

## MANAGEMENT CADRE

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

DEPARTMENT: YOUTH, SPORTS AND NATIONAL SERVICE

DIRECTORATE: SPORT DEVELOPMENT

DIVISION: SPORT FOR MARGINALIZED PEOPLE AND WOMAN IN SPORT

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$492,567 –N\$ 517, 836
<b>Salary Notch</b>	:	N\$492,567
<b>Motor Vehicle Allowance</b>	:	N\$110, 917 per annum
<b>Housing benefit</b>	:	N\$ 121, 106 per annum

**Minimum Requirements:** A Bachelor Degree in Public Management or Sport Management or equivalent qualification on NQF Level 7 plus nine (9) years proven experience in sport management of which five (5) years must be at supervisory level (i.e. Grade 6 or 5 or equivalent levels if coming from outside the Public Service). **Certificate of service/testimonial(s) from previous employer /current employer(s) in respect of work experience in sport management.**

**Supplementary Requirements:** A Master's Degree or equivalent qualification on NQF Level 9 plus a driver's licence.

**Enquiries:** Ms. Johanna N. Manuel, Tel: 0811 498885/ Mr Twekulineekela MM Haiduwa: Tel. 061- 293 6210

**A detailed job description can be obtained from the Human Resources Office upon request.**

#### **Application Procedures:**

Application Procedures: Interested applicants must complete the revised Public Service application form 156043 ("APPLICATION FOR EMPLOYMENT") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable at all Government offices. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant. A comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity Document, and testimonials must be attached to the applications (do not submit original documents). All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA). Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Only shortlisted candidates will be contacted and no application forms and documents will be returned. **NB: No faxed, scanned or emailed documents will be accepted**

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

**The Executive Director  
Sports, Youth and National Service  
Ministry of Education, Innovation, Youth, Sports, Arts and Culture  
Private Bag 13186  
Windhoek**

**OR**

**Hand Delivery  
Human Resource Office  
Ministry of Education, Innovation, Youth, Sports, Arts and Culture,  
Government Offices Park, 2<sup>nd</sup> Floor West wing, Room 201  
Windhoek**

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

## DIRECTORATE: NATIONAL COUNCIL FOR HIGHER EDUCATION

### DIVISION: POLICY PLANNING AND RESEARCH

#### SUBDIVISION: RESEARCH

<b>Post Designation</b>	:	Senior Statistician Grade 7
<b>1xPost</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$291 128 –N\$ 347, 926
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate B. degree on NQF Level 7 (or equivalent) qualification, majoring in Statistics and any of the following discipline/subject: Economics, Data Science, Computer Science, Mathematics, Econometrics, Biometrics, Operational Research, Demography, PLUS approximately 3 years proven experience as a Statistician or in another capacity dealing directly with statistics.

**OR**

An appropriate B. degree on NQF Level 8 (or equivalent) qualification, majoring in Statistics and any of the following subjects: Economics, Data Science, Computer Science, Mathematics, Econometrics, Biometrics, Operational Research, Demography, PLUS approximately 2 years proven experience as a Statistician or in another capacity dealing directly with statistics.

Job description: Review and improve data collection tools annually to ensure accuracy and relevance, particularly for HEMIS and the Funding Framework. Assist with the execution of the full data lifecycle—collection, validation, analysis, interpretation, and dissemination. Guide HEIs on data integrity and corrections for consistent, accurate reporting. Assist with the compilation of the annual Namibia Higher Education Statistical Yearbook (NHESY). Compile tables and reports for ad hoc information requests and for information publications. Assist with the coordination of surveys on graduates and higher education outcomes. Support NCHE research activities to strengthen evidence-based decision-making. Execute any other related tasks that may be assigned.

**Enquiries:** Mr Sem Shikongo at Tel: (061) 287-1523

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#### DIVISION: QUALITY ASSURANCE

<b>Post Designation</b>	:	Senior Education Officer Grade 6
<b>1xPost</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$354,883 X P – N\$424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate Degree or equivalent qualification on Namibia Qualifications Framework (NQF) Level seven (7) PLUS approximately five (5) years appropriate experience

**OR**

An appropriate Degree or equivalent qualification on Namibia Qualifications Framework (NQF) Level eight (8) PLUS approximately three (3) years appropriate experience.

**Supplementary requirements:** The candidate must have at least 2 years experience in quality assurance in higher education, the ability to demonstrate excellent facilitation, report writing, presentation skills and computer literacy.

