid certificate of conduct.

Job description:

- Counter poaching by implementing approaches and measures to the protection and conservation of wildlife and ensure the effective enforcement of laws governing the wildlife resources.

- Build capacity for wildlife protection, conservation and enforcement of wildlife laws.
- Implement strong efficient and effective law enforcement and wildlife crime prevention activities for wildlife protection in the park.
- Implement and update security plan and strategies for wildlife protection in Etosha National Park.
- Manage the wildlife protection and law enforcement, Operations command Centre for respective areas.
- Ensure that appropriate infrastructure and equipment for law enforcement and wildlife crime prevention are in place and maintained.
- Liaise with Sub divisions: Parks Management, Technical services, Etosha Ecological Institute, Air wing, the Namibian Police Force and Namibian Defence Force in matters of wildlife investigation, arrests and seizure and efficient implementation thereof.
- Provide proactive planning and adaptive management for law enforcement and wildlife protection.
- Provide support and assistance to the Control Warden: Wildlife Protection Services: Etosha National Park in the overall administration, coordination and management of wildlife protection and law enforcement activities for the park.

Enquiries: Ms. Naambo lipinge, Tel 067 229854, or Human Resources Ms. Sirkka Ndakalako Tell. 061284 2202.

DIRECTORATE OF PLANNING AND TECHNICAL SERVICES OFFICE OF THE DIRECTOR

Post Designation	:	Private Secretary Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$195, 216 – N\$234, 144
Salary Notch	:	N\$195, 216 per annum
Transport Allowance	:	N\$10, 512 per annum
Housing Allowance	:	N\$13, 944 per annum

Advertisement Requirements: An appropriate National Diploma or equivalent qualification at NQF Level 6 in the following fields: Office Administration, Business Administration/Management and Secretarial studies or a Vocational Certificate N3 in Office Administration and Secretarial Studies.

Purpose of position

To provide administrative and secretarial support services to the Director to ensure the smooth running of the entire office through the maintenance of a professional internal and external communication.

Description of main tasks

- Office administrative duties include:
- Oversees the administrative function of the Director's office.
- Perform elementary clerical work.
- Implement MEFT File Plan and ensure proper filing of correspondence and documents.
- Attend to customer complaints/inputs/suggestions.
- Oversee the cleanliness and image of Director's office.
- Make appointments and set up meetings for the Director and acquire information with regard to meetings or appointments to ensure that the Director is well prepared.
- Keep diary for appointments and meetings for the Director, either electronic or in diary.
- Screening and channeling of telephone calls and visitors.
- Arrange and make the necessary travel arrangements for the Director.
- Prepare Submissions/Travel Application forms and submit to supervisors for approval.
- Arrange meetings, workshops and conferences and prepare presentations, as and when required by the Director, with regard to venue, time and refreshments.
- Prepare procurement submissions for Director's office and submit to the Procurement Management Unit.
- Receives items and check against the order and the invoice for quality and quantity of items e.g. damage or spoilage before signing off.
- Captures all items received in an inventory register for control purposes.
- Submit invoices to finance department for payment and follow-up to ensure that payments have been made
- Compile and submit PAs, Quarterly PA Reviews and End of Year Reviews to MEFT Head Office.
- Receives all incoming and outgoing mail and distribute to the relevant employees and offices.
- Receive and open mail addressed to the Director in his absence and respond appropriately.
- Scrutinize email, acknowledge receipt and respond if possible or refer to the relevant person.
- Assist Director with information gathering with regard to specific topics as and when required.
- Ensure that the Treasury Instructions, State Finance Act, Public Procurement Act & Regulations, Public Service Act, Staff Rules, Labour Act, Fleet Management and all relevant Circulars and Directives are implemented.
- Perform any activities as assigned by the supervisor.
- Carry out any other official duties, in line of duty, assigned from time to time, by the Supervisor.

Secretarial duties

- Attends to general secretarial duties such as photocopying, responding to emails, answering telephone and relaying of messages, collecting/delivering of documents.
- Follow up on relayed messages to ensure that messages are attended to.
- Handle enquiries from suppliers with regard to payments of invoices
- Type letters, submissions, memos and reports and ensure that grammatical and outline are correct.
- Compile meeting agendas and take minutes if and when required
- Receive visitors to the Director's office and serve with refreshment if required or direct them to the relevant office.
- Maintain, keep and update filing system of all incoming and outgoing mail.
- Liaise with staff and public with regard to the Director's office.
- Operate labor saving devices and communication devices.
- Comply with procedures and guidelines with regard to letterheads, fonts and formats, directives from supervisor and own initiatives and experience

Enquiries: HR, Ms. Sirkka Ndakalako: Tell: 061 2842217

Applicants should note the following:

- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment.
- Applications with foreign qualifications must attach proof of evaluation of such qualification from the Namibia Qualification Authority (NQA).
- Applicants who only partially complete and / or do not sign application forms, or who do not attach letters of confirmation of their probations in their current positions, will not be considered.

Please note: 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 must be submitted to:

Address:

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

OR

Hand delivered to the Human Resource Management Sub-division, Ministry of Environment, Forestry and Tourism, Troskie Building, Corner of Robert Mugabe and Dr. Kenneth Kaunda Street, Windhoek

MINISTRY OF GENDER EQUALITY AND CHILD WELFARE

DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION

DIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS

SUBDIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS

Post Designation	:	Chief Social Worker Grade 6
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$ 354, 883 – 424 119
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: Registration with the Social Work and Psychology Council of Namibia plus six (6) years appropriate experience.

Additional Requirements: Computer literacy and a valid Driver's License Code B.

Key Responsibilities

- Planning and Reporting
- Interpret National Policy and convert into service delivery plan
- Provide the Control Social Worker with input to prepare the operational plan for the facility
- Implement policies and regulations in the best interest of the children
- Advocate and mobilize the community on the rights and responsibilities of children
- Conduct investigations regarding the Child Care and Protection Act, 2015(Act No. 3 of 2015)
- Ensure the development of performance agreements, performance reviews and appraisal of subordinates.
- Provide capacity building (on-job training)

Enquiries: Ms Rosida Pelema 061-283 3181 or Ms Ester Shindinge at 061-283 3170

DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION

DIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS

SUBDIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS

SECTION: NAMIBIA CHILDREN'S HOME

Post Designation	:	Chief Children's Home Superintended Grade 6
1xPost	:	Namibia Children's Home (Windhoek)
Scale of salary	:	N\$354, 883 –N\$ 424, 119
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirement: An appropriate National Diploma on NQF L6 PLUS six (6) years appropriate experience.

Additional Requirements: Certificate of conduct and computer literacy.

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The Key responsibilities:

- Ensure the overall control and management at the institution including the care and protection of children
- Advise the management concerning, matters affecting the Namibia Children's Home
- Prepare and submit Annual work plan
- Develop and submit Performance Appraisal Agreements and Performance Agreement Reviews of all staff members
- Placement of children in pre-primary-, primary-, secondary-, tertiary- and vocation training
- Review and enforce the implementation of policies, guidelines, household procedures and safety measures
- Coordinate training of personnel
- Make decisions regarding the stationing (positioning) transfer and rotation of personnel within the children's home and ensure that all members are effective in service
- Make sure that the necessary safety measures are in practice to ensure the safety of the children
- Do inspections at houses to ensure that house parents abide by the prescribed regulations regarding cleanliness and ensure that no illegal occupants are accommodated on the premises
- Receive all new children admitted to the children's home
- Undertake any constructive disciplinary steps
- Assist in annual stock taking

Enquiries: Ms Rosida Pelema 061-283 3181 OR Ms Ester Shindinge at 061-283 3170

DIRECTORATE : ADMINISTRATION AND GENERAL SERVICES**DIVISION: GENERAL SERVICES****SUBDIVISION : AUXILIARY SERVICES (Registry)**

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

Minimum requirement: An appropriate National Diploma or Equivalent qualification on NQF Level 6 plus 5 years' appropriate working experience

Additional requirements: National Diploma or Equivalent qualification in Records and Archive Management

Key responsibilities:

- Supervise Senior Administrative Officers in Main Registry
- Assist the Control Administrative Officer to oversee the management of Electronic and/or paper-based information
- Advice on the design, development and update Filing System

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- Advise the Ministry on the review of the File Plan
- Establish retention and disposal schedules
- Assist the Supervisor in the development of Records Management guidelines in the Ministry
- Train staff on record management
- Ensure correct classification and indexing of records
- Complete Performance Agreements and conduct performance reviews and appraisals of staff members
- Any other lawful duties

NB: Candidates with disabilities who meet the requirements are strongly encouraged to apply.

Enquiries: Ms Ester Shindinge at 061-283 OR Mr. Johannes Kaushungwa Embula 061-283 3148

**OFFICE: EXECUTIVE DIRECTOR
SUBDIVISION: INTERNAL AUDIT**

Post Designation	:	Internal Auditor Grade 8
2xPosts	:	Head Office (Windhoek)
Scale of salary	:	N\$ 238, 825 –N\$ 285, 420
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 Level 7 plus three (3) years' appropriate experience. Confirmation of probation is subject to the issuing of a certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance on the advice of the Deputy Director: Internal Auditing of the Ministry of Finance.

The Key responsibilities:

To provide independent appraisal function to examine and evaluate the Ministry operations and systems, as a service to the Ministry toward accomplishing its objectives in accordance with its policies, procedures, systems and strategy plans. To (through the audit process) provide relevant information to assist management with corrective action and decision-making.

Enquiries: Ms. Ester N. Shindinge, Tel No. 283 3170 OR Ms. Monika Lyambezi, Tel No. 061-2833122

Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to the following address:

The Executive Director
Ministry of Gender Equality and Child Welfare
Private Bag 13359
WINDHOEK

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Or hand delivery at:
The Human Resource Office
Ministry of Gender Equality and Child Welfare
2111 Juvenis Building, Independence Avenue

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: KUNENE REGION

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OPUWO, OUTJO & SECTION: PRIMARY HEALTH CARE & NURSING SERVICES

Post Designation	:	Registered Nurse Grade 8
7xPosts	:	1x Clinic Ombombo
	:	1x Otjokave Clinics
	:	1x Clinic Erwee
	:	1x Clinic Bersig
	:	1x Clinic Fransfontein
	:	PHC Outreach Service
	:	2x Outjo Hospital
2xPosts	:	Nursing Services
	:	1x Outjo Hospital
	:	1x Khorixas Hospital
1xPost	:	Subsection HIV/AIDS
	:	1x Khorixas Hospital
2xPosts	:	Subsection Inpatients & Outpatients
	:	2x Khorixas Hospital
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per Annum
Remoteness Allowance	:	N\$ 21, 000 per annum (Clinic Ombombo & Bersig)
	:	N\$ 13, 800 per annum (Otjokave Clinic)
	:	N\$ 9, 000 per annum (Clinic Orwee and Fransfontein)

Minimum Requirement: Registration as a Registered Nurse with the Nursing Council of Namibia.

Enquiries: Ms. K. Tjiveze Tel: 065 272858, Mr. W. Tjiumbua Tel: 065 272843 or Mr. L.P. Nghinamhito Tel: 065 272 823

DIRECTORATE: KUNENE REGION

SUBSECTION: INPATIENT SECTION: NURSING SERVICES

Post Designation	:	Enrolled Nurse Grade 10
1xPost	:	Opuwo
Salary Scale	:	N\$ 159,505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per Annum

Minimum Requirement: Registration as an Enrolled Nurse with the Nursing Council of Namibia.

Enquiries: Ms. K. Tjiveze Tel: 065 272858, or Mr. L.P. Nghinamhito Tel: 065 272 823

DIRECTORATE: KUNENE REGION
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES:
SUBDIVISION: DISTRICT HOSPITAL OUTJO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PHARMACEUTICAL & CLINICAL SUPPORT SERVICES

Post Designation : Pharmacist Assistant Grade 10
1xPost : Outjo
Salary Scale : N\$ 159,505 –N\$ 191, 312
Transport Allowance : N\$ 10, 512 per annum
Housing Allowance : N\$ 13, 944.00 per annum

Minimum Requirements: Appropriate registration as a Pharmacist with the Pharmacy Council of Namibia

Enquiries: Mr. Tangi N. Angula Tel: 065 272 823 or Mr. L.P. Nghinamhito Tel: 065 272 823

DIRECTORATE: KUNENE REGION
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES: OPUWO
SUBDIVISION: DISTRICT HEALTH AND SOCIAL SERVICES
SECTION: OPUWO

Post Designation : Senior Medical Officer Grade 4
3xPosts : 1x Opuwo
: 1x Khorixas
: 1x Outjo
Salary Scale : N\$ 517, 195 – N\$ 543, 728
Motor Vehicle Allowance : N\$ 110, 917 per annum
Housing Benefit : N\$ 121, 560 per annum
Fixed Overtime : N\$ 258, 600 per annum

Minimum Requirements: Registration as a Medical Officer with the Medical (HPCNA). Candidates should have three (3) years appropriate experience as Medical Officer and Driving license.

NB. The post of Opuwo will be filled with effect from 01 January 2026, for Outjo will be filled with effect from 16 January 2026 and Khorixas will be filled effect from 01 December 2025.

