

MINISTRY OF JUSTICE AND LABOUR RELATIONS
DIRECTORATE: LABOUR SERVICES
DIVISION: ERONGO REGION
SUBDIVISION: LABOUR SERVICES

Post Designation	:	Control Labour Inspector Grade 6
1x Post	:	Swakopmund, Erongo Region
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 National Diploma or equivalent qualification on NQF Level 6 in either Labour Law or Human Resources Management or Industrial Relations plus five (5) years appropriate experience in labour matters of which three (3) years should be at the level of Grade 7 or equivalent (applicants from outside the Public Service).

Additional requirements: Preference will be given to candidates with a Bachelor Degree on NQF Level 7 in one of the above-mentioned disciplines. Applicants must be in possession of a valid driver's license older than two (2) years (manual transmission).

Enquiries: Mr. S. Amukwa or Mr. S. Amupolo Tel: 061-206 6224 or Tel: 061-206 6111

**DIVISION: KHOMAS, ERONGO, | | KHARAS, ZAMBEZI, KUNENE, OHANGWENA,
 OMAHEKE, OSHANA AND OTJOZONDJUPA REGION**
SUBDIVISION: LABOUR SERVICES

Post Designation	:	Senior Labour Inspector Grade 8
13x Posts	:	1x Windhoek, Head Office
		1x Swakopmund, Erongo Region
		1x Keetmanshoop, Kharas Region
		1x Luderitz, Kharas Region
		1x Katima Mulilo, Zambezi Region
		1x Kamanjab, Kunene Region
		1x Opuwo, Kunene Region
		1x Eenhana, Ohangwena Region
		1x Gobabis, Omaheke Region
		1x Oshakati, Oshana Region
		1x Oranjemund, Kharas Region
		1x Rosh Pinah, Kharas Region
		1x Otjiwarongo, Otjozondjupa Region
Salary Scale	:	N\$238 825 – N\$ 285 420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum (Kamanjab only)

Appointment requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in either Labour Law or Human Resources Management or Industrial Relations plus two (2) years appropriate experience in labour matters.

PSM CIRCULAR NO.H OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 SEPTEMBER 2025, CLOSING DATE 17 OCTOBER 2025

Additional requirements: Preference will be given to candidates with a Bachelor Degree on NQF Level 7 in one of the above-mentioned disciplines. Applicants must be in possession of a valid driver's license older than two (2) years (manual transmission).

Enquiries: Mr. E. Nashiku and Ms. M. Nghipundjwa (Windhoek, Erongo, Otjozondjupa and Omaheke Regions) Tel: 061-206 6111,
Mr. M. Santos (Zambezi Region) Tel: 066-255946,
Mr. W. Shilumbu (Oshana and Ohangwena Regions) Tel: 065-224039
Ms. L. Ndavelofi (Kunene Region) Tel: 065-273850,
Ms. U. Ngarangombe (| | Kharas Region) Tel: 063-223580

Human Resource Office, Tel: 061- 206 6207/09

DIVISION: KAVANGO EAST AND | | KHARAS REGIONS
SUBDIVISION: OCCUPATIONAL HEALTH AND SAFETY

Post Designation	:	Chief Inspector: Industries Grade 7
2x Posts	:	1x Rundu, Kavango East Region 1x Keetmanshoop, Kharas Region
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 in Occupational Health and Safety or equivalent qualification on NQF Level 6 plus six (6) years appropriate experience in Occupational Health and Safety. Applicants must be in possession of a valid driver's license older than two (2) years (manual transmission). OR

A Trade Diploma in Mechanical or Electrical N3 Level or equivalent qualification plus training in Occupational and Safety (e.g. SAMTRAC) plus six (6) years appropriate experience in Occupational Health and Safety. Applicants must be in possession of a valid driver's license older than two (2) years (manual transmission).

Additional requirements: Computer skills will be added as an advantage.

Enquiries: Ms. P. Nghidengwa or Mr. S. Amupolo
Tel: 061-206 6302 Tel: 061-206 6111

DIRECTORATE: LABOUR RELATIONS
DIVISION: LABOUR ADVISORY COUNCIL SECRETARIAT
SUBDIVISION: INTERNATIONAL RELATIONS

Post Designation	:	Chief Labour Relations Officer Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$291 128- N\$ 347 926
Housing Allowance	:	N\$17,424 per annum

PSM CIRCULAR NO.H OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 SEPTEMBER 2025, CLOSING DATE 17 OCTOBER 2025

Transport Allowance : N\$10,512 per annum

Appointment requirements: An appropriate National Diploma in International Relations or Labour Relations Management or Law on NQF Level 6 plus six (6) years appropriate experience in the field of labour and employment.

Additional requirements: A valid driver's license older than two (2) years (manual transmission), extensive experience in writing and analytical skills and computer skills will be an added advantage.

SUBDIVISION: LABOUR ADVISORY COUNCIL

Post Designation : Chief Labour Relations Officer Grade 7
1x Post : Windhoek
Salary Scale : N\$291 128- N\$ 347 926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Appointment requirements: An appropriate National Diploma in Human Resources Management or Labour Relations Management on NQF Level 6 plus six (6) years appropriate experience in the field of labour and employment.