**Purpose of the position:** Responsible for all aspects pertaining to programme accreditation at all higher education institutions according to the Higher Education Act, Act 26 of 2003 and the Quality Assurance System for Higher Education in Namibia and liaise and cooperate with counterparts in other quality assurance bodies: local, regional and international.

**Job description:** Receive and process new applications for programme accreditation; Mobilise academic experts, quality assurance experts, industry and professional bodies representatives (including partnerships) for the review exercise; Furnish CVs to the audit section to be uploaded on the database; Induct HEIs and Review Panel on the Quality Assurance System for programme accreditation exercise; Facilitate site visits for the review exercise; Coordinate drafting of the Review reports; Facilitate factual verification of review reports by higher education institutions; Prepare accreditation reports to Council for approval; Ensure the issuance of feedback/reports/certificates/awards is done timely and consistently; Furnish Monitoring Section with accreditation reports for follow up; Liaise and cooperate with other Quality Assurance bodies local, regional and international for benchmarking purposes; Assist with the preparation of the Unit's Annual Plan and budget; Assist with preparation and execution of the Unit's Procurement Plan; Prepare and submit Performance Agreement, Personal Development Plans (PDP); Quarterly Reviews; Act as a focal point on issues related to programme accreditation functions.

**Enquiries:** Ms Lucia Oarum at 061-2871531

An attractive range of benefits includes pension- and medical aid fund, a housing-/rental allowance and or housing subsidy, transport allowance as well as ample vacation- and sick leave.

Women and persons with disabilities who meet the requirements are encouraged to apply.

Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to the-

**Human Resource Office**

**National Council for Higher Education  
Reception (Ground floor) and/or Room 3.11 (First floor)  
Corner of Haddy- and Hoogenhout Streets  
WINDHOEK-CENTRAL**

Important notes to applicants from inside- and outside the Public Service

- The “Application for Employment”-form (new format) is available at all Offices/Ministries/Agencies.
- “Application for Employment”-forms should be properly completed and be accompanied by certified copies of the applicant's highest qualifications and certificates of service from previous employers. The required certificates of service should reflect very clearly the type of experience/field in which experience was gained in each position at such previous employer(s), your exact date of appointment and termination of service. Please keep in mind that, without certificates of service, the experience an applicant claims to have cannot be confirmed which will cause such an applicant not to meet the advertised requirement as far as “proven appropriate experience” is concerned. Failure to properly complete all items on the “Application for Employment”-form and not attaching the necessary/required documents to the application form will disqualify the application. Previous employers might be called at random to confirm the field in/level on which specific indicated experience was obtained.
- Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application. (Qualifications obtained from local higher education institutions are excluded from this requirement.)
- Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.
- Applications received after the closing date will not be accepted.

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**DEPARTMENT: FORMAL EDUCATION  
DIRECTORATE: PROGRAMMS AND QUALITY ASSURANCE (PQA)  
DIVISION: NATIONAL ADVISORY SERVICES**

<b>Post Designation</b>	:	Chief: Education Officer Grade 4
<b>1xPost</b>	:	Windhoek (HQ)
<b>Salary Scale</b>	:	N\$ 517, 197 — N\$ 543, 728
<b>Motor Vehicle Allowance</b>	:	N\$ 110, 917 per annum
<b>Housing Allowance</b>	:	N\$ 121, 560 per annum

**Minimum Requirements:** An appropriate Degree or equivalent qualification on NQF L7 or 8 plus 9 years appropriate experience.

**Supplementary Selection Requirements:**

- Teaching qualification at NQF Level 7 or 8;

- A minimum of 9 years appropriate experience in the Education Sector;
- Be in possession of a Master's Degree (NQF Level 9) in Education will serve as an added advantage;
- Must have a thorough and in-depth knowledge and understanding of all policies, laws and regulations related to the Education Sector;
- In depth knowledge of coordination of professional development, support and provision of training , as well as experience of ICT integration in the curriculum in particular with knowledge of the challenges of effectiveness and efficiency, as for example with multi-grade teaching and required in-service training in support of the changes in curriculum and the current reviewed curriculum implementation;
- Strong grounding in education systems, school advisory services, and quality assurance;
- Experience in policy, legal framework and strategic plan formulation, consultation , implementation and monitoring would be an added advantage;
- Experience in supervision of other related professionals would be an added advantage;
- Excellent report writing, document development and review experience;
- Excellent presentation and communication skills, to network with relevant stakeholders and donors agencies;
- Knowledge and experience in learning support is also another advantage;
- Excellent administrative skills;
- Computer literary, data analysis an data ,management skills;
- A valid code B driver's license;
- Determination, leadership, initiative and the ability to generate creative solutions are but some of important qualities that the incumbent for the post should possess.

