

**NATIONAL ASSEMBLY SECRETARIAT
DIRECTORATE: LEGAL SERVICES**

Post designation	:	Chief Legal Officer Grade 4
1 x Post	:	Windhoek
Salary Scale	:	N\$517 195-N\$ 543 728
Housing Allowance	:	N\$121 560 per annum
Motor Vehicle Allowance		
Capital Cost	:	N\$83 106 per annum
Running Cost	:	N\$27 811 per annum

Minimum requirements:

- BA LLB Degree or equivalent qualification on NQF Level 7 in the field of Law;
- Admission as legal practitioner in Namibia;
- 7 years' verifiable experience in Legal Advice, Legislative Drafting, Constitutional Law, Administrative Law.
- Comprehensive knowledge Parliamentary Procedures, and the Namibian electoral system.

Additional requirements:

- Admission as Legal Practitioner in Namibia (certified copy of the admission order must accompany the application for employment form);
- Above average knowledge of the Constitutional and Administrative Law; Electoral Law & Systems in Namibia, Parliamentary Procedures (tested during interviews); and
- Proficiency in Microsoft Office Programs (tested during interviews)
- Candidates in possession of a Master's degree majoring in Constitutional and Administrative Law or Parliamentary Procedures and who are admitted as Legal Practitioners of the High Court shall receive preference.

Main duties and skills required for the job:

- Knowledge and experience in the scope and implementation of legislation guiding the work of the National Assembly Secretariat
- Knowledge and experience in drafting bills and subordinate legislation.
- Research skill and experience with a view to reform policies and laws.
- Strong interpersonal, verbal and written communication skills.
- Able to work independently.
- Scrutinize all legislation, documents and Bills presented to the National Assembly to ensure accuracy, constitutionality and legal legitimacy;
- Providing legislative drafting services to Members of the National Assembly and Standing Committees in line with its strategic objective of strengthening the capacity of Parliament to make law;
- Review Bills returned by the National Council to the National Assembly and advise on legal disputes and matters arising therefrom;
- Provide legal advice to the Speaker of the National Assembly (including advice on Parliamentary Procedures, practice and any matter related thereto);

- Provide legal advice to the National Assembly in general, including legal issues arising from internal disciplinary actions or labour related disputes;
- Provide legal advice to Parliamentary Standing Committees of the National Assembly as and when needed
- Request legal opinions from the Attorney-General on matters relating to Parliament, the Constitution and Legislative matters in general;
- Responsible for drafting legal opinions and position papers on matters relating to the Office of the Speaker and such topics as are presented to the Hon. Speaker for his attention by the citizenry at large;
- Provide general legal and procedural advice to the Hon. Speaker when addressing the public and during regional visits, on matters concerning Parliament and the people;
- Perform any other tasks as may be required by the Director, Secretary, and the Speaker of the National Assembly.

Enquiries: Ms. Carol-Ann **Esterhuizen**, Tel 2889111 x 2617 / HR Practitioners at Tel 2889111 x 2517/2606/2659

Post designation	:	Private Secretary Grade 9
1 x Post	:	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: An appropriate National Diploma in Office Administration, Business Administration or equivalent qualification on NQF L6

Main duties and skills required for the job:

- Provide secretarial services to the Director.
- Drafting and typing of correspondence and manuscripts.
- Screening and channeling of telephone calls and receive visitors
- Managing of diary of the Director.
- Responsible for the logistical travel arrangement of the Director;
- Perform elementary clerical work.
- Ensure that all official documents are deposited with Registry.
- Managing all meetings of the Director (i.e. informing all participants, taking minutes if needed, arrange for refreshments) in consultation with the Director.
- Handling of incoming and outgoing mail.
- Responsible for the circulation of all correspondence and other documentations to the relevant staff members.
- Ensure that all official documents and information are treated as confidential.
- Perform other tasks as may be assigned from time to time.