Additional requirements: A valid driver's license older than two (2) years (manual transmission), extensive experience in meeting management, research skills, analytical skills and computer skills will be an added advantage.

Post Designation : Senior Labour Relations Officer Grade 8
1x Posts : Windhoek
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 National Diploma in Human Resources Management or Labour Relations Management on NQF Level 6 plus three (3) years appropriate experience in the field of labour and employment.

Additional requirements: A valid driver's license older than two (2) years (manual transmission), research skills and computer skills will be an added advantage.

Enquiries: Ms. M. Nicodemus or Ms. D. Ndafenongo
Tel: 061-206 6213 Tel: 061-206 6207

DIRECTORATE: PLANNING AND ADMINISTRATION
DIVISION: FINANCE, HUMAN RESOURCE AND DEVELOPMENT
SUBDIVISION: FINANCIAL MANAGEMENT
SECTION: BUDGET, REVENUE AND RECONCILIATION

Post Designation : Senior Accountant Grade 7
1x Post : Windhoek

PSM CIRCULAR NO.H OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 SEPTEMBER 2025, CLOSING DATE 17 OCTOBER 2025

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

Appointment requirements: An appropriate National Diploma on NQF Level 6 majoring in Accounting plus six (6) years appropriate experience in any of the three (3) finance modules in Integrated Financial Module System (IFMS).

SECTION: SALARIES AND ALLOWANCES

Post Designation	:	Accountant Grade 8
1x Post	:	Windhoek
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 National Diploma on NQF Level 6 majoring in Accounting plus one (1) year appropriate experience in any finance modules.

Additional requirements: Preference will be given to candidates with a Bachelor Degree in Accounting and Finance on NQF Level 7.

Enquiries: Ms. P. Nghitete	or	Mr. S. Amupolo
Tel: 061-206 6225		Tel: 061-206 6111

DIVISION: INFORMATION TECHNOLOGY SUBDIVISION: ICT INFRASTRUCTURE AND SYSTEM ADMINISTRATION

Post Designation	:	Senior System Administrator Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$302, 890 – N\$ 347 926 (P)
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: A Bachelor Degree on NQF Level 7 in Information Technology or System Administration or Computer Science plus three (3) years appropriate experience in Systems Administration.

Additional requirements: Ability to supervise and train the team in the field of System Administration, Networks and Security Administration. Applicants must be in possession of a valid driver's license older than two (2) years (manual transmission).

Post Designation	:	System Administrator Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$263 683 – N\$ 296 950 (P)
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: A Bachelor Degree on NQF Level 7 in System Administration or Network Engineering or Computer Science or Cyber Security.

Additional requirements: Applicants must be in possession of a valid driver's license older than two (2) years (manual transmission).

SUBDIVISION: SYSTEMS DEVELOPMENT, IMPLEMENTATION AND MAINTAINANCE
Section: SUPPORT SERVICES AND HELP DESK

Post Designation	:	Computer Technician Grade 11
4x Posts	:	1x Windhoek, Khomas Region 1x Keetmanshoop, Kharas Region 1x Oshakati, Oshana Region 1x Rundu, Kavango East Region
Salary Scale	:	N\$150,126 – N\$169 472 (P)
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

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

Additional requirements: Applicants must be in possession of a valid driver's license older than two (2) years (manual transmission).

Enquiries: Ms. N. Gerson or Ms. D. Ndafenongo
Tel: 061-206 6308 Tel: 061-206 6207

Applicants should note the following:

Applicants within the Public Service must attach proof of confirmation of probation to their applications for employment and those outside the Public Service must attach confirmation of employment or testimonial (s) / certificate of service from former and current employers in respect of work experience and current job level.

A separate application must be submitted for each post applied for.

Applicants in designated groups especially women and persons living with disabilities who are able to perform the required duties are strongly encouraged to apply.

All foreign qualifications must be submitted with an evaluation report from the Namibia Qualifications Authority (NQA).

The "Application for employment" form as well as "Health Questionnaire" should be fully completed and signed. Failure to complete all items or sections on the application form for employment and health questionnaire and not attaching the necessary/required documents to the application form will disqualify the application. Any parts of the application form that do not apply to you please indicate as such by writing not applicable.

Please take note that only shortlisted candidates will be contacted and no personal documents will be returned to unsuccessful applicants.

Applications received after the closing date will not be accepted.

A completed application form for employment 156043 and health questionnaire form 156094 (obtainable at all Government Offices) together with comprehensive

PSM CIRCULAR NO.H OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 SEPTEMBER 2025, CLOSING DATE 17 OCTOBER 2025

curriculum vitae, original certified copies of educational qualifications as well as academic records, testimonial (s) or/ certificate of service, driver's license and identity document must be submitted to the following address:

**The Executive Director
Ministry of Justice and Labour Relations**

OR

**Hand-delivered at the:
Ministry of Justice and Labour
Relations
32 Mercedes Street,
Khomasdal, Windhoek
Human Resource Office**