**Enquiries:** Ms. Ayesha Wentworth Tel: (061-2933394)

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### **DIVISION: DIAGNOSTIC, ADVISORY AND TRAINING SERVICES (DATS)**

<b>Post Designation</b>	:	Senior Education Officer Grade 6
<b>1xPost</b>	:	Windhoek (HQ)
<b>Salary Scale</b>	:	N\$ 354, 883 – N\$ 424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Degree or equivalent qualification on NQF L7 plus 5 years' appropriate experience,

**OR**

An appropriate Degree or equivalent qualification on NQF L8 plus 3 years' appropriate experience.

#### **Supplementary Selection Requirements:**

- A recognised Bachelor Degree of Psychology specialised professional qualification and registration with Health professions Council of Namibia (HPCNA) as a Psychological Counsellor/Clinical Psychologist/Educational Psychologist;

- Appropriate experience in the application and interpretation of psychometric assessments within the scope of practice of a Psychological Counsellor/Clinical Psychologist/Education Psychologist.
- Excellent report writing, document development and review experience
- Must be willing to work under supervision of Chief Education Officer (Senior School Counsellor) i.e. registered clinical and /or Educational Psychologist;
- Excellent presentation and communication skills;
- Excellent administrative skills;
- Computer literacy, data analysis and data management skills;
- A code B driver's License;
- Determination, leadership, initiative and the ability to generate creative solutions are but some important qualities that the incumbent for the post should possess;
- Knowledge and experience in learning support is also another advantage;
- Multi-lingual skills in local languages would be an added advantage.

**Enquiries:** Ms. Ayesha Wentworth: Tel: (061-2933394 Ms. Irene Garthoff Tel: (061 – 2933111)

**DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT  
DIVISION: EXAMINATIONS, ASSESSMENT AND RESEARCH  
SUBDIVISION: ASSESSMENT AND TEST ITEM DEVELOPMENT**

<b>Post Designation</b>	:	Chief Education Officer Grade 5
<b>1xPost</b>	:	Windhoek (DNEA)
<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

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

**Supplementary Selection Requirements:**

- The appropriate Degree must be in the following areas of subjects at Ordinary/ Higher or Advanced Subsidiary Level (Grade 10-12) with a minimum of two subjects:
  - Commerce **OR** Social Sciences
- 5 years of teaching experience in one of the specialised subjects at Ordinary/ Higher or Advanced Subsidiary Level;
- Experience in setting and marking national examinations at NSSC Ordinary, Higher and Advanced Subsidiary level will be an advantage;
- Knowledge and understanding of security protocols related to national examinations;
- Proficiency in computer applications with advanced knowledge of Microsoft Office suite, especially Microsoft Word and Excel. Knowledge in Adobe in Design will be an added advantage.

**Enquiries:** Ms. C.Tsumis - Garises Tel: (061 - 52933432)

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**DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT  
DIVISION: EXAMINATIONS, ASSESSMENT AND RESEARCH  
SUBDIVISION: ASSESSMENT AND TEST ITEM DEVELOPMENT**

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

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

**Supplementary Selection Requirements:**

- The area of specialisation on the appropriate Degree must be in English or Afrikaans First/Second Language and/ or **one** Namibian African Language (**Oshindonga, Oshikwanyama, Otjiherero, Rukwangali, Rumanyo, Silozi, Khoekhoegowab, Setswana or Thimbukushu**), plus 5 years teaching experience in **one** of the listed languages at Senior Secondary Level (Grade 10-12);
- 5 years of teaching experience in **one** of the specialised subjects at Ordinary/ Higher or Advanced Subsidiary Level;
- Experience in setting and marking English or Afrikaans First/Second Language and / or one Namibian First African Languages at NSSC Ordinary, Higher and Advanced Subsidiary level will be an advantage;
- Knowledge and understanding of security protocols related to national examinations;
- Proficiency in computer applications with advanced knowledge of Microsoft Office suite, especially Microsoft Word and Excel. Knowledge in Adobe in Design will be an added advantage.

**Enquiries:** Ms. C.Tsumis - Garises Tel: (061 - 52933432)

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**DEPARTMENT: LIFELONG LEARNING, ARTS AND CULTURE  
DIRECTORATE: NAMIBIA LIBRARY AND ARCHIVES SERVICES (NLAS)  
DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES  
SUBDIVISION: MINISTERIAL LIBRARY SERVICES  
SECTION: PROFESSIONAL SERVICES  
(NATIONAL MUSEUM OF NAMIBIA)**

<b>Post Designation</b>	:	Senior Librarian Grade 7
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 291, 128 – N\$ 347, 926
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** A B. Degree (or equivalent qualification) on NQF L7.

