

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

DEPARTMENT: FORMAL EDUCATION

DIRECTORATE: NATIONAL INSTITUTE FOR EDUCATIONAL DEVELOPMENT (NIED)

DIVISION: CURRICULUM RESEARCH AND DEVELOPMENT

SUBDIVISION: SOCIAL SCIENCES AND HUMANITIES

Post Designation	:	Chief Education Officer Grade 5
1 x Post	:	Okahandja
Salary Scale	:	N\$ 432, 601—N\$ 517, 195
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 or 8 plus 8 years appropriate experience.

Supplementary Selection Requirements:

- A Degree in Education with a major in Geography, however a combination of Geography and History would have an advantage.
- A minimum of 3 years involvement in teaching and curriculum development of NSSCAS Geography (proof must be attached).
- Experience in teaching/ curriculum development for History NSSCO/ NSSCAS is an added advantage (proof must be attached).
- Experience in Curriculum panel activities and/or continuous professional development of teachers (proof must be attached).
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Enquiries: Ms. Fransina lipumbu, Tel: (062 - 509020), Dr. Patrick Simalumba, Tel: (062 - 509000)

DIVISION: CURRICULUM REASEARCH AND DEVELOPMENT
SUBDIVISION: AFRICAN LANGUAGES

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

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 or 8 plus 8 years appropriate experience.

Supplementary Selection Requirements:

- A Degree in Education with specialization in African Languages on NQF Level 7 or 8.

- A minimum of 3 years involvement in curriculum development of NSSCO and NSSCAS African Languages syllabus (proof must be attached)
- Experience in Curriculum panel activities and / or continuous professional development of teachers in African (Proof must be attached).

Enquiries: Ms. Fransina lipumbu, Tel: (062 - 509020) Dr. Patrick Simalumba, Tel: (062 - 509000)

**DIVISION: PROFESSIONAL AND RESOURCE DEVELOPMENT
SUBDIVISION: PROFESSIONAL DEVELOPMENT**

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

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 or 8 plus 8 years appropriate experience.

Supplementary Selection Requirements:

- An appropriate Degree or equivalent teaching / Education qualification.
- A minimum of 3 years of experience in continuous professional development activities of teachers/ educators in basic education **(Proof must be attached)**.

Enquiries: Mr. Martin Mateus, Tel: (062 - 509083) Dr. Patrick Simalumba, Tel: (062 - 509000)

**DIVISION: CURRICULUM REASEARCH AND DEVELOPMENT
SUBDIVISION: AFRICAN LANGUAGES**

Post Designation	:	Senior Education Officer Grade 6 (Rukwangali Grade 4 NSSCAS)
1xPost	:	Okahandja
Salary Scale	:	N\$ 354, 883 –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 L7 plus 5 years' appropriate experience,

OR

An appropriate Degree or equivalent qualification on NQF L8 plus 3 years' appropriate experience.

Supplementary Selection Requirements:

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- An appropriate Degree or equivalent qualification with specialisation in Rukwangali.
- Minimum of 3 years teaching experience in at least Senior Primary Level in Rukwangali (proof must be attached).
- Experience in syllabus development and/or curriculum panel activities and/or continuous professional development of teachers in Rukwangali (proof must be attached).

Enquiries: Mr. Servasius M. Ndjunga, Tel: 062 - 509080) Ms. Fransina lipumbu, Tel: (062 - 509020)

DIVISION: CURRICULUM REASEARCH AND DEVELOPMENT
SUBDIVISION: MATHEMATICS NATURAL SCIENCE AND AGRICULTURE

Post Designation : Senior Education Officer Grade 6 (Elementary Agriculture (Grade 4– 7) and Agricultural science (Grade 8 – NSSCAS)
1xPost : Okahandja
Salary Scale : N\$ 354, 883 –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 L7 plus 5 years appropriate experience,

OR

An appropriate Degree or equivalent qualification on NQF L8 plus 3 years' appropriate experience.

Supplementary Selection Requirements:

- An appropriate Degree or equivalent qualification with specialisation in Agriculture.
- Experience in teaching Agricultural Science at NSSCAS for 3 years (proof must be attached).
- Experience in syllabus development and/or as Curriculum panel activities and / or continuous professional development of teachers in Agriculture (Proof must be attached).