Enquiries: Ms. Carol-Ann **Esterhuizen**, Tel 2889111 x 2617 / HR Practitioners at Tel 2889111 x 2517/2606/2659

**DIRECTORATE: GENERAL SERVICES
DIVISION: GENERAL SERVICES
SUBDIVISION: FINANCIAL SERVICES**

Post designation	:	Accountant Grade 8
1 x Post	:	Windhoek
Salary Scale	:	N\$238 825 - 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 Requirements:

- 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: Mrs. Evodia M. **Mwilima**, Tel 2889111 x 2508 / HR Practitioners at Tel 2889111 x 2517/2606/2659

All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Applicants who fail to attach it will not be considered for shortlisting.

Applicants **whose probations in their current positions are confirmed (Please attach proof), please note that only shortlisted candidates will be contacted and no personal documents will be returned.**

NB! Application form for employment must be made on the latest revised Application for Employment Number 156043 and Health Questionnaire Form Number 156094 with a provision of current employer under Section C which is obtainable at all government Offices/Ministries/Agencies. Please take note that no any other version will be accepted and failure to complete the correct form or to complete all items on the application form or not attaching the required documents will result in automatic disqualification of the application.

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Candidates from outside the Public Service must attach testimonials / certificate of service from former and current employers to proof their experience and current job level. Failure to attach proof of experience and current job level will disqualify the application.

National Assembly is an equal opportunity employer. **Women and people with disabilities meeting the advertisement requirements are encouraged to apply.**

NB! Fully completed application forms for employment (form 156043 and 156094) together with original certified copies of identification document, qualifications as well as academic records and a comprehensive curriculum vitae should be addressed to:

The Secretary of the National Assembly
Private Bag 13323
WINDHOEK

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM
DIRECTORATE OF WATER RESOURCES MANAGEMENT
DIVISION: WATER LAW ADMINISTRATION
SUBDIVISION: WATER LAW ENFORCEMENT

Post designation	:	Control Administrative Officer Grade 6
1x Post	:	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 National Diploma in Water Resources Management or Water Law or Environmental Management or Environmental Law on NQF Level 6 plus five (5) years appropriate experience in administering the law in terms of compliance and enforcement. The candidate must be in possession of a valid driving licence and attached an original certificate of good conduct from the Namibian Police.

Main responsibilities:

- Investigate and respond to illegal discharges of pollutants into water bodies.
- Take enforcement action against individuals or companies violating water quality regulations.
- Conduct inspections of industrial, agricultural, and municipal facilities to ensure compliance with water-related environmental laws (e.g., effluent discharge standards, wastewater treatment practices).
- Respond to public complaints regarding water pollution, illegal water usage, or drainage issues. Conduct investigations to determine the source and nature of the problem.
- Issue enforcement notices, improvement notices, or fines to violators. Recommend prosecution in serious cases of environmental non-compliance.
- Ensure that water extraction from rivers, lakes, or groundwater sources complies with licensing laws to protect water resources.
- Advise landowners, farmers, businesses, and the public on best practices for water management and compliance with environmental laws.
- Work with local authorities, environmental agencies, and emergency services to manage water-related incidents or enforcement actions.
- Document inspections, enforcement actions, and investigations in detailed reports. Maintain accurate records for legal and environmental reporting purposes.
- Coordinate the activities of the Water Tribunal and Appeals institution.

Enquiries: Mr. Salmo Djuulume at 0612087226

DIRECTORATE OF WATER RESOURCES MANAGEMENT
DIVISION: WATER LAW ADMINISTRATION
SUBDIVISION: WATER PERMIT/LICENCE ADMINISTRATION
SECTION: PERMIT ADMINISTRATION

Post designation	:	Chief Administrative Officer Grade 8
1x Post	:	Windhoek

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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 requirements: An appropriate National Diploma in Water Resources Management or Water Law or Environmental Management or Environmental Law on NQF Level 6 plus three (3) years appropriate experience in water licensing and compliance. The candidate must be in possession of a valid driving licence and attached an original certificate of good conduct from the Namibian Police.