Enquiries: Dr. M. Barongo Tel: 065 272 855 or Mr. L.P. Nghinamhito Tel: 065 272 823

Address:
The Regional Director
Ministry of Health and Social Services (MoHSS)
Directorate: Kunene Region
Private Bag 3003
Opuwo

Or

Hand deliver to Human Resource Office (Regional Office)

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PHARMACEUTICAL SERVICES**

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

Minimum Requirements: Registration as Pharmacist with the Health Professional Council of Namibia plus three (3) years' work experience. B Pharm Degree or equivalent on NQF Level 8. A valid HPCNA registration Certificate and maintenance registration card (proof must be provided). Candidate in the Public Service must be confirmed as Pharmacist Grade 7. Copy of confirmation of probation must be attached.

Additional Requirements: Master Degree in Clinical Pharmacy on NQF Level 9. Candidate with working experience, practicing as ward based Clinical Pharmacist in Public Health facilities especially referral hospital have an additional advantage.

Enquiries: Dr. N. T. Amagulu, Tel 061-203 4004 / Dr. F. M. Shiweda, Tel 061-203 4005.

NB: all supporting documents (ID, Passport and Qualification) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation.

Staff members in the Public Service must have completed their probation successfully and may only compete for vacancies which are on the next higher grade/post level.

Please note: Application (forms 156043 and 156094 can be obtained at all Government offices) must be fully completed accompanied by Compressive Curriculum Vitae, certified copies of educational qualifications must be submitted to the following address:

**Address:
The Medical Superintendent
Intermediate Hospital Katutura
Private Bag 13215
Windhoek**

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: MEDICAL SERVICES
SECTION: SURGICAL AND TRAUMA INTENSIVE CARE UNIT (ANAESTHESIOLOGY)

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

Minimum Requirements: Registration with the Health Professional Council of Namibia as a Medical Practitioner. Proof of maintenance of registration with the Health Professional Council of Namibia for 2025/2026. Plus an Approximately appropriate **one (1) year experience in Critical Care Unit** plus Certificates obtained in Basic Life Support (BLS), Advanced Cardiovascular Life Support (ACLS) or Paediatric Advance Life Support (PALS)

Enquiries: Dr L Nanyalo, tel: 061-203 33117.

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: MEDICAL SERVICES
SECTION: INTERNAL MEDICINE DEPARTMENT

Post designation	:	Medical Officer Grade 5
1xPost	:	Windhoek
Scale of Salary	:	N\$ 432, 601 –N\$ 51, 195
Salary Notches	:	N\$ 432, 601 per annum
Motor Vehicle Allowance	:	N\$ 85,063 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Fixed Overtime	:	N\$ 231,513 per annum

Minimum Requirements: Registration with the Health Professional Council of Namibia as a Medical Practitioner. Proof of maintenance of registration with the Health Professional Council of Namibia for 2025/2026 Plus an Approximately appropriate **one (1) year experience in Internal Medicine or Emergency Medical Services.**

Enquiries: Dr M. Josef, Tel: 061-203 3099.

Applications must be completed on form 156043 (obtainable at all Government offices) as well as a comprehensive curriculum vitae and should be accompanied by
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originally certified copies of educational qualifications, Identity document and detailed CV. All foreign qualifications must be submitted together with evaluation of qualifications 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.

Applications must be addressed to

**The Human Resource Management
P/Bag 13295, Windhoek Central Hospital
Windhoek**

Or hand delivery at:

**The Human Resource Management Office
Basement, Windhoek Central Hospital.**

**DIRECTORATE: OMUSATI REGION
DIVISION: GENERAL AND FACILITIES MANAGEMENT
SUBDIVISION: HEALTH INFORMATION AND RESEARCH**

Post Designation	:	Chief Health Programme Officer Grade 6
1xpost	:	HIR-RMT
Salary Scale	:	N\$ 354 883-424 119
Salary Notch	:	N\$ 354 883 p.a
Housing Allowance	:	N\$ 17 424.00 p.a
Transport Allowance	:	N\$ 10 512.00 p.a

Minimum Requirement: An appropriate B-degree or equivalent qualification on NQF L 7.

Additional Requirement: B-degree or Master in Applied Epidemiology and Lab Management, Registered with the Health Professional Council of Namibia (HPCNA) plus three (3) years appropriate experience. The candidate should have a basic understanding on Disease Surveillance System and Outbreak response activities, computer literate and a valid driver's License.

**DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI**

Post Designation	:	Senior Medical Officer Grade 4
1X Post	:	Outapi
Salary Scale	:	N\$ 517 195-543 728
Salary Notch	:	N\$ 517 195 p.a
Housing Allowance	:	N\$ 17 424.00
Fixed Overtime	:	N\$ 278 643 p.a
Capital Costs	:	N\$ 83 106.00 p.a

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Running Costs : N\$ 27 811.00 p.a

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

Applicants should note the following:

- Candidacy is not limited to the Public Servants only and preferences will be given to Namibian Nationals,
- **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 testimonial, certificate of service from former and current employer in respect of work experience.**
- **All foreign qualifications must be submitted with an evaluation of qualification from the Namibia Qualification Authority (NQA).**
- **Failure to complete all items on the Application Form for Employment and not attaching the required documents will disqualify the application. Any part of the application form that do not apply to you please indicate as such by writing N/A**
- **Please, take note that only shortlisted candidates will be contacted, and no personal documents will be returned.**
- Application form for employment No 156043 and Health Questionnaire form 156094 (obtained from any Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational Qualifications as well as academic records, identity document and certificate of service or testimonials (if any) must be addressed to:

Forward application to:

The Regional Director
Ministry of Health and Social Services
Omusati Region
Private Bag 504, Outapi.

Hand delivery

Hospital Premises, Outapi
Tsandi Road

Enquiries: Ms. Maria Magdalena L. Antsino, Tel: 065 – 251809 or Ms. Monika Shilunga, Tel: 065 – 251812.

**DIRECTORATE: OSHIKOTO REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES
SUBDIVISION: DISTRICT HOSPITAL TSUMEB**

Post Designation	:	Senior Medical Officer Grade 4
1xPost	:	Tsumeb
Salary Scale	:	N\$ 517, 195 –N\$ 543, 728
Motor Vehicle Allowance		
Capital cost	:	N\$ 83, 106 per annum,
Running cost	:	N\$ 27,811 per annum.
Total cost	:	N\$ 110,971 per annum.
Housing Allowance	:	N\$ 121, 560 per annum
Fixed Overtime	:	N\$ 258, 600 per annum

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Minimum Requirements: Registration as a Medical Practitioner with the Health Professional Council of Namibia.

Additional Requirement: Three (3) years appropriate experience.

Expected date assumption of duty: 01 March 2026

**DIRECTORATE: OSHIKOTO REGION
DIVISION: REHABILITATION AND SOCIAL WELFARE SERVICES
SUBDIVISION: REHABILITATION SERVICES**

Post Designation	:	Senior Physiotherapist 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: A degree in Physiotherapist, Registration as a Physiotherapist with the Health Professional Council of Namibia.

Additional Requirement: Three (3) years appropriate experience.

Expected date assumption of duty: 01 February 2026

**DIRECTORATE: OSHIKOTO REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES
SUBDIVISION: DISTRICT HOSPITAL OMUTHIYA
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PHARMACEUTICAL SERVICES**

Post Designation	:	Pharmacist Grade 7
1xPost	:	Omuthiya
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Transport Allowance	:	N\$ 10, 520 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Fixed	:	N\$ 155, 769 per annum

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

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

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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 Regional 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: OHANGWENA
DIVISION: REHABILITATION AND SWS
SUBDIVISION: REHABILITATION

Post Designation	:	Senior Physiotherapist Grade 6
1xPost	:	Regional Management Team (Eenhana)
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 520 per annum

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

Additional Requirement: Preference will be given to Namibian citizens who meet the appointment requirements for the post.

Enquiries: Mr Robert Nandjila or Mr Lazarus David Amuthenu, tel 065 263 260

Address:

Regional Director
MOHSS
Directorate: Ohangwena Region
Private Bag 88006
Eenhana

Or

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation	:	Senior Medical Officer Grade 4 (Orthopedic)
1xPost	:	Katima Mulilo
Salary Scale	:	N\$ 517, 195 –N\$ 543, 728
Motor Vehicle Allowance		
Capital Cost	:	N\$ 83, 106 per annum
Running Cost	:	N\$ 27, 811 per annum
Housing benefit	:	N\$ 121, 560 per annum
Fixed overtime	:	N\$ 258, 600 per annum

Minimum Requirements: Medical Degree and Registration as Medical Officer with Medical and Dental Council of Namibian plus three (3) years appropriate experience. The candidate should have worked in general surgery / orthopedic for at least two (2) years. Confirmation of probation letter must be attached where applicable.

SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation	:	Senior Medical Officer Grade 4 (Internal Medicine)
1xPost	:	Katima Mulilo District Hospital
Salary Scale	:	N\$ 517, 195 –N\$ 543, 728
Motor Vehicle Allowance		
Capital Cost	:	N\$ 83, 106 per annum
Running Cost	:	N\$ 27, 811 per annum
Housing benefit	:	N\$ 121, 560 per annum
Fixed overtime	:	N\$ 258, 600 per annum

Minimum Requirements: Medical Degree and Registration as Medical Officer with Medical and Dental Council of Namibian plus three (3) years appropriate experience. The candidate should have worked in internal medicine for at least two (2) years. Confirmation of probation letter must be attached where applicable.

SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: PHARMACEUTICAL SERVICES

Post Designation	:	Pharmacist Grade 6
1xPost	:	Katima Mulilo District Hospital
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 Requirement: Registration as Pharmacist with the Health Professional Council of Namibia plus six (3) years appropriate experience.

SECTION: NURSING SERVICES

Post Designation : Registered Nurse Grade 8
3xPosts : Katima Mulilo District Hospital
Salary Scale : N\$ 238, 825 –N\$ 285, 420
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: Registration as Registered Nurse with the Health Professional Council of Namibia. Candidates should have worked in ICU, Theatre and Casualty for at least two (2) years.

SECTION: NURSING SERVICES SUBSECTION: OUTPATIENTS & CASUALTY UNIT: EYE CARE

Post Designation : Ophthalmic Clinical Officer Grade 8
2xPosts : Katima Mulilo District Hospital
Salary Scale : N\$ 238, 825 –N\$ 285, 420
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirement: Registration as Ophthalmic Clinical Officer with the Health Professional Council of Namibia.

SUBSECTION: DENTAL SERVICES

Post Designation : Dental Therapist Grade 8
2xPosts : Katima Mulilo District Hospital
Salary Scale : N\$ 238, 825 –N\$ 285, 420
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirement: Registration as Dental Therapist with the Health Professional Council of Namibia.

SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES UNIT: MEDICAL SOCIAL WORK SERVICES

Post Designation : Social Worker Grade 8
1xPost : Katima Mulilo District Hospital

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Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirement: Registration as Social Worker with the Health Professional Council of Namibia.

Enquiries: Dr. Hellen Bainga / Ms. Jannety Chilinda Tel: 066 - 251400

Government application forms (156043) obtainable at all Government offices should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) and should be hand delivered at HRM Offices, District building or couriered to:

**The Regional Director
Zambezi Health Directorate
Private Bag 1081
Katima Mulilo**

**DIVISION PLANNING AND INSTITUTIONAL DEVELOPMENT
SUBDIVISION HUMAN RESOURCES
SECTION HUMAN RESOURCES DEVELOPMENT**

Post Designation	:	Health Programme Officer Grade 7
1xPost	:	Katima Mulilo (Regional Office)
Salary Scale	:	N\$ 291,128 – N\$ 347, 926
Housing Allowance	:	N\$ 17,424.00 per annum
Transport Allowance	:	N\$ 10,512.00 per annum

Minimum requirements: An appropriate Bachelor's Degree or equivalent qualification on NQF Level 7 plus approximately three (3) years appropriate experience in the field of Human Resources Development or Management. Confirmation of Probation should be attached.

DUTIES AND RESPONSIBILITIES ON THE KEY PERFORMANCE AREAS:

- Recommends, designs, develop, and implements innovative learning and development programmes that support the full employment lifecycle, including career development, succession planning, and management and leadership development,
- Assesses needs, analyses gaps, researches best practices, and partners with other human resources staff and management to identify, develop and implement innovative leaning and development programmes.
- Develop and implement programme processes and procedures, maintains records and tracks outcomes.
- Utilizes adult learning theory to provide customized leaning opportunities.
- Continually monitors and evaluates effectiveness of programmes and makes needed adjustments.

- Coordinates learning and development programme activities including forming committees, scheduling, event logistics and supplier relations.
 - Develops integrated talent /performance/learning reports, dashboards and portals in support of the learning.
 - Serves as the data custodian for the region.
 - Identifies, develops and offers training in the use of online resources and technologies to support organizational development.
 - Maintains technical expertise and knowledge of best practices in educational trends, changes and developments, and service strategies.
 - Recommends new approaches, modifications or changes that will improve efficiency and/or effectiveness.
 - Ensures programmes are accessible and coordinates with regional and district management as needed.
 - Performs other related duties as assigned to support overall organization and employee development initiatives.
 - Participate in the development of budget, policies, and procedures.
 - Participate in the development and review HRD training policies, plans strategies and guidelines.
-

**DIVISION GENERAL AND FACILITY MANAGEMENT
SUBDIVISION HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION PHYSICAL FACILITY MANAGEMENT**

Post designation	:	Chief Works Inspector Grade 7 (CIVIL)
1xPost	:	Katima Mulilo
Salary Scale	:	N\$ 291,128 – N\$ 347,926
Housing Allowance	:	N\$ 17,424.00 per annum
Transport Allowance	:	N\$ 10,512.00 per annum

Minimum requirements: An appropriate National Diploma or Equipment qualification on NQF L6 or an appropriate experience.