Enquiries: Ms. Eva Asheela, Tel: (062 - 509049) Ms. Fransina lipumbu, Tel: (062 - 509020)

DIVISION: CURRICULUM REASEARCH AND DEVELOPMENT
SUBDIVISION: SOCIAL SCIENCES AND HUMANITIES

Post Designation : Senior Education Officer Grade 6 (Pre-Primary and Early Childhood Development (ECD)
1xPost : Okahandja

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

Salary Scale	:	N\$ 354, 883 –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 L7 plus 5 years appropriate experience,

OR

An appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience.

Supplementary Selection Requirements:

- An appropriate Degree or equivalent qualification with specialisation in Pre-Primary Education and Early Childhood Development (ECD)/ Junior Primary Grade 1-3 school phase.
- A minimum of 3 years' experience in curriculum development in the fields of Pre-Primary Education and ECD/ Junior Grade 1-3 school phase.
- Experience in continuous professional development of teachers and/or in Curriculum activities for Pre-primary /ECD (Proof must be attached).

Enquiries: Mr. Robert M. Munganda, Tel: (062 - 509035) Ms. Fransina lipumbu, Tel: (062 - 509020)

DIVISION: PROFESSIONAL AND RESOURCE DEVELOPMENT
SUBDIVISION: PROFESSIONAL DEVELOPEMENT

Post Designation	:	Senior Education Officer Grade 6
1xPost	:	Okahandja
Salary Scale	:	N\$ 354 883 –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 L7 plus 5 years appropriate experience,

OR

An appropriate Degree or equivalent qualification on NQF L8 plus 3 years' appropriate experience.

Supplementary Selection Requirements:

- An appropriate Degree or equivalent teaching / education.
- Three (3) years of experience in continuous professional development of teachers/ educators (proof must be attached).

Enquiries: Mr. Martin Mateus, Tel: (062 - 509083) Dr. Patrick Simalumba Tel: (062 - 509000)

DIRECTORATE: ARTS
DIVISION: ARTS EDUCATION AND TRAINING
SUBDIVISION: SCHOOLS AND COMMUNITY SUPPORT PROGRAMMES

Post Designation : Senior Education 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 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 Selection Requirements:

- At least 5 years' experience in planning and organization in Arts and Sound knowledge of creative industry.
- Insight into national development needs and the formulation and implementation of arts policy is strongly recommended.

Enquiries: Mr. Samuel Amunkete, Tel: (061- 293 3517)

DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT
DIVISION: GENERAL SERVICES AND EXAMINATIONS ADMINISTRATION
SUBDIVISION: GENERAL SERVICES
SECTION: AUXILIARY SERVICES

Post Designation : Administrative Officer Grade 12
1xPost : Windhoek (DNEA)
Salary Scale : N\$ 107, 753 -129,240
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: A Grade 12 certificate or equivalent qualifications (NQF Level 3) with a minimum of 20 points over 5 subjects and an E symbol in English.

Supplementary Selection Requirements: Preference will be given to candidates with computer literacy as well as driving license (Code B).

Enquiries: Ms. L. M Shaningwa, Tel: (061 – 293 3430)

DIVISION: GENERAL SERVICES AND EXAMINATIONS ADMINISTRATION
SUBDIVISION: GENERAL SERVICES
SECTION: FINANCE

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

Post Designation : Administrative Officer Grade 12
1xPost : Windhoek (DNEA)
Salary Scale : N\$ 107, 753-N\$ 129, 240
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: A Grade 12 certificate or equivalent qualifications (NQF Level 3) with a minimum of 20 points over 5 subjects and an E symbol in English.

Supplementary Selection Requirements: Preference will be given to candidates with computer literacy.

Enquiries: Ms. L. M Shaningwa, Tel: (061 – 293 3430)

DEPARTMENT: FINANCE AND ADMINISTRATION
DIRECTORATE: FINANCE
DIVISION: FINANCIAL MANAGEMENT
SUBDIVISION: REVENUE AND RECONCILIATION

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

Minimum Requirements: An appropriate Diploma on NQF L6 majoring in Accounting

Supplementary Selection Requirements:

- The candidate must have five (5) years' experience as a Senior Accountant and seven (7) years' experience in the Public Service.
- Must have experience in all IFMS modules and experience in Reconciliation of Suspense and Expenditure Accounts
- Code 8 driver's license is a requirement for the post.