Main Responsibilities:

- Support the Control Administrative Officer in managing the issuance, renewal, suspension, and revocation of water abstraction and discharge licenses in accordance with national or regional water laws.
- Ensure that individuals, industries, and institutions using water resources comply with legal and environmental standards.
- Review complex or high-impact water use applications to determine environmental sustainability, legal compliance, and alignment with water allocation plans.
- Supervise and support a team of licensing officers, setting performance standards, providing training, and ensuring consistent application of policies.
- Contribute to the development of national or regional water licensing policies and regulations. Provide technical interpretation and advice on their application.
- Liaise with government departments, water users, environmental groups, and community stakeholders to resolve conflicts and promote sustainable water use.
- Support the implementation of resolution on disputes or appeals related to water license decisions, ensuring fairness and legal compliance.

Enquiries: Mr. Salmo Djuulume at 0612087226

DIRECTORATE OF WATER RESOURCES MANAGEMENT DIVISION: WATER LAW ADMINISTRATION SUBDIVISION: WATER LAW ENFORCEMENT

Post designation	:	Agricultural Inspector Grade 10 (Water Inspector)
1x Post	:	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 in Water Resources Management or Environmental Management or Environmental Law or B. Degree in Water Law on NQF Level 6. The candidate must be in possession of a valid driving licence. The candidate must be in possession of a valid driving licence and attached an original certificate of good conduct from the Namibian Police.

Competencies required: The candidate is expected to have an understanding and knowledge of water licensing, compliance, and enforcement. Knowledge of dispute

resolutions will be an added advantage. Computer skills and knowledge of report writing is necessary.

Enquiries: Mr. Salmo Djuulume at 0612087226

**DIRECTORATE OF WATER RESOURCES MANAGEMENT
DIVISION: WATER LAW ADMINISTRATION
SUBDIVISION: Water Law Enforcement**

Post designation	:	Senior Agricultural Inspector Grade 9 (Water inspector)
1x Post	:	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: An appropriate National Diploma in Water Resources Management, Environmental Management, Environmental Law or Water Law on NQF Level 6 plus two (2) years appropriate experience in water licensing, compliance and enforcement. The candidate must be in possession of a valid driving licence and attached an original certificate of good conduct from the Namibian Police.

Competencies required: The candidate is expected to have an understanding and knowledge of water licensing, inspections, compliance, and enforcement. Knowledge of dispute resolutions will be an added advantage. Computer skills and knowledge of report writing is necessary.

Enquiries: Mr. Salmo Djuulume at 0612087226

**DIRECTORATE: AGRICULTURAL PRODUCTION, EXTENSION AND ENGINEERING SERVICES
DIVISION: PLANT HEALTH (PLANT HEALTH CONTROL)
SUBDIVISION: KHOMAS REGION
SUBSECTION: PLANT HEALTH CONTROL**

Post designation	:	Chief Agricultural Scientific Officer Grade 5
1x Post	:	Windhoek
Scale of salary	:	N\$432 601 – N\$ 717 195 per annum
Salary Notch	:	N\$432 601 per annum
Housing allowance	:	N\$17 424 per annum
Transport allowance	:	N\$10 512 per annum

Minimum Requirements: A Bachelor Honours Degree in Entomology on NQF Level 8 plus a minimum of three (3) years appropriate experience in designing and implementing pest surveillance programs OR Insect pest identification using morphological and/or molecular tools OR conducting pest risk analysis and managing pest outbreaks OR supervising technical teams and managing scientific projects. Candidates must be in a possession of a valid driver's license.

Preference will be given to candidates with a Masters' degree in Entomology on NQF level 9.

Competencies required: In-depth knowledge of insect taxonomy, pest ecology, and integrated pest management (IPM). Familiarity with national and international phytosanitary standards (e.g., IPPC, ISPMs). Strong analytical and diagnostic skills in entomology. Proficiency in scientific reporting, data analysis, and use of pest surveillance tools. Excellent leadership, coordination, and communication skills. Ability to train, mentor, and manage technical and junior staff.