OR

An appropriate N3 (or Equivalent qualification) plus a completed apprenticeship or the passing of a Trade Test plus 4 years appropriate experience.

OR

An appropriate N1 (or Equivalent qualification) plus a completed apprenticeship or the passing of a Trade Test plus 6 years appropriate experience.

Additional requirements: The applicants should be in possession of a valid driver's license. Confirmation of probation as a Senior Works Inspector Grade 8 should be attached.

**DIVISION PUBLIC & ENVIRONMENTAL HEALTH
SUBDIVISION PORT/BORDER HEALTH SERVICES**

Post Designation:	Environmental Health Practitioner Grade 8
1x Post	Katima Mulilo (Ngoma Border Post)
Salary Scale	: N\$ 238 825 – N\$ 285 420
Housing Allowance	: N\$ 17,424.00 per annum
Transport Allowance	: N\$ 10,512.00 per annum
Remoteness Allowance	: N\$ 21,000 per annum

Minimum requirements: Registration as Environmental Health Practitioner with the Health Professions Council of Namibia plus 3 years appropriate experience.

Additional Requirements: Applicants in the Public Service should attach a confirmation of probation.

**DIVISION GENERAL SUPPORT SERVICES
SUBDIVISION LOGISTICS AND FACILITIES MANAGEMENT**

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Katima Mulilo Regional Office
Salary Scale	:	N\$ 159 505 - 191 312 per annum
Housing Allowance	:	N\$ 13,944.00 per annum
Transport Allowance	:	N\$ 10,512.00 per annum

Minimum Requirements: An appropriate National Diploma (NQF Level 6) plus 1 year appropriate experience OR a Grade 12 certificate (NQF Level 3) plus 3 years appropriate experience in transport management.

Additional Requirements:

- A valid code B Driver's License

Main duties and responsibilities:

- Supervise fleet management operations.
 - Implement and maintain the Transport Policy.
 - Ensure that all keys and vehicles are kept at safe places.
 - Receive, investigate and process accident reports.
 - Responsible for maintenance, service and repair of vehicles.
 - Analyze bank fleet management reports, bank statements and fuel vouchers.
 - Compile monthly vehicle reports.
 - Compile vehicle specification to the Regional Tender Board Secretariat.
 - Carry out inspections of vehicles.
 - Ensure that all vehicles are kept clean and maintained.
 - Serve as a Secretariat on the Fleet Management Committee.
 - Prepare submissions to Fleet Management Committee for the disposal of vehicles, tires, batteries, etc in accordance with Treasury Instructions.
 - Provide training to subordinates.
 - Ensure that all vehicles are roadworthy and are registered.
 - Carry out regular inspections on the correctness of logbooks and trip authority.
 - In charge of the maintenance of the buildings, grounds and parking facilities in the hospital.
 - Report all disciplinary matters to the Chief Administrative Officer
 - Assist staff in completion of leave application forms and forwarding to the Chief Administrative Officer.
 - Assist staff in completing overtime forms before processed.
 - Carry out any other official duties assigned from time to time.
-

DIVISION REHABILITATION & SOCIAL WELFARE SERVICES

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SUBDIVISION REHABILITATION SERVICES

Post Designation	:	Senior Physiotherapist Grade 6
1x Post	:	Katima Mulilo Regional Office
Salary Scale	:	N\$ 354 883 – 424 119 per annum
Housing Allowance	:	N\$ 17,424.00 per annum
Transport Allowance	:	N\$ 10,512.00 per annum

Minimum Requirements: Registration as a Physiotherapist with the Health Professional Council of Namibia plus 4 years' experience.

Qualifications obtained outside Namibia must be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service must 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 must be made on the Government employment application forms (156043) and (156094) must be hand delivered at HRM offices, RMT building or addressed to:

The Director, Zambezi Health Directorate, Private Bag 1081, Katima Mulilo.

Enquiries: Mr. Woita Kapumburu, Regional Director, Ms. Esnard Matongo, Chief Human Resources Practitioner, Tel: 066 – 251475

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

DIRECTORATE: AUDIOVISUAL MEDIA, COPYRIGHT SERVICES & REGIONAL OFFICES
DIVISION: AUDIOVISUAL PRODUCTION AND COPYRIGHT SERVICES
SUBDIVISION: AUDIOVISUAL PRODUCTION AND ENGINEERING SERVICES
SECTION: AUDIOVISUAL PRODUCTION

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

Minimum Requirements: An appropriate B-degree qualification on NQF L7 in Journalism and Media Studies plus 3 years' appropriate experience.

Additional requirement: Preference will be given to candidates with experience in Motion Graphics and Animation, Streaming, Video Editing and Design.

Candidates will be subjected to a practical test.

Enquiries: Mr. Goderich Sikwana Tel: 061 283 9111. OR Mr. Edward Ndjamba, Tel. 061 283 2385

DIRECTORATE: AUDIOVISUAL MEDIA, COPYRIGHT SERVICES & REGIONAL OFFICES
DIVISION: AUDIOVISUAL PRODUCTION AND COPYRIGHT SERVICES
SUBDIVISION: AUDIOVISUAL PRODUCTION AND ENGINEERING SERVICES
SECTION: PA SYSTEM MANAGEMENT

Post Designation : Engineering Technician Grade 9
1xPost : Windhoek (Head Office)
Salary Scale : N\$ 195, 216 –N\$234, 144
Housing allowance : N\$ 13,944 per annum
Transport allowance : N\$ 10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification in sound or music on NQF L6 OR Registration as Engineering Technician at the Engineering Council of Namibia.

Candidates will be subjected to a practical test.

Enquiries: Mr. Goderich Sikwana Tel: 061 283 9111. OR Mr. Edward Ndjamba, Tel. 061 283 2385

DIRECTORATE: AUDIOVISUAL MEDIA, COPYRIGHT SERVICES & REGIONAL OFFICES
DIVISION: AUDIOVISUAL PRODUCTION AND COPYRIGHT SERVICES
SUBDIVISION: AUDIOVISUAL PRODUCTION & REGIONAL OFFICES
SECTION: OMUSATI REGIONAL OFFICE

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Post Designation : Information Officer Grade 8
1x Post : Outapi
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 B-Degree qualification on NQF L7 in Journalism, Media Studies or Mass Communication. **Candidates will be subjected to a written test.**

Note should be taken that this post is under a delegated function in Omusati Regional Council and therefore, the person should be prepared to be seconded to Omusati Regional Council upon appointment and at a later stage to be devolved into that Regional Council.

Enquiries: Mr. Donatus Kaimbi, Tel. 065 251 033 OR Mr. Edward Ndjamba, Tel. 061 283 2385

DIRECTORATE: AUDIOVISUAL MEDIA, COPYRIGHT SERVICES & REGIONAL OFFICES
DIVISION: AUDIOVISUAL PRODUCTION AND COPYRIGHT SERVICES
SUBDIVISION: AUDIOVISUAL PRODUCTION & REGIONAL OFFICES
SECTION: HARDAP REGIONAL OFFICE

Post Designation : Media Officer Grade 8
1x Post : Mariental
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 B-Degree qualification on NQF L7 in Journalism, Media Studies or Mass Communication. **Candidates will be subjected to a written test.**

Note should be taken that this post is under a delegated function in Hardap Regional Council and therefore, the person should be prepared to be seconded to Hardap Regional Council upon appointment and at a later stage to be devolved into that Regional Council.

Enquiries: Ms. Treasure Tjizera, Tel. 063 242 830 OR Mr. Edward Ndjamba, Tel. 061 283 2385

DIRECTORATE: AUDIOVISUAL MEDIA, COPYRIGHT SERVICES & REGIONAL OFFICES
DIVISION: AUDIOVISUAL PRODUCTION AND COPYRIGHT SERVICES
SUBDIVISION: AUDIOVISUAL PRODUCTION & REGIONAL OFFICES
SECTION: KAVANGO-EAST REGIONAL OFFICE

Post Designation : Engineering Technician Grade 9 (**Re-Advertisement**)

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1xPost	:	Rundu
Salary Scale	:	N\$ 195, 216 –N\$234, 144
Housing allowance	:	N\$ 13,944 per annum
Transport allowance	:	N\$ 10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification in sound or music on NQF L6 OR Registration as Engineering Technician at the Engineering Council of Namibia. **Candidates will be subjected to a practical test.**

Note should be taken that this post is under a delegated function in Kavango-East Regional Council and therefore, the person should be prepared to be seconded to Kavango-East Regional Council upon appointment and at a later stage to be devolved into that Regional Council.

Enquiries: Ms. Menette Hiyavali, Tel. 066-255 021 OR Mr. Edward Ndjamba, Tel. 061 283 2385

**DIRECTORATE: PRINT MEDIA AFFAIRS
DIVISION: PRODUCTION
SUBDIVISION: PUBLICATION
SECTION: REGULAR PUBLICATION**

Post Designation	:	Senior Artist Grade 9
1xPost	:	Windhoek
Scale of Salary	:	N\$ 195, 216– N\$ 234, 144
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A Grade 12 (or equivalent) Certificate on NQF L3 with 20 points in five subjects and E symbol in English plus 3 years' appropriate experience in graphic design. **Candidates will be subjected to a practical test.**

**DIRECTORATE: INFORMATION AND COMMUNICATION TECHNOLOGY DEVELOPMENT
DIVISION: INFORMATION TECHNOLOGY INFRASTRUCTURE DEVELOPMENT**

Post Designation	:	Senior Engineering Technician Grade 8
1xPost	:	Windhoek
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 on NQF L6 in Electronic Engineering Telecommunication, Mobile Communication Engineering, Computer Science majoring in Communication Networks, OR Registration as Engineering Technician at the Engineering Council of Namibia.

Additional Requirement: Preference will be given to candidates with Bachelor Degree on NQF 7 in the following specialties: Electronic Engineering Telecommunication,

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Mobile Communication Engineering, and Computer Science majoring in Communication Networks.

Main Duties

- Provide technical support in ICT infrastructure planning, designing, implementation, monitoring and coordination;
- Conduct technical research and analyses with regard to ICT infrastructure roll-out and coverage to identify gaps in existing coverage;
- Recommend to operators on infrastructure sharing, co-location and leasing to encourage optimum utilization of existing infrastructures;
- Compile and provide specifications and determine the technical viability of ICT projects and programs;
- Conduct research on advances and development of the Communications Technologies and trends;
- Monitor and advise on frequency spectrum usage in the ICT sector;
- Conduct periodic spot check on Electro Magnetic Field (EMF) emission levels from communications equipment including masts;
- Supervise, monitor, and evaluate the implementation of licensing and regulatory frameworks spectrum;
- Coordinate the implementation of the Environmental Management Act and ensure compliance to its regulations and guidelines;

Enquiries: Mr. Fillemon Johannes, Tel. 061 283 2687 OR Mr. Edward Ndjamba, Tel. 061 283 2385

Note: All applications should be done on Form 156043, (obtained at any government office) and accompanied by a comprehensive CV and original certified copies of qualification (s) and ID by the Namibian Police. All foreign obtained qualification (s) must be accompanied by an evaluation from the Namibia Qualification Authority (NQA). Candidates within the Public Service must attach proof of probation confirmation letter on the current position. **Proof of experience (testimonials or certificate of service bearing an official stamp) must be attached. Failure to submit all required document(s) will automatically disqualify the applicant.**

NB: In terms of Affirmative Action Plan, qualifying women and persons with disabilities are encouraged to apply.

The application forms must be addressed to:

The Executive Director

Ministry of Information and Communication Technology

Private Bag 13344

Windhoek.

OR HAND DELIVERY AT:

The Human Resources Office

301, Trust Building, 2nd floor,

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Independence Avenue, Windhoek

Enquiries: Mr. Edward Ndjamba, Tel. 061 283 2385

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND INFORMATION
TECHNOLOGY

DIVISION: ADMINISTRATION AND SUPPORT SERVICES

SUBDIVISION: AUXILIARY SERVICES

Post designation	:	Private Secretary 9
1xPost	:	Windhoek
Salary Scale	:	N\$195, 216-N\$ 234, 144
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6

Additional Requirements: Preference will be given to applicants with National Diploma on NQF L6 in Office Administration or/and equivalent. An applicant with good knowledge of MS Office (Word, Excel, Outlook, PowerPoint,) have an added advantage.