**Supplementary Selection Requirements:**

- A B. Degree in Library and Information Science plus at least three (3) years of working experience as a Librarian will be an added advantage;
- Sound knowledge of scientific/academic information services, library management, administration, strategic planning and human resources management;
- Advanced knowledge on usage and maintenance of electronic information resources and Library Database Management Systems;
- Experience in professional capacity building and training is a strong recommendation.

**Enquiries:** Ms. S .N. Neumbo Tel: (061-2933184)

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**DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES**  
**SUBDIVISION: EDUCATION LIBRARY SERVICES**  
**SECTION: TECHNICAL SERVICES**

<b>Post Designation</b>	:	Assistant Librarian Grade 10
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 159, 505 – N\$ 191, 312
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate National Diploma on NQF L6

**Supplementary Selection Requirements:**

- An appropriate National Diploma in Library & Information Science on NQF L6;
- Sound and applied knowledge on Librarianship;
- Excellent oral and written communication skills are strongly recommended;
- Experience in monitoring and evaluation, including statistical analysis;
- Literacy and numeracy skills, computer literacy skills.

**Enquiries:** Mr. Gareth Namabanda Tel: (081- 495 8188)

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**DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES**  
**SUBDIVISION: NATIONAL ARCHIVES**  
**SECTION: RECORDS MANAGEMENT CENTRAL**

<b>Post Designation</b>	:	Archivist Grade 9
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 195, 216 – N\$ 234, 144
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Degree on NQF L7 or Equivalent qualification

**Supplementary Selection Requirements:**

- A Bachelor Degree in Records and Archives Management NQF L7;
- Knowledge on filing and registry management, Literacy and numeracy skills and computer literacy skills.

**Enquiries:** Mr. Ndamian Hangula Tel: (081- 603 1749)

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**DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES**  
**SUBDIVISION: NAMIBIA LIBRARY AND ARCHIVES SERVICE (HEAD OFFICE)**  
**SECTION: GENERAL SERVICES**

<b>Post Designation</b>	:	Accountant Grade 8
<b>1 x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 238, 825 – N\$295, 420
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Diploma on NQF L6 majoring in Accounting

**Supplementary Selection Requirements:**

- Diploma on NQF L6 majoring in Accounting , plus at least three (3) years of working experience as an Accountant will be an added advantage;
- A Bachelor Degree majoring in Accounting will serve as an added advantage;
- Sound and applied budget management skills;
- Excellent oral and written communication skills are strongly recommended;
- Experience in financial monitoring and evaluation, including statistical analysis;
- Literacy and numeracy including computer literacy skills.

**Enquiries:** Ms. Namutenya Hamwaalwa Tel: (061-293 3182) Email: Namutenya.Hamwaalwa@meiysac.gov.na

**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 **transcript of qualification (s)**, Identity Document, testimonials and confirmation of probation if applicable. All foreign qualification (s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). In terms of Affirmative 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 and Culture**

Human Resource Office  
Private Bag 13186  
Windhoek

Or hand delivered to:

Ministry of Education, Innovation, Youth, Sports, Arts and Culture  
Government Office Park, Luther Street  
Human Resource Office, 2<sup>nd</sup> Floor,  
East Wing, Room No. 275

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**DEPARTMENT: YOUTH, SPORTS AND NATIONAL SERVICE**  
**DIVISION: RESOURCE COORDINATION AND PROGRAMMES**  
**SUBDIVISION: CENTRES AND HOSTELS**  
**SECTION: MULTI-PURPOSE YOUTH RESOURCE CENTRES**

**Post Designation** : Senior Youth Officer Grade 8  
**5xPosts** : 1xKatima Mulilo (Zambezi Region) **(Re-**  
**Advertisement)** :  
: 1xGobasis (Omaheke Region)  
: 1xOmuthiya (Oshikoto Region)  
: 1xUsakos (Erongo Region)  
: 1xKhorixas (Kunene Region)  
**Salary Scale** : N\$ 238, 825 – N\$ 285, 420  
**Transport Allowance** : N\$ 10, 512 per annum  
**Housing Allowance** : N\$ 17, 424 per annum

**Appointment Requirements:** A National Diploma **or equivalent qualification on NQF Level 6** in the following disciplines: **Youth and Community Development** or **Social Work** or **Adult Education** or **any Community/Youth related qualifications plus four (4) years of proven experience in youth or community related programmes or project management** of which **three (3) years** must be at the level of **Youth Officer** or **Community Liaison Officer (Grade 9)** or an **equivalent level** if coming from outside the Public Service. A certificate of service from previous employer(s) or testimonial from current employer regarding experience and 2 years valid driver's licence are prerequisites.

