

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

**DEPARTMENT: FINANCE AND ADMINISTRATION**  
**DIRECTORATE: PLANNING AND DEVELOPMENT (PAD)**  
**DIVISION: EDUCATION MANAGEMENT INFORMATION SYSTEM**  
**SUBDIVISION: DATA COLLECTION AND ANALYSIS**

<b>Post Designation advertisement)</b>	:	Chief Education Officer Grade 5 (Re-
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 432, 601-N\$ 517, 195
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

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

### **Supplementary Selection Requirements:**

- B. Degree in Statistics/Mathematics/Business Administration/Social Science/Economics (or equivalent qualification).
- Experience in Statistical Methods and Techniques.
- Knowledge in interpreting data and making estimates and hypotheses.
- Qualification in Education and knowledge of the education system is an added advantage.
- Knowledge in Statistical Package for the Social Sciences (SPSS) analysis software.
- Qualification in International Computer Driving License (ICDL) will be an added advantage. **Knowledge of EXCEL is very crucial for this position.**
- Knowledge and understanding of Monitoring and Evaluation
- Ability to disseminate reports using PowerPoint
- Candidate must have a driver's license.
- Candidate will be subjected to a practical test data analysis and EXCEL knowledge.

**Enquiries:** Mr. Dengeinge Raimo Telephone +264 61 2933334/0811242663

**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 **transcripts of qualification (s)**, Identify Document, testimonials and confirmation of probation if applicable. All foreign qualifications must be accompanied by an evaluation from Namibia Qualification Authority (NQA). In terms of Affirmation Action Plan, suitably qualified racially disadvantaged persons, persons with disabilities and women are encouraged to apply.

Applications should be addressed to:

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

Or hand deliver to:

**Ministry of Education, Innovation, Youth, Sports, Arts & Culture  
Government Office Park, Luther Street  
Human Resource Office, 2<sup>nd</sup> Floor  
East Wing, Room No. 257**

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