Main Duties:

- Managing Office of the Director on daily basis.
- Follow up on action items for Director, schedule and coordinate appointments
- Draft letters, emails, and capture important documents for the Director
- Screening and channeling of telephone calls and visitors.
- Updating of diary for the Director and other sources of reference.
- Making appointments, reservations and travelling arrangement.
- Performing of elementary administration work.
- Taking and relaying messages.
- Filing, safekeeping, scanning and handling incoming and outgoing correspondence.
- Performing of any other duties assigned from time to time by the Director.
- The incumbent will at all times familiarize him/her with the rules, regulations, policies and
- Relevant Acts that has bearing on his/her operation and specifically on his/her duties.
- This will include liaising with departments/directorates within the Ministry and other Offices, Ministries and Agencies

Enquiries: Mr Ericksson Hailaula, Telephone: 061-297 5105

NOTES TO CANDIDATES:

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**

- 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 and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
- The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK**

OR

**Hand delivers to:
Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street**

MINISTRY OF WORKS AND TRANSPORT

DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation	:	Security Operations Officer Grade 8
1 x Post	:	Windhoek
Scale of Salary	:	N\$ 238, 825 –N\$ 285,420
Housing allowance	:	N\$ 17, 424.00 per annum
Transport allowance	:	N\$ 10, 512.00 per annum

Minimum requirements: A National Diploma or equivalent qualification on NQF Level 6 in Security Management **OR** Police Science **OR** Correctional Service **OR** Military Science plus approximately six (6) years appropriate experience.

General Requirements: An appointment in this Job Category, irrespective of the functional level, is subject to vetting. Completed police, military, correctional services or security management basic training, irrespective of the functional level. Confirmation of probation is subject to the successful completion of the following training by Namibia Central Intelligence Services (NCIS): Advance Security Awareness training for the 2nd entry post to the 2nd promotion post.

Enquiries: Mr. Johannes Nantinda: +264 81 2735413/Ms. H Nghidileko: +264 61-208 8109

DEPARTMENT OF ADMINISTRATION AND CENTRALISED SUPPORT SERVICES DIRECTORATE OF ADMINISTRATION DIVISION: HUMAN RESOURCES

Post Designation	:	Learning and Development Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Housing allowance	:	N\$ 17, 424.00 per annum
Transport allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An appropriate Diploma on NQF L6 in Human Resource Management.

Additional requirements: Sound knowledge in Performance Management System and a valid driver's License will be an added advantage

Enquiries: Ms. Z Kwenani: +264 61-208 8438/Ms. H Nghidileko: +264 61-208 8109

DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES DIRECTORATE OF ADMINISTRATION DIVISION: FINANCE SUBDIVISION: ACCOUNTING, INCOME AND BUDGET CONTROL SECTION: BUDGETING AND CONTROL

Post Designation	:	Senior Accountant Grade 7
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PSM CIRCULAR NO. E OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 16 JUNE 2025, CLOSING DATE 11 JULY 2025

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

Minimum Requirement: An appropriate Diploma or equivalent qualification on NQF L6 majoring in Accounting plus (five) 5 years appropriate experience.

Additional Requirements: A B-Degree or equivalent qualification (NQF L7) majoring in Accounting will serve as an added advantage. Experience in Ministerial Payroll, DSA, Accounts Payable, Accounts Receivable and Budget processing with extensive knowledge of Integrated Financial Management System (IFMS) modules. Taxation, Auditing and data management skills will be an added advantage. Computer Literacy and a valid Driver's License will serve as an added advantage.

Enquiries: Ms. J N Reynecke: +264 61-208 8309/ Ms. H Nghidileko: +264 61-208 8109

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF ADMINISTRATION
DIVISION: MANAGEMENT SUPPORT AND AUXILIARY SERVICES
SUBDIVISION: OFFICE SERVICES
SECTION: SECRETARIATE**

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

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

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Ms. A David: +264 61 – 208 8432/Ms. V Bock: +264 61-208 8123

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF ADMINISTRATION
DIVISION MANAGEMENT SUPPORT AND AUXILIARY SERVICES
SUBDIVISION OFFICE SERVICES
SECTION TYPING**

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

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

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

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Ms. A David: +264 61 – 208 8432/Ms. V Bock: +264 61-208 8123

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF ADMINISTRATION
DIVISION MANAGEMENT SUPPORT AND AUXILIARY SERVICES
SUBDIVISION OFFICE SERVICES
SECTION INTERNAL MINISTERIAL TRANSPORT**

Post Designation	:	Chief Administrative Officer Grade 8
1 x Post	:	Windhoek
Scale of Salary	:	N\$ 238, 825 –N\$ 285, 420
Housing allowance	:	N\$ 17, 424.00 per annum
Transport allowance	:	N\$ 10, 512.00 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus 3-year appropriate experience.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Ms. W Kazekondjo: +264 61 – 208 8433/Ms. V Bock: +264 61-208 8123

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF ADMINISTRATION
DIVISION: MANAGEMENT SUPPORT AND AUXILLIARY SERVICES
SUBDIVISION: SUPPORT SERVICES
SECTION: CLEANING SERVICES**

Post Designation	:	Senior Cleaner Grade 14
1x Post	:	Windhoek
Scale of Salary	:	N\$ 63, 522 –N\$ 80, 439
Housing allowance	:	N\$ 10, 452.00 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: None

Enquiries: Mr. W Kazekondjo: +264 61 – 208 8433/Ms. V Bock: +264 61-208 8123

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF ADMINISTRATION
DIVISION: MANAGEMENT SUPPORT AND AUXILLIARY SERVICES**

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

**SUBDIVISION: SUPPORT SERVICES
SECTION: CLEANING SERVICES**

Post Designation	:	Caretaker Grade 14
1x Post	:	Windhoek
Scale of Salary	:	N\$ 63, 522 –N\$ 80, 439
Housing allowance	:	N\$ 10, 452.00 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: None

Enquiries: Mr. W Kazekondjo: +264 61 – 208 8433/Ms. V Bock: +264 61-208 8123

**DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE
DIVISION: FIXED ASSET MANAGEMENT
SUBDIVISION: CONTRACT ADMINISTRATION
SECTION: CONTRACT ADMINISTRATION**

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek
Scale of Salary	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 6-year appropriate experience.

Additional requirements: A B-Degree or equivalent qualification (NQF Level 6) in Property Studies **OR** Land Management or Administration **OR** Contract Management **OR** Real Estate, and a valid driver's license will be added advantages.

Key job competencies and skills required:

To handle all correspondence from and to Offices/Ministries and the private sector concerning office accommodation needs, applications, extension of leases/lettings, dates, rental tariffs and conditions of leases/lettings and allocation of office accommodation. To update regularly lease and letting control index cards, as well as lists of leases on rented buildings or letting of Government property and renting of residential accommodation for Government officials entitled to designated housing. To draft and timeous compile submissions on leases and lettings of Government properties. The drafting of lease agreements on leases and lettings and scrutinizing of these contracts provided by the private sector itself.

Enquiries: Ms. E Hilokwah: +264 61- 208 8518/Ms. S Kalukolo: +264 61-208 8113

**DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE
DIVISION: FIXED ASSET MANAGEMENT**

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

**SUBDIVISION: CONTRACT ADMINISTRATION
SECTION: INVESTIGATIONS AND ALLOCATIONS**

Post Designation	:	Chief Administrative Officer Grade 8
1 x Post	:	Windhoek
Scale of Salary	:	N\$ 238, 825 –N\$ 285, 420
Housing allowance	:	N\$ 17, 424.00 per annum
Transport allowance	:	N\$ 10, 512.00 per annum

Minimum requirements: A National Diploma or equivalent qualification on NQF Level 6 plus three (3) years appropriate experience.

Additional requirements: A B-Degree or equivalent qualification on NQF Level 7 in Land Management **OR** Property Studies, with relevant experience in Property Management. A valid code B Driver's License will be an added advantage.

Enquiries: Ms. E Hilokwah: +264 61- 208 8518/Ms. S Kalukolo: +264 61-208 8113

**DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE
DIVISION: FIXED ASSET MANAGEMENT
SUBDIVISION: HOUSING
SECTION: INSPECTIONS**

Post Designation	:	Senior Administrative Officer Grade 10
1 x Post	:	Windhoek
Scale of salary	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 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 in land/property management.

Additional requirements: A Diploma or equivalent qualification on NQF Level 6 in Property Studies **OR** Land Management **OR** Contract Management **OR** Real Estate, and a valid driver's license will be added advantages.

Enquiries: Mr. J M Mbangula: +264 61- 208 8527/ Ms. S Kalukolo: +264 61-208 8113

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION: INFORMATION AND TECHNOLOGY**

Post Designation	:	Senior System Administrator Grade 7
1 x Post	:	Windhoek
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Housing allowance	:	N\$17, 424 per annum

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

Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: Bachelor Degree at NQF Level 7 in Computer Science, Management Information System/Business Computer or equivalent with specialisation in Network Administration, with six (6) years appropriate experience.

Additional Requirement: Preference should be given to candidates who demonstrate working experience with Kasperskey, VMware, Fortinet technology and VEEAM backup software.

Enquiries: Ms. M Gideon +264 61-208 8640/Ms. H Nghidileko: +264 61-208 8109

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION: INFORMATION AND TECHNOLOGY**

Post Designation : Chief Computer Technician Grade 9
1 x Post : Windhoek
Scale of Salary : N\$ 195 216 - 234 144
Housing allowance : N\$ 13 944.00 per annum
Transport allowance : N\$ 10 512.00 per annum

Minimum requirements: A National Diploma or equivalent qualification in Information Technology on NQF Level 6

Enquiries: Ms. M Gideon +264 61-208 8640/Ms. H Nghidileko: +264 61-208 8109

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION: INFORMATION AND TECHNOLOGY**

Post Designation : Analyst Programmer Grade 9
1 x Post : Windhoek
Scale of Salary : N\$ 195, 216 –N\$ 234, 144
Housing allowance : N\$ 13, 944.00 per annum
Transport allowance : N\$ 10, 512.00 per annum

Minimum requirements: A Diploma in Programming on NQF L6 (or equivalent).

Additional requirements: The candidates should be able to program in Java and have knowledge and skills of Relational Database Management System (RDBMS) such as MSQl, and PostgreSQL. Programming skills in PHP and C/C will be an added advantage.

Enquiries: Ms. M Gideon +264 61-208 8640/Ms. S Kalukolo: +264 61-208 8113

DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION: CENTRALIZED SERVICES
SUBDIVISION: STOCK PROVISION
SECTION: KEETMANSHOOP WAREHOUSE

Post Designation	:	Chief Administrative Officer Grade 8
1 x Post	:	Keetmanshoop
Scale of Salary	:	N\$ 238, 825 –N\$ 285, 420
Housing allowance	:	N\$ 17, 424.00 per annum
Transport allowance	:	N\$ 10, 512.00 per annum

Minimum requirements: An appropriate National Diploma in Business Administration **OR** Management **OR** Procurement **OR** Logistic **OR** Supply Chain Management **OR** Project Management **OR** Marketing or equivalent qualification (NQF Level 6) plus 3 year appropriate experience.

Additional requirements: A B-Degree or equivalent qualification at NQF L7 in Business Administration **OR** Management **OR** Procurement **OR** Logistic **OR** Supply Chain Management **OR** Project Management **OR** Marketing will be an added advantage, with 5 years appropriate experience in logistics, marketing and supply chain. Must be computer literate.

Enquiries: Ms. A Shoopala: +264 61 – 208 6143/Ms. M H H Uushona: +264 61-208 8143

DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION: CENTRALIZED SERVICES
SUBDIVISION: STOCK PROVISION
SECTION: WINDHOEK WAREHOUSE
SUBSECTION: DISPATCH, CASH SALE AND RECEIVING

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) in Business Administration **OR** Management **OR** Procurement **OR** Logistic **OR** Supply Chain Management **OR** Project Management **OR** Marketing plus 1-year appropriate experience **OR** a Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

Additional requirements: A B-Degree or equivalent qualification at NQF L7 in Business Administration **OR** Management **OR** Procurement **OR** Logistic **OR** Supply Chain Management **OR** Project Management **OR** Marketing will be an added advantage, with 3 years appropriate experience in logistics, marketing and supply chain. Must be computer literate.

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

Enquiries: Ms. A Shoopala: +264 61-208 6143/Ms. M H H Uushona: +264 61-208 8143

DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION: CENTRALIZED SERVICES
SUBDIVISION: STOCK PROVISION
SECTION: RUNDU WAREHOUSE
SUBSECTION: EDUCATIONAL MATERIALS

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) in Business Administration **OR** Management **OR** Procurement **OR** Logistic **OR** Supply Chain Management **OR** Project Management **OR** Marketing plus 1-year appropriate experience **OR** a Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

Additional requirements: A B-Degree or equivalent qualification at NQF L7 in Business Administration **OR** Management **OR** Procurement **OR** Logistic **OR** Supply Chain Management **OR** Project Management **OR** Marketing will be an added advantage, with 3 year appropriate experience in logistics, marketing and supply chain. Must be computer literate.

Enquiries: Ms. A Shoopala: +264 61-208 6143/Ms. M H H Uushona: +264 61-208 8143

DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICE
SUBDIVISION: GARDEN SERVICES
SUBSECTION: HORTICULTURAL SERVICES: MINISTERIAL GARDENS

Post Designation	:	Senior Horticulturist Grade 9
1 x Post	:	Windhoek
Scale of Salary	:	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 for Technicians (or equivalent qualification) on NQF Level 6.

Enquiries: Mr. R S Lutombi: +264 81 1405310/Ms. E Sheya: +264 61-208 8129

DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE

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

DIVISION: TECHNICAL AND MAINTENANCE SERVICE
SUBDIVISION: GARDEN SERVICES
SUBSECTION: HORTICULTURAL SERVICES

Post Designation : Horticulturist Grade 10
1 x Post : Windhoek
Scale of salary : N\$ 159, 505 –N\$ 191, 312
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma for Technicians (or equivalent qualification) on NQF Level 6.