Main duties:

- Design and lead national and regional pest surveillance and early detection programs.
- Monitor pest distribution through field surveys, trapping, and sampling.
- Develop pest risk maps, surveillance protocols, and maintain pest occurrence databases.
- Identify insect pests using morphological and molecular techniques.
- Oversee entomological diagnostic services and maintain reference collections.
- Conduct Pest Risk Analyses (PRA) and contribute to pest management and emergency response plans.
- Provide expert advice during inspections, interceptions, and eradication efforts.
- Train and mentor inspectors, technical staff, and extension officers in pest surveillance and IPM.
- Prepare technical reports, surveillance summaries, and submissions for international reporting.
- Conduct awareness campaigns and stakeholder engagement on pest threats and biosecurity.
- Supervise technical staff and ensure quality control in diagnostic and surveillance work.
- Support the Deputy Director in implementing and administering the Plant Quarantine Act (Act No. 7 of 2008).

ENQUIRIES: Ms. Violet Simataa; Deputy Director, Plant Health, Tel. No (061) 208 7778

DIVISION: PLANT HEALTH (PLANT HEALTH CONTROL)

SUBDIVISION: //KARAS REGION

SUBSECTION: PLANT IDENTIFICATION, TRACEABILITY, AND QUARANTINE

Post designation	:	Agricultural Scientific Officer Grade 8
1x Post	:	Noordoewer Border Post
Scale of salary	:	N\$ 238 825 – N\$ 285420 per annum
Transport allowance	:	N\$ 10 512 per annum
Housing allowance	:	N\$ 14 520 per annum
Remote allowance	:	N\$ 21 000 per annum

Minimum Requirements: A B-degree on NQF Level 8 in Crop Production or Crop Science or Agronomy or Biological Science OR Plant Pathology OR Entomology. ***The candidate should be in possession of a valid drivers' license.***

Main duties:

- Conduct inspections of plants, plant products, and regulated articles entering or leaving the country to ensure compliance with national phytosanitary regulations and international standards.
- Check and validate phytosanitary certificates, import permits, and other supporting documents to ensure that shipments meet legal and quarantine requirements.
- Apply the Plant Quarantine Act and relevant legislation by intercepting, detaining, or rejecting non-compliant consignments, and initiating quarantine or treatment measures where required.
- Collect samples and conduct preliminary pest identification of intercepted insects, plant pathogens.
- Oversee and guide junior inspectors or technical staff at the border post to ensure consistent and accurate implementation of phytosanitary procedures.
- Accurately document inspection findings, interceptions, treatments applied, and non-compliance cases.
- Collaborate with customs, immigration, veterinary, and other relevant authorities to ensure coordinated and efficient border control operations.
- Offer technical advice to stakeholders on import/export procedures, pest risk mitigation, and treatment options
- Prepare and submit regular reports to headquarters for surveillance and statistical purposes.
- Overall supervision of operational and supporting staff at border post

ENQUIRIES: Ms. Violet Simataa; Deputy Director, Plant Health, Tel. No (061) 208 7778

DIRECTORATE: AGRICULTURAL PRODUCTION, EXTENSION AND ENGINEERING SERVICES
DIVISION: PLANT HEALTH (PLANT HEALTH CONTROL)
SUBDIVISION: //KARAS, KHOMAS AND OTJOZONDJUPA REGIONS
SUBSECTION: PLANT IDENTIFICATION, TRACEABILITY, AND QUARANTINE

Post designation	:	Agricultural Technician Grade 9
3x Posts	:	Noordoewer Border Post, Grootfontein, Windhoek
Scale of Salary	:	N\$ 195 216– N\$ 2234 144 p.a.
Transport Allowance	:	N\$ 8 760 per annum
Housing Allowance	:	N\$ 11 616 per annum
Remote Allowance	:	Noordoewer Border Post N\$ 21 000 per annum

Minimum Requirements: A National Diploma in Agriculture NQF Level 6, with basic knowledge in Crop related fields etc. ***Must be in possession of a valid Driver's License.***

Main duties:

- Inspect imported plants, plant products, soil, and other regulated articles to ensure they are free from pests and diseases.
- Verify phytosanitary documents and seal consignments (e.g., trucks, containers) as required.
- Issue import, in-transit, and re-export permits under supervision.
- Assist in issuing phytosanitary certificates for export consignments, ensuring compliance with importing countries' requirements.

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