Enquiries: Ms. L. N Karises, Tel (061 293 3064)

DIVISION: HUMAN RESOURCE ADMINISTRATION
SUBDIVISION: ADMINISTRATION

Post Designation : Senior Human Resource Practitioner Grade 7
1xPost : Windhoek (HQ)
Salary Scale : N\$ 291, 128 –N\$ 347, 926
Housing Allowance : N\$ 17, 424 per annum

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

Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: A National Diploma majoring in Human Resources on NQF L6

Supplementary Selection Requirements: Preference will be given to candidates in possession of an appropriate Degree on NQF L7 majoring in Human Resource Management plus five (5) years appropriate experience in Human Resource Administration.

Enquiries: Ms. Gisser Nambezi, Tel (061 2933260)

**DEPARTMENT LIFELONG LEARNING, ARTS AND CULTURE
DIRECTORATE: NAMIBIA LIBRARY AND ARCHIVES SERVICES (NLAS)
DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES
SUBDIVISION: MINISTERIAL LIBRARY SERVICES
SECTION: PROFESSIONAL SERVICES
(Seconded to Ministry of Environment, Forestry and Tourism)**

Post Designation : Librarian Grade 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 Requirements: A B. Degree (or equivalent qualification) on NQF L7.

Supplementary Selection Requirements:

- A B. Degree in Library or Information Science and high academic performance is required for the post,
- Proficiency in cataloguing, content analysis, and information retrieval is required.
- Experience in the use and maintenance of electronic information resources are necessary.
- Knowledge and experience with library management systems, particularly specific library management software are expected.
- Proficiency in office, excellent written and oral communication skills,
- Office and library ICT skills will be highly recommended,
- Candidates will be required to undergo a test assessing ICT skills.

Enquiries: Ms. S .N. Neumbo, Tel: (061-2933184)

**DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES
SUBDIVISION: NATIONAL LIBRARY SERVICE
SECTION: BIBLIOGRAPHIC CONTROL**

Post Designation	:	Assistant Librarian Grade 10
1xPost	:	Windhoek
Salary Scale	:	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 on NQF L6

Supplementary Selection Requirements:

- An appropriate National Diploma in Library & Information Studies or Information Science on NQF L6.
- Sound and applied knowledge on Librarianship and the use of advance library ICT skills.
- Excellent oral and written communication skills are strongly recommended.

Enquiries: Ms. Hedwich Meyer, Tel: (061-293 5301)

DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES
SUBDIVISION: COMMUNITY LIBRARY SERVICES
SECTION: TECHNICAL SERVICES

Post Designation	:	Assistant Librarian Grade 10
1xPost	:	Windhoek
Salary Scale	:	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 on NQF L6

Supplementary Selection Requirements:

- Sound and applied knowledge on Librarianship.
- Excellent oral and written communication skills are strongly recommended.
- Experience in monitoring and evaluation including statistical analysis.

Enquiries: Ms. Erasmus Sackaria **Tel: (061-293 5284)**

Note: All interested applicants should complete the necessary Application Forms 156043 and Health Questionnaire 156094 (obtainable at any government office), attach a detailed comprehensive Curriculum Vitae (CV), **original certified** copies of qualification (s) with **transcript of qualification (s)**, Identity Document, testimonials and confirmation of probation if applicable. All foreign qualification (s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). In terms of Affirmative Action Plan, suitably qualified racially disadvantaged persons, persons with disabilities and women are encouraged to apply.

Applications should be addressed to:

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

**Ministry of Education, Innovation, Youth, Sports, Arts and Culture
Human Resource Office
Private Bag 13186
Windhoek**

Or hand delivered to:

**Ministry of Education, Innovation, Youth, Sports, Arts and Culture
Government Office Park, Luther Street
Human Resource Office, 2nd Floor,
East Wing, Room No. 275**