Enquiries: Mr. R S Lutombi: +264 81 1405310/Ms. E Sheya: +264 61-208 8129

DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICE
SUBDIVISION: GARDEN SERVICES
SUBSECTION: HORTICULTURAL SERVICES

Post Designation : Operator Driver Grade 12
1 x Post : Windhoek
Scale of Salary : N\$ 107 753 – 129 240
Housing allowance : N\$ 13 944.00 per annum
Transport allowance : N\$ 10 512.00 per annum

Minimum requirements: Grade 10 or equivalent Certificate (NQF Level 2) with 24 points over 7 subjects including English, with a D symbol in English, and a valid driver's license.

Enquiries: Mr. R S Lutombi: +264 81 1405310/Ms. E Sheya: +264 61-208 8129

DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION: GOVERNMENT GARAGE
SUBSECTION: RUNDU WORKSHOP

Post Designation : Artisan Foreman Grade 9 (Auto/Diesel Mechanic)
1 x Post : Rundu
Scale of Salary : N\$ 195 216 – 234 144
Housing Allowance : N\$ 13 944 per annum
Transport Allowance : N\$ 10 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. N J-W Amakali: +264 81 1241053/Ms. B Kaulinge: +264 61-208 8116

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION: GOVERNMENT GARAGE
SUBDIVISION: PROCUREMENT AND INSPECTION**

Post Designation : Chief Works Inspector Grade 7 (Auto/Diesel Mechanic)
1 x Post : Windhoek
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 National Diploma or equivalent qualification on NQF L6 plus four (4) years appropriate experience **OR** an appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience **OR** an appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus ten (10) years' appropriate experience.

Additional requirements: An appropriate National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus a Certificate Level II plus eight (8) years appropriate experience.

Enquiries: Mr. N J-W Amakali: +264 81 1241053/Ms. M Nailenge: +264 61-208 8116

**DEPARTMENT OF TRANSPORT
DIRECTORATE: TRANSPORTATION POLICY AND REGULATIONS
DIVISION: TRANSPORTATION REGULATIONS**

Post Designation : Control Administrative Officer Grade 6
1 x Post : Windhoek
Scale of salary : N\$ 354, 883 –N\$ 424, 119 per annum
Housing Allowance : N\$ 17,424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: An appropriate Bachelor Degree or equivalent qualification on NQF Level 7 in Commerce **OR** Transport and Logistic **OR** Transport Economics **OR** Economics **OR** Business Administration **OR** Public Administration **OR** Law plus six (6) years appropriate experience.

Enquiries: D Mabengano: +264 61 208 8154/Ms. E Sheya: +264 61-208 8128

**DEPARTMENT OF TRANSPORT
DIRECTORATE: TRANSPORTATION POLICY AND REGULATIONS
DIVISION: TRANSPORTATION LEGISLATION**

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

Post Designation	:	Chief Administrative Officer Grade 8
1 x Post	:	Windhoek
Scale of salary	:	N\$ 238, 825 –N\$ 285,420 per annum
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: National Diploma or equivalent qualification (NQF Level 6) plus three (3) years appropriate experience.

Additional requirements: An appropriate Bachelor's Degree or equivalent qualification on (NQF Level 7) in Law **OR** Business Administration **OR** Public Administration will be an added advantage. Good knowledge, understanding and traceable working experience in Namibia's Transport and transportation policy and legislations. Experience and knowledge in administering, interpretation of and advice on transport legislation and drafting of legislation and prescriptions. Ability and experience in preparation and processing of Cabinet Memoranda in cooperation with relevant stakeholders, concerning transport legislation.

Enquiries: Mr. B M Mate: +264 61 208 8717/ Ms. P Simataa: +264 61-208 8132

**DEPARTMENT OF TRANSPORT
DIRECTORATE: TRANSPORTATION POLICY AND REGULATIONS
DIVISION: TRANSPORTATION AUXILIARY SUPPORT SERVICES**

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

Minimum requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) in Business Administration **OR** Public Administration/Management plus 1-year appropriate experience **OR** a Grade 12 Certificate (NQF Level 3) plus three (3) years appropriate experience.

Enquiries: Ms. H Bronn: +264 61 208 8164/Ms. P Simataa: +264 61-208 8132

**DEPARTMENT OF TRANSPORT
DIRECTORATE OF MARITIME AFFAIRS
SUBDIVISION: MARITIME ADMINISTRATION**

Post Designation	:	Chief Administrative Officer Grade 8
1 x Post	:	Windhoek
Scale of Salary	:	N\$ 238, 825 –N\$ 285, 420
Housing allowance	:	N\$ 17, 424.00 per annum
Transport allowance	:	N\$ 10, 512.00 per annum

Minimum requirements: National Diploma or equivalent qualification (NQF Level 6) plus three (3) years appropriate experience.

Enquiries: Ms. B Siseho: +264 61 448502/Ms. A Matheus +264 61 208 8126

**DEPARTMENT OF TRANSPORT
DIRECTORATE OF MARITIME AFFAIRS
DIVISION: MARITIME POLLUTION CONTROL AND SEARCH AND RESCUE**

Post Designation	:	Senior Administrative Officer Grade 10
1 x Post	:	Lüderitz
Scale of salary	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 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 three (3) years appropriate experience.

Enquiries: Mr. S R N Kalomho: +264 64-2086307/Ms. A Matheus: +264 61 208 8126

**DEPARTMENT OF TRANSPORT
DIRECTORATE OF MARITIME AFFAIRS
DIVISION: SURVEYING AND INSPECTIONS**

Post Designation	:	Senior Administrative Officer Grade 10
1 x Post	:	Windhoek
Scale of salary	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 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 three (3) years appropriate experience.

Enquiries: Mr. J Muzanima: +264 64-2086301/Ms. A Matheus: +264 61 208 8126

**DIRECTORATE CIVIL AVIATION
DIVISION: METEOROLOGICAL SERVICES
SECTION: WEATHER FORECASTING**

Post Designation	:	Chief Meteorological Technician Grade 7
1 x Post	:	Windhoek
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 Degree or equivalent qualification on NQF L8 plus 6 years appropriate experience.

Additional requirements: WMO Class II OR National Diploma in Meteorology OR BSc. In Meteorology. Experience in Weather Forecasting and possession of a driver's license with serve as an added advantage.

Enquiries: Mr. I N Haindongo: +264 81 1253646 /Ms. A Matheus: +264 61-208 8126

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: OSHIKOTO**

Post designation	:	Chief Works Inspector Grade 7 (Civil)
1x Post	:	Omuthiya
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 National Diploma or equivalent qualification on NQF L6 plus four (4) years appropriate experience **OR** an appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience **OR** an appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years' appropriate experience.

Additional requirements: An appropriate National Vocational Diploma (IV) **OR** Certificate Level III plus a Certificate Level II plus eight (8) years appropriate experience issued in terms of existing legislation.

Enquiries: Mr. J N Iita: +264 65 - 244400/ Ms. H Amwiigidha: +264 61-208 8103

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: KUNENE
SUBSECTION: SESFONTEIN SUB-OFFICE**

Post Designation	:	Senior Works Inspector Grade 8 (Multi)
1 x Post	:	Sesfontein
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 or equivalent qualification on NQF L6 plus two (2) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6)

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years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience.

Additional requirements: An appropriate National Vocational Diploma (IV) **OR** Certificate Level III plus a Certificate Level II issued in terms of existing legislation plus six (6) years appropriate experience.

Enquiries: Mr. I T Hamutumbangela: +264 67- 331337/ Ms. P Ambondo: +264 61-208 8124

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: OSHIKOTO
SUBSECTION: TSUMEB SUB-OFFICE**

Post Designation	:	Senior Works Inspector Grade 8 (Multi)
1 x Post	:	Tsumeb
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 or equivalent qualification on NQF L6 plus two (2) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience.

Additional requirements: An appropriate National Vocational Diploma (IV) **OR** Certificate Level III plus a Certificate Level II issued in terms of existing legislation plus six (6) years appropriate experience.

Enquiries: Mr. J N Iita: +264 65 - 244400/ Ms. H Amwiigidha: +264 61-208 8103

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: OSHIKOTO**

Post Designation	:	Operator Driver Grade 12
2 x Post	:	Tsumeb/Omuthiya
Scale of Salary	:	N\$ 107 753 – 129 240
Housing allowance	:	N\$ 13 944.00 per annum
Transport allowance	:	N\$ 10 512.00 per annum

Minimum requirements: Grade 10 or equivalent Certificate (NQF Level 2) with 24 points over 7 subjects including English, with a D symbol in English, and a valid Code CE driving license.

Enquiries: Mr. J N lita: +264 65 - 244400/ Ms. H Amwiigidha: +264 61-208 8103

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: OMAHEKE**

Post Designation	:	Operator Driver Grade 12
1 x Post	:	Gobabis
Scale of Salary	:	N\$ 107, 753 –N\$ 129, 240
Housing allowance	:	N\$ 13, 944.00 per annum
Transport allowance	:	N\$ 10, 512.00 per annum

Minimum requirements: Grade 10 or equivalent Certificate (NQF Level 2) with 24 points over 7 subjects including English, with a D symbol in English, and a valid Code CE driving license.

Enquiries: Mr. G Mumbango: +264 62- 577100/Ms. E P T Ambondo: +264 61-208 8124

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: KHOMAS**

Post Designation	:	Control Works Inspector Grade 6 (Multi)
1 x Post	:	Windhoek – Regional Office
Scale of salary	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus eight (8) years appropriate experience **OR** an appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus ten (10) years appropriate experience **OR** an appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 12 years' appropriate experience.

Additional requirements: An appropriate National Vocational Diploma (IV) **OR** Certificate Level III plus a Certificate Level II issued in terms of existing legislation plus ten (10) years appropriate experience.

Enquiries: Mr. F Chimwamurombe: +264 61 – 208 8601/ Ms. J Hangula: +264 61-2088135

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: OMAHEKE
SUBSECTION: TALLISMANUS SUB-OFFICE**

Post Designation : Senior Works Inspector Grade 8 (Multi)
1 x Post : Tallismanus
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 or equivalent qualification on NQF L6 plus two (2) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience.

Additional requirements: An appropriate National Vocational Diploma (IV) **OR** Certificate Level III plus a Certificate Level II issued in terms of existing legislation plus six (6) years appropriate experience.

Enquiries: Mr. G Mumbango: +264 62- 577100/Ms. E P T Ambondo: +264 61-208 8124

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: KHARAS**

Post Designation : Senior Works Inspector Grade 8 (Multi)
1 x Post : Keetmanshoop
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 or equivalent qualification on NQF L6 plus two (2) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience.

Additional requirements: An appropriate National Vocational Diploma (IV) **OR** Certificate Level III plus a Certificate Level II issued in terms of existing legislation plus six (6) years appropriate experience.

Enquiries: Mr. C D Swartz: +264 63 - 270015/Mr. N Kaishungu: +264 61-208 8139

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**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: HARDAP**

Post Designation : Works Inspector Grade 9 (Civil)
2 x Posts : Mariental
Scale of Salary : N\$ 195, 216 –N\$ 234, 144
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus four (4) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience.

Additional requirements: An appropriate National Vocational Diploma (IV) **OR** Certificate Level III plus a Certificate Level II issued in terms of existing legislation plus four (4) years appropriate experience.