**Supplementary Requirements:** Preference will be given to candidates with a Bachelor Degree on or equivalent qualification on NQF Level 7 in the above mentioned disciplines.

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**DIVISION: TRAINING AND EMPLOYMENT**  
**SUBDIVISION: KAI//GANAXAB YOUTH SKILLS TRAINING CENTRE**

**Post Designation** : Vocational Instructor Grade 9  
**1xPost** : Kai//Ganaxab Youth Skills Training Centre (Hardap Region)  
**Salary Scale** : N\$ 195, 216 – N\$ 234, 144  
**Transport Allowance** : N\$ 10, 512 per annum  
**Housing Allowance** : N\$ 17, 424 per annum

**Appointment Requirements:** A National Vocational Certificate in Welding and Metal Fabrication or equivalent qualification Level 3 plus a National Vocational Instructor Certificate Level 5 and 3 years industrial experience in Arc welding (SMAW/MIG/MAG welding), Oxy-acetylene cutting and welding Metal fabrication and structural work.

**Supplementary Requirements:** Preference will be given to candidates in possession of a National Vocational Certificate Level 4 in Welding and Metal Fabrication plus and a National Vocational Instructor Certificate level 5.

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**DIVISION: TRAINING AND EMPLOYMENT**  
**SUBDIVISION: KAI//GANAXAB YOUTH SKILLS TRAINING CENTRE**

**Post Designation** : Senior Administrative Officer Grade 10  
**1xPost** : Kai//Ganaxab Youth Skills Training Centre (Hardap Region)  
**Salary Scale** : N\$ 159, 505 – N\$ 191 312  
**Transport Allowance** : N\$ 10, 512 per annum  
**Housing Allowance** : N\$ 17, 424 per annum

**Appointment Requirements:** A National Diploma or equivalent qualification on NQF Level 6 plus 1 year appropriate experience **OR** a Grade 12 Certificate on NQF Level 3 plus 3 years appropriate experience.

**Supplementary Requirements:** A national Diploma or equivalent qualification on NQF Level 6 or **in** the following disciplines: Logistics and Supply Chain Management or Transport Management or Public Management or Business Administration/ Management plus three (3) years' experience of which two (2) years should be at a level of Administrative Officer Grade 12 in the Public Service or equivalent if coming from outside the Public Service.

**Enquiries:** Mr. Nicolars Tembwe, **Tel:** 0811 261600/Ms. Frieda N. Nampweya **Tel:** 061 293 6203

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**DIRECTORATE: SPORT DEVELOPMENT**  
**SUBDIVISION: CENTRAL EAST**

**Post Designation** : Senior Sport Officer Grade 8  
**2xPosts** : 1xWindhoek (Khomas Region)

	:	1xGobabis (Omaheke Region)
<b>Salary Scale</b>	:	N\$ 238, 825 – N\$ 285, 420
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum

**Appointment Requirements:** A National Diploma or equivalent qualification on NQF Level 6 plus 4 years proven experience in in sport administration, sport development/ programmes or sport coaching of which two (2)years must be at an operational level (i.e. Grade 9 or equivalent levels if coming from outside the Public Service.

**Supplementary Requirements:** An appropriate Bachelor Degree or equivalent qualification on NQF Level 7 will be an added advantage. **A certificate of service or testimonials from former or current employer(s) regarding experience and a 2 years valid driver's license are prerequisites.**

**A detailed job description can be obtained from the Human Resources Office upon request.**

**Application Procedures:**

Application Procedures: Interested applicants must complete the revised Public Service application form 156043 ("APPLICATION FOR EMPLOYMENT") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable at all Government offices. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant. A comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity Document, and testimonials must be attached to the applications (do not submit original documents). All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA). Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Only shortlisted candidates will be contacted and no application forms and documents will be returned. **NB: No faxed, scanned or emailed documents will be accepted**

Applications must be addressed to the following address:

**The Executive Director  
Sports, Youth and National Service  
Ministry of Education, Innovation, Youth, Sports, Arts and Culture  
Private Bag 13186  
Windhoek**

**OR**

**Hand Delivery  
Human Resource Office  
Ministry of Education, Innovation, Youth, Sports, Arts and Culture,  
Government Offices Park, 2<sup>nd</sup> Floor West wing, Room 201  
Windhoek**