

## MANAGEMENT CADRE

### MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

#### DEPARTMENT: TOURISM, PLANNING AND ADMINISTRATION DIRECTORATE OF TOURISM AND GAMING

<b>Post designation</b>	:	Director Grade 3
<b>1xPost</b>	:	Windhoek
<b>Salary scale</b>	:	N\$554, 603 –N\$ 588, 548
<b>Housing allowance</b>	:	N\$131, 280 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital cost</b>	:	N\$94, 178 per annum
<b>Running cost</b>	:	N\$29, 455 per annum

**Advertisement requirements:** A B -Degree on NQF Level 7 in the following field: Tourism Management and Hospitality, Commerce, Economics, Business Management and Marketing, plus nine (9) years appropriate experience of which four (4) years must be at level of Deputy Director in the Public Service or Management in a Private Sector.

**Additional Requirement:** Preferences will be given to applicants with Master Degree in the following field: Tourism Management and Hospitality, Commerce, Economics, Business Management and Marketing.

#### **Job description:**

- Develop, review and implement regulatory frameworks, policies, strategies, directives and plans for national tourism, and national gaming industry.
- Conduct economic/industry impact studies and market researches, to inform policy formulation and decision-making.
- Provide support and facilitate community based and sustainable tourism development, including capacity building.
- Facilitate and coordinate tourism and gaming industry stakeholder collaboration and cooperation
- Produce annual tourism statistics and industry survey
- Produce annual gaming industry survey reports.
- Facilitate public education /awareness media communication on tourism, gambling and lottery developments.
- Oversee the administration, training and staff management of the Directorate of Tourism and Gaming.
- Provide financial management and budget control, and ensure compliance to public procurement procedures
- Coordinate external funding/support and mobilize fund for tourism development.

#### **Applicants should note the following:**

- Applicants within the public service must attach proof of confirmation of probation to their application for employment.

**PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025**

- Applications with foreign qualifications must attach proof of evaluation of such qualification from the Namibia qualification authority (NQA).
- Incomplete applications and/or without the above -mentioned attachments will not be considered.

**Please note:** Only shortlisted candidates will be contacted.

Applications (form 15603 obtainable at all government offices), together with a comprehensive curriculum vitae and certified copies of educational qualifications and personal documents must be submitted to:

**Address:**

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

**Or**

**Hand delivered to: the subdivision Human Resource Management, Ministry of Environment, Forestry and Tourism, Troskie Building, corner of Robert Mugabe and Dr. Kenneth Kaunda Street, Windhoek.**

**Faxed applications will not be considered.**

**Enquiries:** Ms. Seimy Shidute at Tel: 0819528524 OR Ms. Frieda Kayoo-Mbabi at Tel: 0819528440

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