Enquiries: Mr. J Mahunga: +264 63 - 345150/Mr. N Kaishungu: +264 61 - 208 8139

**DEPARTMENT OF WORKS
DIRECTORAT: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: HARDAP
SUBSECTION: MAINTENANCE SUPPORT AND SERVICES**

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

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. J Mahunga: +264 63 - 345150/Mr. N Kaishungu: +264 61 - 208 8139

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES**

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

SUBDIVISION: ADMINISTRATIVE AND SUPPORT SERVICES

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

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. M Shilongo: +264 61-208 8618/ Ms. S Tjiwemu: +264 61-2088129

**DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE AND INSPECTIONS: KHOMAS
SUBSECTION: WORKSHOP**

Post Designation	:	Artisan Foreman Grade 9 (Electrical/Mechanical)
1 x Post	:	Windhoek – Regional Office
Scale of Salary	:	N\$ 195, 505 –N\$ 234, 144
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. W Haoseb: +264 81 1410704/ Ms. J Hangula: +264 61-2088135

**DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE AND INSPECTIONS: HARDAP
SUBSECTION: REHOBOTH SUB-OFFICE**

Post Designation	:	Artisan Foreman Grade 9 (Multi)
1 x Post	:	Rehoboth
Scale of Salary	:	N\$ 195, 505 –N\$ 234, 144
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. J Mahunga: +264 63 345150/Mr. N Kaishungu: +264 61-208 8139

**DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE AND INSPECTIONS: KHARAS
SUBSECTION: HOSPITAL SUB-OFFICE**

Post Designation	:	Artisan Foreman Grade 9 (Multi)
1 x Post	:	Keetmanshoop
Scale of Salary	:	N\$ 195, 505 –N\$ 234, 144
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. C D Swartz: +264 63 - 270015/Mr. N Kaishungu: +264 61-208 8139

**DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE AND INSPECTIONS: ZAMBEZI
SUBSECTION: WORKSHOP**

Post Designation	:	Artisan Foreman Grade 9 (Multi)
1 x Post	:	Katima Mulilo
Scale of Salary	:	N\$ 195, 505 –N\$ 234, 144
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. J S Siyauya +264 66-253016/ Ms. B Malambo: +264 61-208 8125

**DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE AND INSPECTIONS: ZAMBEZI
SUBSECTION: KONGOLA SUB-OFFICE**

Post Designation : Artisan Foreman Grade 9 (Multi)
1 x Post : Kongola
Scale of Salary : N\$ 195, 505 –N\$ 234, 144
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. J S Siyauya +264 66-253016/ Ms. B Malambo: +264 61-208 8125

**DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE AND INSPECTIONS: OTJOZONDJUPA
SUBSECTION: WORKSHOP**

Post Designation : Artisan Foreman Grade 9 (Electrical)
1 x Post : Otjiwarongo
Scale of Salary : N\$ 195, 505 –N\$ 234, 144
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. S Hatutale: +264 81 122304/Ms. S Kalukolo: +264 61-208 8113

**DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE AND INSPECTIONS: OTJOZONDJUPA
SUBSECTION: GROOTFONTEIN SUB-OFFICE**

Post Designation : Artisan Foreman Grade 9 (Civil)

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1 x Post	:	Grootfontein
Scale of Salary	:	N\$ 195, 505 –N\$ 234, 144
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. S Hatutale: +264 81 122304/Ms. S Kalukolo: +264 61-208 8113

**DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: KUNENE
SUBSECTION: WORKSHOP**

Post Designation	:	Artisan Grade 10 (Plumber)
1 x Post	:	Khorixas
Scale of salary	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Plumbing issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. I T Hamutumbangela: +264 67- 331337/ Ms. E P T Ambondo: +264 61-208 8124

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: ZAMBEZI
SUBSECTION: WORKSHOP**

Post Designation	:	Artisan Grade 10 (Plumber)
1 x Post	:	Katima Mulilo
Scale of salary	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Plumbing issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. J S Siyauya +264 66-253016/ Ms. B Malambo: +264 61-208 8125

DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: ERONGO
SUBSECTION: WALVISBAY SUB-OFFICE

Post Designation	:	Artisan Grade 10 (Carpenter)
1 x Post	:	Walvisbay
Scale of salary	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Carpentry issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. L Shinyenga: +264 64- 202887/Ms. P Simataa: +264 61-208 8136

DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: KUNENE
SUBSECTION: KHORIXAS SUB-OFFICE

Post Designation	:	Artisan Grade 10 (Carpenter)
1 x Post	:	Khorixas
Scale of salary	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Carpentry issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. I T Hamutumbangela: +264 67- 331337/ Ms. E P T Ambondo: +264 61-208 8124

DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: OMAHEKE
SUBSECTION: TALLISMANUS SUB-OFFICE

Post Designation : Artisan Grade 10 (Carpenter)
1 x Post : Tallismanus
Scale of salary : N\$ 159, 505 –N\$ 191, 312
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Carpentry issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. G Mumbango: +264 62- 577100/Ms. E P T Ambondo: +264 61-208 8124

DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: OTJOZONDJUPA
SUBSECTION: OKAHANDJA SUB-OFFICE

Post Designation : Artisan Grade 10 (Carpenter)
1 x Post : Okahandja
Scale of salary : N\$ 159, 505 –N\$ 191, 312
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Carpentry issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. M J Mupe +264 62-501071/ Ms. S Kalukolo: +264 61-208 8113

DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: HARDAP
SUBSECTION: MARIENTAL SUB-OFFICE

Post Designation	:	Artisan Grade 10 (Carpenter)
1 x Post	:	Mariental
Scale of salary	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Carpentry issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. J Mahunga: +264 63 345150/Mr. N Kaishungu: +264 61-208 8139

DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: OMAHEKE
SUBSECTION: WORKSHOP

Post Designation	:	Artisan Grade 10 (Bricklayer)
1 x Post	:	Gobabis
Scale of salary	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Bricklaying issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. G Mumbango: +264 62- 577100/Ms. E P T Ambondo: +264 61-208 8124

DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: KAVANGO-EAST
SUBSECTION: DIVUNDU SUB-OFFICE

Post Designation	:	Artisan Grade 10 (Mechanical Air-Con & Refrigeration)
1 x Post	:	Divundu
Scale of salary	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Mechanical Air-Con and Refrigeration issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. G Sikoka: +264 812413899/Ms. B Malambo: +264 61-208 8125

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: OTJOZONDJUPA
SUBSECTION: GROOTFONTEIN SUB-OFFICE**

Post Designation	:	Artisan Grade 10 (Mechanical)
1 x Post	:	Grootfontein
Scale of salary	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Mechanical issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. S Hatutale: +264 81 122304/Ms. S Kalukolo: +264 61-208 8113

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: HARDAP
SUBSECTION: MARIENTAL SUB-OFFICE**

Post Designation	:	Artisan Grade 10 (Mechanical)
1 x Post	:	Mariental
Scale of salary	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Mechanical issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. J Mahunga: +264 63 345150/Mr. N Kaishungu: +264 61-208 8139

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: KAVANGO-EAST
SUBSECTION: WORKSHOP**

Post Designation : Artisan Grade 10 (Diesel Mechanical)
1 x Post : Rundu
Scale of salary : N\$ 159, 505 –N\$ 191, 312
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Diesel Mechanical issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. G Sikoka: +264 812413899/Ms. B Malambo: +264 61-208 8125

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: KHOMAS
SUBSECTION: WORKSHOP**

Post Designation : Artisan Grade 10 (Mechanical Air-Con & Refrigeration)
1 x Post : Windhoek – Regional Office
Scale of salary : N\$ 159, 505 – N\$191, 312
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Mechanical Air-Con & Refrigeration issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. W Haoseb: +264 81 1410704/ Ms. J Hangula: +264 61-2088135

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: KHOMAS
SUBSECTION: HOSPITAL SUB-OFFICE**

Post Designation : Artisan Grade 10 (Mechanical Air-Con & Refrigeration)
1 x Post : Windhoek
Scale of salary : N\$ 159, 505 –N\$ 191, 312
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Mechanical Air-Con & Refrigeration issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. F I Husfieldt: +264 81 1488337/ Ms. J Hangula: +264 61-2088135

**DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE & INSPECTIONS: OTJOZONDJUPA
SUBSECTION GROOTFONTEIN SUB-OFFICE**

Post Designation : Artisan Grade 10 (Mechanical Air-Con & Refrigeration)
1 x Post : Grootfontein
Scale of salary : N\$ 159, 505 –N\$ 191, 312
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Mechanical Air-Con & Refrigeration issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. S Hatutale: +264 81 122304/Ms. S Kalukolo: +264 61-208 8113

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: ZAMBEZI
SUBSECTION: KONGOLA SUB-OFFICE**

Post Designation : Artisan Grade 10 (Carpenter)
1 x Post : Kongola
Scale of salary : N\$ 159, 505 –N\$ 191, 312
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Carpentry issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. J S Siyauya +264 66-253016/ Ms. B Malambo: +264 61-208 8125

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: KHARAS
SUBSECTION: WORKSHOP**

Post Designation	:	Artisan Grade 10 (Electrical)
1 x Post	:	Keetmanshoop
Scale of salary	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Electrical issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. C D Swartz: +264 63 - 270015/Mr. N Kaishungu: +264 61-208 8139

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: KAVANGO-WEST
SUBSECTION: WORKSHOP**

Post Designation	:	Artisan Grade 10 (Electrical)
1 x Post	:	Rundu
Scale of salary	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Electrical issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. P Kgotlang: +264 81 2351844 /Ms. B Malambo: +264 61-208 8125

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: OSHANA
SUBSECTION: WORKSHOP**

Post Designation : Artisan Grade 10 (Electrical)
1 x Post : Oshakati
Scale of salary : N\$ 159, 505 –N\$ 191, 312
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Electrical issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. K N Kandowa +264 65-221 197/ Ms. H Amwiigidha: +264 61-208 8103

**DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: OSHANA
SUBSECTION: KONGOLA SUB-OFFICE**

Post Designation : Artisan Grade 10 (Carpenter)
1 x Post : Oshakati
Scale of salary : N\$ 159, 505 –N\$ 191, 312
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Carpentry issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. K N Kandowa +264 65-221 197/ Ms. H Amwiigidha: +264 61-208 8103

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: KHOMAS
SUBSECTION: WORKSHOP**

Post Designation : Artisan Grade 10 (Painter)
1 x Post : Windhoek – Regional Office

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

Scale of salary : N\$ 159, 505 –N\$ 191, 312
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Painting issued in terms of existing legislation.

Additional requirements: A valid driver's license will be an added advantage.

Enquiries: Mr. W Haoseb: +264 81 1410704/ Ms. J Hangula: +264 61-2088135

Person in the designated groups and person with disabilities are encouraged to apply. 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 testimonial, certificate of service from former and current employer in respect of work experience. Any part of the application form that do not apply to you please indicate as such by writing N/A. Application form for employment No 156043 and Health Questionnaire form 156094 (obtained from any Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational Qualifications, identity document and certificate of service or testimonials (if any) must be addressed to:

The Executive Director
Ministry of Works and Transport
Private Bag 13341
Ausspannplatz
Windhoek

Or hand delivered to:

The Human Resource Office
Ministry of Works and Transport
Registry Office, room 101, first floor

NB! Only shortlisted candidates will be contacted and no personal documents will be returned. All supporting documents (ID's, Qualifications, and References) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents will disqualify the application.

ERONGO REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SUBDIVISION: PROFESSIONAL DEVELOPMENT

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

Appointment 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 requirements: Preference will be given to candidates with an appropriate B. Degree on NQF Level 8 in Education plus six (6) years appropriate experience at the functional level of Grade 6 or similar.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6
Area of specialization	:	Senior Primary: English and Khoekhoegowab, Grade 4-7
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: 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:

- Suitability will be determined on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Preference will be given to candidates who have **five (5) years proven teaching experience** in Khoekhoegowab and/or English (**proof must be attached**).

Post Designation	:	Senior Education Officer Grade 6
Area of specialization	:	Junior Primary Phase, English and Afrikaans
1xPost	:	Walvis Bay Circuit Office
Salary Scale	:	N\$354, 883 –N\$ 424, 119

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

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:

- Suitability will be determined on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Preference will be given to candidates who have **five (5) years proven teaching experience** in Afrikaans and/or English (**proof must be attached**).

Post Designation : Senior Education Officer Grade 6
Area of specialization : **Pre-Primary**
1xPost : Swakopmund Circuit Office
Salary Scale : N\$354, 883 – 424, 119
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:

- Suitability will be determined on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Preference will be given to candidates who have **five (5) years proven teaching experience** in Pre-primary (**proof must be attached**).

Post Designation : Head of Department Grade 6
Area of specialization : **Mathematics and Integrated Natural Science and Health Education Grade 4 -7**
1xPost : Hanganeni 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 Afrikaans**
1xPost : Tamariskia Primary School (Swakopmund Circuit)
Salary Scale : N\$354, 883 – N\$424, 119
Housing Allowance : N\$17, 424 per annum

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

Transport Allowance : N\$10, 512 per annum

Post Designation : Head of Department Grade 6
Area of specialization : **Junior Primary: English and Afrikaans**
1xPost : Flamingo Primary School (Walvis Bay 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 (**Re-advert**)
Area of specialization : **Junior Primary: English and Khoekhoegowab**
1xPost : Immanuel Ruiters Primary School (Walvis Bay 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: ADULT AND CONTINUING EDUCATION, LABRAIRES AND ARCHIEVES
SECTION: ADULT AND CONTINUING EDUCATION PROGRAMMES

Post Designation: Education Officer Grade 8
1x Post : Walvis Bay District
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 Degree or equivalent qualification on NQF Level 7. A Bachelor Degree on NQF Level 7.

Supplementary requirements: An appropriate Degree or equivalent qualification on NQF L7 in Adult Education and Community Development.

**DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: INSPECTORATE CIRCUIT OFFICES**

Post Designation	:	Administrative Officer Grade 12
1x Post	:	Swakopmund Regional Office (PQA)
Salary Scale	:	N\$107, 753 – N\$129, 240
Housing Allowance	:	N\$13, 944 per annum
Transport Allowance	:	N\$10, 512 per annum

Appointment requirements: A Grade 12 Certificate or equivalent qualification on NQF L3

Supplementary Requirements: A National Diploma majoring in Business Administration on NQF L6

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
DEIYSAC
Human Resources Administration
Private Bag 5024
Swakopmund**

Or hand deliver at:

Vacancy box available at the entrance of the building. Regional Office, Swakopmund

Enquiries: Ms Elizabeth Shikongo/ Mr Rehabeam Halwoodi, Tel: 064 4105149/064 4105148

//KHARAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Chief Hostel Matron Grade 12
1xPost	:	Excelsior Hostel (Karasburg)
Scale of Salary	:	N\$ 107, 753 –N\$ 129, 240
Housing Allowance	:	N\$13, 944 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: A Grade 10 with 24 points within seven (7) subjects or equivalent qualification on NQF L2 and a D Symbol in English.

Supplementary Requirements: Five (5) years appropriate experience as a Hostel Matron Grade 13 **(Confirmation of probation letter must be attached)**.

