

## MINISTRY OF DEFENCE AND VETERANS AFFAIRS

### DEPARTMENT DEFENCE DIRECTORATE: CONSTRUCTION AND MAINTENANCE DIVISION: MAINTENANCE

|                     |   |                                        |
|---------------------|---|----------------------------------------|
| Post Designation    | : | Control Engineering Technician Grade 6 |
| 1xPost              | : | Windhoek                               |
| Salary Scale        | : | N\$ 337,984 – N\$ 403,922              |
| 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 Level 6 plus five (5) years appropriate experience OR Registration as Engineering Technician at the Engineering Council of Namibia plus five (5) years appropriate experience.

**Enquiries:** Mr Hilukiluah Tel: (061) 204 2351

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### DIRECTORATE: HUMAN RESOURCES DIVISION: HUMAN RESOURCE MANAGEMENT

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|---------------------|---|-------------------------------------|
| Post Designation    | : | Human Resource Practitioner Grade 8 |
| 3xPosts             | : | Windhoek                            |
| Salary Scale        | : | N\$ 227, 453 – N\$ 271, 828         |
| Housing Allowance   | : | N\$17, 424 per annum                |
| Transport Allowance | : | N\$10,512 per annum                 |

**Minimum Requirements:** A National Diploma majoring in human resources on NQF Level 6.

**Enquiries:** Ms N. lingwapha 061-204 2215

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### DIRECTORATE: FINANCE DIVISION: PAYROLL ADMINISTRATION SUBDIVISION: REMUNERATIVE ADMINISTRATIVE

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|---------------------|---|-------------------------------|
| Post Designation    | : | Accountant Grade 8            |
| 2xPosts             | : | Windhoek                      |
| Salary Scale        | : | N\$ 227, 453 -P- N\$ 271, 828 |
| Housing Allowance   | : | N\$ 17,424 per annum          |
| Transport Allowance | : | N\$ 10,512 per annum          |

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

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| Post Designation | : | Administrative Officer Grade 12 |
| 2xPosts          | : | Windhoek                        |

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|----------------------------|---|----------------------------|
| <b>Salary Scale</b>        | : | N\$ 102, 622 – N\$123, 086 |
| <b>Housing Allowance</b>   | : | N\$ 13,944 per annum       |
| <b>Transport Allowance</b> | : | N\$ 10,512 per annum       |

**Minimum requirements:** A Grade 12 Certificate (NQF Level 3)

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**DIVISION: BUDGET CONTROL**  
**SECTION: DSA**

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|----------------------------|---|---------------------------------|
| <b>Post Designation</b>    | : | Administrative Officer Grade 12 |
| <b>2xPosts</b>             | : | Windhoek                        |
| <b>Salary Scale</b>        | : | N\$ 102, 622 – N\$123, 086      |
| <b>Housing Allowance</b>   | : | N\$ 13,944 per annum            |
| <b>Transport Allowance</b> | : | N\$ 10,512 per annum            |

**Minimum requirements:** A Grade 12 Certificate (NQF Level 3)

**Enquiries:** Mrs M. Maurihungirire / Ms S Kaoas, Tel: 061-2042243 /061-2042128

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**DIRECTORATE: HUMAN RESOURCES**  
**DIVISION: SUPPORT SERVICES AND ADMINISTRATION**  
**SUB-DIVISION: ADMINISTRATION AND GENERAL SERVICES**  
**SECTION: OFFICE SUPPORT SERVICES**

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|----------------------------|---|----------------------------|
| <b>Post Designation</b>    | : | Private Secretary Grade 9  |
| <b>1xPost</b>              | : | Windhoek                   |
| <b>Salary Scale</b>        | : | N\$ 185, 920 – N\$222, 994 |
| <b>Housing Allowance</b>   | : | N\$ 13,944 per annum       |
| <b>Transport Allowance</b> | : | N\$ 10,512 per annum       |

**Minimum requirements:** An appropriate National Diploma or equivalent qualification on NQF Level 6. **Additional requirements:** Preference will be given to candidates with National Diploma (NQF L6) in the field of Office Administration/ Management.

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**SECTION MUSEUM**

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|----------------------------|---|----------------------------------------|
| <b>Post Designation</b>    | : | Senior Administrative Officer Grade 10 |
| <b>3xPosts</b>             | : | Windhoek                               |
| <b>Salary Scale</b>        | : | N\$ 151, 910 – N\$182, 202             |
| <b>Housing Allowance</b>   | : | N\$ 13,944 per annum                   |
| <b>Transport Allowance</b> | : | 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:

Preference will be given to candidates with 3 years' experience as Administrative Officer Grade 12. Candidate in Public Service must attach their probation confirmation letter.

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

**Applications must be submitted to the following address:**

**The Executive Director  
Ministry of Defence and Veterans Affairs  
Private Bag 13307  
WINDHOEK**

**OR HAND DELIVERY TO:**

**The Division  
Human Resource Management  
Ministry of Defence and Veterans Affairs, Bastion 2  
Corner of Sam Nuyoma Drive and Tall Street, Windhoek**

**Enquiries:** Mrs lingwapha Tel: (061) 204 2215

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

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