

**Housing Allowance** : N\$ 17 424 per annum

**Minimum requirements:** A National Diploma majoring in human resources on NQF L6 plus five (5) years appropriate experience in Human Resources Management.

**Additional requirements:** Candidate must have an appropriate Degree on NQF level 7 or higher majoring in Human Resources Management. Must be computer literate.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Previously racially disadvantaged persons, women and people with disabilities are encouraged to apply.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. **All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).**

Please take note that only shortlisted candidates will be considered and no personal documents will be returned.

Applications must be addressed to: The Executive Director, Ministry of Health and Social Services, Head Office, Private Bag 13198, Windhoek.

**Hand delivery to:** Human Resources Management office, Ministerial Building (Head Office) Harvey Street, Windhoek.

**Enquiries:** Ms. NT Tauya, Human Resources Management Office, Head office, Tel. No.: 061-2032189 or 2039111.

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4. The following post on the establishment of the Zambezi Regional Council which was advertised in **PSM Circular No. H of 2025 dated 17 September 2025** is hereby amended in terms of the **Subdivision and Minimum requirements**, hence it should read as follows:

**ZAMBEZI REGIONAL COUNCIL**  
**DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION**  
**DIVISION: REGIONAL PLANNING**  
**SUBDIVISION: PHYSICAL PLANNING**

|                         |   |                               |
|-------------------------|---|-------------------------------|
| <b>Post Designation</b> | : | Development Planner Grade 8   |
| <b>1x Post</b>          | : | Katima Mulilo                 |
| <b>Salary Scale</b>     | : | N\$ 238 825 - N\$ 285 420 P.A |

AMENDMENTS TO PSM CIRCULAR NO. H OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 September 2025, CLOSING DATE 17 October 2025

**Housing Allowance** : N\$17 424 P.A  
**Transport Allowance** : N\$ 10 512 P.A

**Minimum Requirements** : An appropriate B-Degree or (equivalent qualification) on NQF level 7, majoring in one or more of the following: Development Studies, Economics, Local and Regional Development, Project Management, Management Science and Geography.

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13<sup>th</sup> cheque in the birth month, optional membership to a generous medical aid scheme is available and various leave benefits under certain conditions.

**Summary of duties:**

- Compile Project Identification Form (PIFs) and project proposals for the Region.
- Monitor and advise the Consultants and the Council on projects implementation.
- Liaise with National Planning Commission Secretariat and Line Ministries on national policies, objectives, strategies or action plans which impacts on Regional economic development.
- Facilitate the process of identifying economic opportunities and challenges in the region and share with other stakeholders.
- Prepare and submit project progress reports.
- Provide technical input to the formulation of Regional Economic Development Plans.
- Assist in the formulation of the National Development Plans (NDPs).
- Liaise with Geographical Information System Analyst, Town Planner, Statistician and other stakeholders for effective implementation of projects and programmes.
- Assist in the project formulation and implementation of regional economic and social activities.
- Attend Constituency Development Committee, Settlement Development Committee meetings.
- Render secretarial services to the Regional Development Coordinating Committee and Regional Aids Coordinating Committee.
- Assess the impact of development programmes and projects in the region.

**Enquiries: Mr Cletius S. Mubita Tel: (066) 261716 / Mrs Trendy L. Muyoba : 066-261700**

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Kindly circulate the attached notice to all staff members in your Offices/Ministries/Agencies/RCs. Any inconvenience caused is greatly regretted.

**Signed by:**

**JOYCE W. MUKUBI**  
**DEPUTY EXECUTIVE DIRECTOR: DPSM**