Enquiries: Ms. Emily M. Likeke / Ms. Emilia N. Mbalili, (063) 227073/227017

Address:
Private Bag 2160
Keetmanshoop

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES DIVISION: DEVELOPMENT PLANNING

Post Designation	:	Development Planner Grade 8
1xPost	:	Rundu (Head Office)
Salary Scale	:	N\$ 238, 825 – N\$ 285, 420
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6.

Additional requirement: a valid Driving License will be an added advantage.

Main Duties:

- Compile Project Identification Form (PIFs) and project proposals for the Region.
- Monitor and advice the Consultants and the Council on projects implementation.
- Liaise with National Planning Commission Secretariat and Line Ministries on national policies, objectives, strategies or action plans which impacts on Regional economic development.
- Facilitate the process of identifying economic opportunities and challenges in the region and share with other stakeholders.
- Prepare and submit project progress reports.
- Provide technical input to the formulation of Regional Economic Development Plans.
- Assist in the formulation of the National Development Plans (NDPs).
- Liaise with Geographical Information System Analyst, Town Planner, Statistician and other stakeholders for effective implementation of projects and programmes.
- Assist in the project formulation and implementation of regional economic and social activities.
- Attend Constituency Development Committee, Settlement Development Committee meetings.
- Render secretarial services to the Regional Development Coordinating Committee and Regional Aids Coordinating Committee.
- Assess the impact of development programmes and projects in the region.
- Carry out any other duties assigned from time to time.

Enquiries: Mr. M. M. Mangundu, 066 – 266 000, Ms. A. N. Muye, 066 – 266 000

To candidates:

- i. Applications must be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- ii. All Public Servant applicants should send their applications through their O/M/A's Human Resource Offices and confirmation letters must be attached.
- iii. All foreign Qualifications must be evaluated and letters from the Namibia Qualification Authority (NQA) to be attached.

- iv. Complete a latest revised Application Form for Employment in full. On any parts of the application form that do not apply to you please indicate as such by writing N/A.

NB! Women and persons with Disabilities who meet the appointment requirements are encouraged to apply.

“Failure to complete all items on a latest revised application form for employment and not attaching necessary documents will disqualify the application”.

Applications that do not meet the above criteria or requirements shall not be considered, and no application forms and attachments will be returned.

Application must be submitted on a latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualification and comprehensive CV.

Application must be addressed to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu**

Or hand deliver to:

**Human Resource Office No. 15
Kavango East Regional Council
Maria Mwengere Street
Rundu**

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

KHOMAS REGION

SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Pre-Primary)
1x Post	:	Windhoek
Salary Scale	:	N\$ 354, 883 x P – 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 L8 **plus** 3 years appropriate experience;

OR

An appropriate Degree (or equivalent qualification) on NQF L7 **plus** 5 years appropriate experience.

Supplementary Requirement:

- Candidate must possess appropriate teaching experience in Pre-Primary Phase. (Proof must be attached).
- Candidates must possess an appropriate teaching qualification majoring in Pre-Primary in terms of the minimum appointment requirements. (Proof must be attached).
- Candidates with previous experience as a Subject Head or Head of Department for Pre-Primary Phase will have an added advantage (proof must be attached).
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
- Candidate must be computer literate.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

KHOMAS REGION

SECTION: ARCHIVES AND REGIONAL RECORD CENTRE

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

Minimum Requirements: An Appropriate B. Degree on NQF level 7 or equivalent qualification.

Supplementary Requirement:

- Candidate must possess at least 3 years appropriate experience at the level of an Archivist Grade 9 or at the equivalent level in a related work environment. **(Proof must be attached)**
- Candidate in possession of an appropriate B. Degree on NQF Level 7 (or higher) majoring in archives / records management / cataloguing (or equivalent qualification) will have an added advantage.
- Competition is limited. Staff members must have completed their probation successfully as an Archivist Grade 9 and may only compete for a vacancy, which is on the next higher grade.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

**KHOMAS REGION
SECTION: CULTURE**

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

Minimum Requirements: An appropriate National Diploma on NQF Level 6 (or equivalent qualification)

Supplementary Requirement:

- Candidate must be at the level of Culture Officer (Grade 9) (or higher) or at the same level (or higher) in a related work environment (Proof must be attached).
- Candidates in possession of an appropriate Degree on NQF Level 7 (or higher) plus 5 years appropriate experience OR an appropriate Degree on NQF Level 8 (or higher) plus 3 years appropriate experience majoring in: Culture studies / Heritage studies / History / Sociology/ Anthropology/ Tourism / Humanity Studies/ Linguistics/ Arts will have an added advantage.
- Competition is limited. Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade;

Enquiries: The Human Resource Office Tell no: 061- 293 9411

**KHOMAS REGION
SUBDIVISION: FINANCIAL MANAGEMENT
SECTION: BUDGET CONTROL, REVENUE AND CREDITORS**

Post Designation	:	Accountant Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$ 238, 825 x P – N\$ 285, 420
Housing Allowance	:	N\$17,424 per annum

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

Transport Allowance : N\$10,512 per annum

Minimum Requirements: An appropriate Diploma on NQF Level 6 (or equivalent qualification) majoring in Accounting.

Supplementary Requirement:

- Candidate must possess at least 3 years appropriate experience at the level of Accounts Assistant Grade 11 or at least 3 years appropriate experience as an accounts Assistant / financial administrative officer/ financial administrator/ financial clerk / creditors clerk / in the field of Accountancy (or higher) in a related work environment will have an added advantage (Proof must be attached).
- Candidates in possession of an appropriate Degree on NQF Level 7 (or higher) majoring in Accounting and/or Finance / Financial Management will have an added advantage.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

**KHOMAS REGION
SUBDIVISION: FINANCIAL MANAGEMENT
SECTION: SALARIES AND ALLOWANCES**

Post Designation : Accountant Grade 8
2xPosts : Windhoek
Salary Scale : N\$ 238, 825 x P – N\$ 285, 420
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements:

An appropriate Diploma on NQF Level 6 (or equivalent qualification) majoring in Accounting.

Supplementary Requirement:

- Candidate must possess at least 3 years appropriate experience at the level of Accounts Assistant Grade 11 or at least 3 years appropriate experience as an accounts Assistant / financial administrative officer/ financial administrator/ financial clerk / creditors clerk / in the field of Accountancy (or higher) in a related work environment will have an added advantage (Proof must be attached).
- Candidates in possession of an appropriate Degree on NQF Level 7 (or higher) majoring in Accounting and/or Finance / Financial Management will have an added advantage.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

KHOMAS REGION

Post Designation : Chief Hostel Matron Grade 12
2xPosts : Pionier Boys' School

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

		Jan Mohr Secondary School
Salary Scale	:	N\$107, 753 XP – N\$ 129, 240
Housing Allowance	:	N\$13, 944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A Grade 10 Certificate (or equivalent qualification) on NQF Level 2 plus appropriate experience

Supplementary Requirement:

- Candidate must possess at least 5 years appropriate experience as a Hostel Matron Grade 13 or higher (PROOF MUST BE ATTACHED).
- Candidates must meet the criteria for appointment in post requiring a Grade 10 Certificate (minimum of 24 points over 7 subjects including a D-symbol in English),
- Candidates in possession of a Standard 8 Certificate must meet the symbol requirements for English;
- Candidates must have completed their probation successfully (PROOF MUST BE ATTACHED).

Enquiries: The Human Resource Office Tell no: 061- 293 9411

**KHOMAS REGION
SECTION: CULTURE**

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

Minimum Requirements: A Grade 10 Certificate (or equivalent qualification) on NQF Level 2 and a valid Code 8 driver's license.

Supplementary Requirement:

- Candidates must meet the criteria for appointment in post requiring a Grade 10 Certificate (minimum of 24 points over 7 subjects including a D-symbol in English),
- Candidates in possession of a Standard 8 Certificate must meet the symbol requirements for English;
- Candidates must possess at least 3 years appropriate experience as a Driver (proof must be attached);
- Candidates must be in possession of a valid Public Driver's Permit (PDP) (proof must be attached; and
- Candidates in possession of a valid Code CE Driver's License will have an added advantage.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

**KHOMAS REGION
CIRCUIT 1**

Post Designation	:	Head of Department Grade 6
1x Post	:	People's Primary School
		Science Department: Mathematics and Natural Science or Health Education Grade 4-7
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
1x Post	:	Bet-el Primary School
		Language Department: English and Afrikaans Grade 4 - 7
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

KHOMAS REGION CIRCUIT 3

Post Designation	:	Head of Department Grade 6
1xPost	:	Pionier Boys School
		Basic Pre-Vocational Department: Mathematics and Science Grade 5 – 7
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
1xPost	:	Cosmos High School
		Pre-Vocational Department: Fashion and Fabrics
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum 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 subject(s) to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Additional Selection Requirements:

- Competition is limited. Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.
- Candidates must be suitably /appropriately qualified or trained in terms of the provision of the National Curriculum for Basic Education (2016)

- The shortlisting of Heads of Department posts will be done in terms of the major fields of study and appropriate years of teaching experience.

Notes to Candidates:

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applications must be accompanied by comprehensive curriculum vitae, testimonials and certified copies of educational qualifications, academic records and identity documents.
- All foreign qualifications must be evaluated and certify letter(s) from Namibia Qualification Authority (NQA) must be attached.
- Confirmation of probation letter in current post must be attached.

NB Complete prescribed application forms in full "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application". Only shortlisted candidates will be considered.

Applications must be submitted to the following address:

**Khomas Regional Council
Directorate of Education, Arts and Culture
Private Bag 13236
WINDHOEK**

Or deliver by hand at:

**The Registry Office
6th Floor, Dr. Frans Indongo Gardens:
Windhoek**

Enquiries: The Human Resource Office Tell no: 061- 293 9411

OMUSATI REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SUBDIVISION: PROFESSIONAL DEVELOPMENT

Post Designation	:	Senior Education Officer Grade 6(Mathematics Grade 10-12)
1xPost	:	Outapi, Omusati Region
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:

- 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

DIVISION: FINANCIAL MANAGEMENT

SUBDIVISION: BUDGET CONTROL, REVENUE AND CREDITORS

Post Designation	:	Senior Accountant Grade 7
1xPost	:	Outapi, Omusati Region
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512 – 00 per annum

Appointment requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting

Supplementary requirements: Preference will be given to candidates with an appropriate Degree on NQF Level 7 majoring in Accounting plus five (5) years appropriate experience at the functional level of Grade 8/similar or higher in the above field and confirmation letters of probation/contactable references must be attached

Post designation	:	Chief Hostel Matron Grade 12
2xPosts	:	Hiaukambe Combined School, Ruacana Circuit Uutsathima Combined School, Okahao Circuit
Scale of salary	:	N\$ 107, 753–N\$ 129, 240

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

Salary notch	:	N\$ 107, 753 per annum
Housing allowance	:	N\$ 13, 944-00 per annum
Transport allowance	:	N\$ 10, 512-00 per annum

Appointment requirements; A Grade ten (10) or equivalent Certificate on NQF Level 2 with twenty-four (24) points in seven (7) subjects including D symbol in English

Supplementary requirements; Candidate must have three (3) years appropriate experience at the functional level of Grade 13/similar or higher in the above field and confirmation letters of probation/contactable references must be attached

CIRCUIT: RUACANA

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 7)
1xPost	:	Omudhuwahauwanga Primary School
Salary Scale	:	N\$ 432, 601-N\$517, 195
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-years 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 7 years teaching experience

CIRCUIT: ANAMULENGE

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 8-11)
1xPost	:	Erkki Tauya Combined School
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 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements; Preference will be given to candidates who are qualified to teach Mathematics and Science Grade 8-11

CIRCUIT: OKALONGO

Post Designation : Head of Department Grade 6 (**Mathematics and Science Grade 4-9**)
1xPost : Epoko Combined School
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 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements; Preference will be given to candidates who are qualified to teach Mathematics and Science Grade 8-9

CIRCUIT: OKALONGO

Post Designation : Head of Department Grade 6 (**Mathematics and Science Grade 4-9**)
1xPost : Ondombeyohumba Combined School
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 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements; Preference will be given to candidates who are qualified to teach Mathematics and Science Grade 8-9

CIRCUIT: OKALONGO

Post Designation : Head of Department Grade 6 (**Languages; English and Oshikwanyama Grade 4-9**)

1xPost	:	Onembamba Combined School
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 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements: Preference will be given to candidates who are qualified to teach English and Oshikwanyama Grade 8-9

CIRCUIT: OKALONGO

Post Designation : Head of Department Grade 6 (**Junior Primary Phase Pre-Grade 3, Mol; Oshikwanyama**)

1xPost	:	Oshaaluwata Combined School
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 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

CIRCUIT: OUTAPI

Post Designation : Head of Department Grade 6 (**Junior Primary Phase Pre-Grade 3, Mol; Oshindonga**)

1xPost	:	Onaholongo Combined School
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 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

CIRCUIT: OUTAPI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 4-9)
1xPost	:	Olupaka Combined School
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 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements: Preference will be given to candidates who are qualified to teach Mathematics and Science Grade 8-9

CIRCUIT: RUACANA

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 8-11)
1xPost	:	Ombuumbuu Junior Secondary School
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 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements: Preference will be given to candidates who are qualified to teach Mathematics and Science Grade 8-11

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

CIRCUIT: RUACANA

Post Designation	:	Head of Department Grade 6 (Social Sciences Grade 4-9)
1xPost	:	Shoopala Combined School
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 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements; Preference will be given to candidates who are qualified to teach Geography and History Grade 8-9

CIRCUIT: RUACANA

Post Designation	:	Head of Department Grade 6 (Languages; English and Oshindonga Grade 4-9)
1xPost	:	Shoopala Combined School
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 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years 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

Supplementary requirements; Preference will be given to candidates who are qualified to teach English and Oshindonga Grade 8-9

NB:

- All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable from any Government Offices

- **Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application**
- **Originally certified copies** of Highest Educational Qualifications, Identity Document (ID), Curriculum Vitae (CV), certificate of service from the previous employers/ testimonials must be attached to the applications. Proof of successful completion/confirmation of probation must be attached
- All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA)
- Only shortlisted candidates will be contacted. No documents will be returned

Omusati Regional Council
Directorate of Education, Arts and Culture
Private Bag 529
OUTAPI

Or hand delivery at:

Omusati Regional Office reception
Outapi

Enquiries: Ms. Anna Andumba /Mr. Oiva Toivo Namwele, **Tel** 065-251700

OSHANA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

Post Designation	:	Inspector of Education Grade 5
1xPost	:	Oluno Circuit
Salary Scale	:	N\$ 432,601 – N\$517, 195
Housing Allowance	:	N\$ 17,424 - 00 per annum
Transport Allowance	:	N\$ 10,512 - 00 per annum

Appointment Requirement: A recognized four (4) years tertiary teaching qualification on NQF level 7 plus nine (9) years teaching experience

Supplementary requirements: Preference will be given to candidates with an appropriate B. Degree on NQF Level 8 in Education plus twelve (12) years appropriate experience in the field of teaching and learning

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6: Oshindonga Grade 8 – 12 Advanced Subsidiary)
1xPost	:	Ongwediva Teacher's Resource Centre
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 requirement: An appropriate degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience

Or

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

Supplementary Requirements:

- a) Candidate must have taught Oshindonga at Advanced Subsidiary Grade12 phases (**proof must be attached**)
- b) Candidates must be able to supervise and provide Continuous Professional Development (CPD) services in Oshindonga Grade 4 -7 (Senior Primary phase)
- c) Candidates must be able to coordinate Continuous Professional Development (CPD) services in Afrikaans Grade 4 -7 (Senior Primary Phase)

Post Designation : Head of Department Grade 6 (Home Economics Grade 8 - 9 **(Re-advertisement)**)
1xPost : Eluwa Resource School **(Ompundja 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

Appointment Requirement: 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 a one (1) year teaching qualification plus 6 years teaching experience Specialization: Basic Pre – Vocational subjects

Supplementary Requirements:

NB: Candidate must be able to teach and ready to supervise Home Ecology Grade 5 – 7 and **Basic Pre – Vocational Subjects (Agriculture and Office Practice)**

Post Designation : Chief Hostel Matron Grade 12
1xPost : Phillipus Aupa Nangolo Secondary School **(Onamutai Circuit)**
Salary Scale : N\$ 107, 753 – N\$ 129, 240
Housing Allowance : N\$ 13, 944-00 per annum
Transport Allowance : N\$ 10, 512-00 per annum

Appointment requirement: A Grade 10 Certificate on NQF Level 2 with 24 points in seven (7) subjects including English with D symbol / Standard 8 Certificate

Supplementary requirements: Preference will be given to candidates who are currently serving as Hostel Matron Grade 13 with Grade 12 or Standard 10 Certificate and four (4) years appropriate experience **(proof must be attached)**

Post Designation : Chief Hostel Matron Grade 12
1xPost : Eluwa Resource School **(Intellectual Impairment)**
Salary Scale : N\$ 107, 753 – N\$ 129, 240
Housing Allowance : N\$ 13, 944-00 per annum
Transport Allowance : N\$ 10, 512-00 per annum

Appointment Requirement: A Grade 10 Certificate on NQF Level 2 with 24 points in seven (7) subjects including English with D symbol / Standard 8 Certificate

Supplementary requirements: Preference will be given to candidates who are currently serving as Hostel Matron Grade 13 with Grade 12 or Standard 10 Certificate and four (4) years appropriate experience **(proof must be attached)**

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

Post Designation	:	Chief Hostel Matron Grade 12
1xPost	:	Eluwa Resource School (Visual Impairment)
Salary Scale	:	N\$ 107, 753 – N\$ 129, 240
Housing Allowance	:	N\$ 13, 944-00 per annum
Transport Allowance	:	N\$ 10, 512-00 per annum

Appointment Requirement: A Grade 10 Certificate on NQF Level 2 with 24 points in seven (7) subjects including English with D symbol / Standard 8 Certificate

Supplementary Requirements: Preference will be given to candidates who are currently serving as Hostel Matron Grade 13 with Grade 12 or Standard 10 Certificate and four (4) years appropriate experience **(proof must be attached)**

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	or	Hand Delivery
Oshana Regional Council		Directorate of Education, Arts & Culture
Directorate of Education, Arts & Culture		Human Resource Office
Private Bag 5518		906 Sam Nuyoma Road
OSHAKATI		Old Complex (Oshakati Town Council)

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

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION SUBDIVISION: CONSTITUENCY SUPPORT

Post designation	:	Senior Administrative Officer Grade 10
2xPosts	:	Tsumeb Constituency Office Eengodi Constituency Office
Scale of salary	:	N\$ 151, 910 – N\$ 182, 202
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 8,760.00 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.

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. The fields to be considered are Business/Public Administration; Business Management; Logistics and Supply Chain Management; Transport Management plus a valid driver's license older than one (1) year.

Enquiries: HRM at Tel: 065 – 244 800

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 together with comprehensive Curriculum Vitae. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) to determine their level. Failure to answer or omission of any question on the application form may lead to automatic disqualification from the interview process.

NB: PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

NOTE: NO FAXED DOCUMENTS WILL BE ACCEPTED.

Applications must be addressed or Hand deliver to:

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

**OR Oshikoto Regional Council Buildings
Penda YaNdakolo Street
Registry Office (1st Floor, Office No 110) or HR
OMUTHIYA**

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE
SECTION: SPECIAL EDUCATION**

Post Designation	:	Chief Education Officer Grade 5
1xPost	:	Ondangwa
Salary Scale	:	N\$ 432, 601 –N\$ 517, 195
Housing Allowance	:	N\$ 17,424.00 per annum
Transport Allowance	:	N\$ 10,512.00 per annum

Appointment Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 (or equivalent) plus eight (8) years appropriate experience.

Supplementary Selection requirements: Preference will be given to candidates with Post Graduate qualification in Psychology/ Education Psychology, Special Needs Education or Inclusive Education plus four (4) years' experience as a Senior Education Officer Grade 6 at Special Education or in Counseling Services. Computer literacy and valid Driving License will be an added advantage.

SECTION: ADULT & CONTINUING EDUCATION

Post Designation	:	Education Officer Grade 8
3xPosts	:	Okankolo Onkumbula Omuthiya-A
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 Degree or equivalent qualification on NQF Level 7

Supplementary requirements: Preference will be given to candidates with a qualification in Adult Education and Community Development or Lifelong Learning and Community Education. Computer literacy and valid Driving License will be an added advantage.

Post 1 (Re- Advertisement)

Post Designation	:	Head of Department Grade 6
Department	:	Mathematics and Natural Sciences
Subjects	:	Mathematics& Integrated Natural Sciences Grade 4-7
1xPost	:	Kuvukiland Primary School (Oshivelo 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

Post 2

1xPost designation	:	Olukupa Combined School (Onkumbula Circuit)
Department	:	Mathematics and Science
Subjects	:	Mathematics and life 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
Remoteness Allowance	:	N\$ 21,000.00 per annum

Post 3

1xPost designation	:	Kandume Combined School (Omuthiya Circuit)
Department	:	Languages
Subjects	:	English & Oshikwanyama 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\$ 21, 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

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: BUDGET CONTROL, CREDITOR, REVENUE (ACCOUNT RECEIVABLE) PAY & INSPECTION

Post Designation	:	Senior Accountant Grade 7
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. Plus 6 years' appropriate working experience.

Supplementary Requirements: Experience in SAGE 200 Evolution Accounting System will be an added advantage.

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 as on the advertisement date) 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
Oshikoto Education Directorate
Private Bag 2028
Ondangwa**

Or hand deliver at:

**Human Resource Office
Former Ondangwa west building
Ondangwa**

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

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Technical Subjects) (Re-advertisement)
1x Post	:	Otjiwarongo (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: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** an appropriate Degree or equivalent qualification on NQF Level 8 plus 3 year appropriate experience.

Supplementary requirements: Preference will be given to candidates with a qualification in Design and Technology on NQF level 7 plus at least Welding/Boilermaker/Motor Mechanics. Applicants must possess a valid driver's license.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: ADULT EDUCATION

Post Designation	:	Senior Education Officer Grade 6 (Adult Education)
1xPost	:	Otjiwarongo (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: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** an appropriate Degree or equivalent qualification on NQF Level 8 plus 3 year appropriate experience.

Supplementary requirements: Preference will be given to candidates with a qualification in Adult Education and Community Development on NQF level 7 or Lifelong learning and Community Education. Applicants must possess a valid driver's license.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Computer Science Grade 11-12)
1xPost	:	Otjiwarongo (Regional Office)

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

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** an appropriate Degree or equivalent qualification on NQF Level 8 plus 3 year appropriate experience.

Supplementary requirements: Preference will be given to candidates with a qualification in Computer Science on NQF level 7 or above. Applicants must possess a valid driver's license.

**DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: ADVISORY SERVICES**

Post Designation	:	Senior Education Officer Grade 6 (Mathematics Grade 8-12)
1xPost	:	Otjiwarongo (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: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** an appropriate Degree or equivalent qualification on NQF Level 8 plus 3 year appropriate experience.

Supplementary requirements: Preference will be given to candidates with a qualification in Mathematics on NQF level 7 Secondary Phase. Applicants must possess a valid driver's license.

**DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: ADVISORY SERVICES**

Post Designation	:	Senior Education Officer Grade 6 (Social Studies Grade 4-7)
1xPost	:	Otjiwarongo (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: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years' appropriate experience **OR** an appropriate Degree or equivalent qualification on NQF Level 8 plus 3-year appropriate experience.

Supplementary requirements: Preference will be given to candidates with a teaching qualification in Social Studies on NQF level 7 or above. Applicants must possess a valid driver's license.

SUB-SECTION:HUMAN RESOURCES ADMINISTRATION

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

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

Appointment requirements: A National Diploma majoring in Human Resources on NQF level 6.

Supplementary requirements: Preference will be given to candidates with a Bachelor Degree in Human Resource Management on NQF level 7 with four (4) years proven appropriate experience at the level of a Human Resource Practitioner Grade 8.

CIRCUIT: GROOTFONTEIN

Post Designation	:	Chief Hostel Matron Grade 12
1xPost	:	Mangetti Combined School
Salary Scale	:	N\$ 107, 753 –N\$ 129, 240
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 21, 000 per annum

Appointment requirements: A Grade 10 or equivalent qualification.

Supplementary requirements: Preference will be given to candidates with Grade 12 certificate on NQF Level 3 or equivalent with 20 points over 5 subjects and an E-symbol in English. Probation must be confirmed as a Hostel Matron Grade 13 and proof must be attached

CIRCUIT: GROOTFONTEIN

Post Designation	:	Head of Department Grade 6
	:	(English & Afrikaans Grade 10-12)
1xPost	:	Grootfontein Secondary School
Salary Scale	:	N\$ 354, 883 –N\$ 424, 199
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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary requirements: Candidates must be able to supervise English & Afrikaans Grade 8-9.

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

CIRCUIT: OKAHANDJA

Post Designation	:	Head of Department Grade 6
	:	Junior Primary: (Pre-Primary –Grade 3) (English & Otjiherero)
1xPost	:	Okondjatu Combined School
Salary Scale	:	N\$ 354, 883 –N\$ 424, 199
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 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 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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

CIRCUIT: OTJIWARONGO

Post Designation	:	Principal Grade 5
1xPost	:	Otjiwarongo Secondary School
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 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 subject to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Supplementary requirement: Candidates must have a professional teaching qualification that would enable him/her to teach at Secondary phase.

Application Procedures:

Interested applicants must complete the revised Public Service application form 156043 ("APPLICATION FOR EMPLOYMENT") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable at all government offices of the Ministry. **Failure to complete part B.11/12 of the employment form and all items on the application forms correctly and not attaching all the necessary documents will disqualify the application.**

A comprehensive Curriculum Vitae, certified copies of Educational Qualifications, Identity Document, testimonials must be attached to the applications (do not submit

original documents). All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA).

Applications must be addressed to the following address:

**Human Resource Office
Otjozondjupa Regional Council
Directorate of Education, Arts & Culture
Private Bag 2618
Otjiwarongo**

Or

**Hand Delivery
Directorate of Education, Arts & Culture
Erf 280, Sonweg Street
Human Resource Office
Otjiwarongo**

Enquiries: Ms. Saima Kaisungu /Ms. Elvi Kamati **Tel:** 067-308000
