

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY
DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATE: IMMIGRATION AND BORDER CONTROL
DIVISION: OHANGWENA AND OSHANA REGIONS
SUBDIVISION: OHANGWENA REGION

Post Designation	:	Control Immigration Officer Grade 6
2x Post	:	Ohangwena
	:	Kavango West
Salary Scale	:	N\$ 372, 627 – N\$ 445,325
Salary Notch	:	N\$ 372,627
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration Management or Public Administration/ Business Management or Political Science or Security/ Law related fields plus Six (6) years approximate appropriate experience in related fields.

Enquiries: Ms. P Muhinda Tel: 0819510849

DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATES: IMMIGRATION AND BORDER CONTROL AND VISAS,
PERMITS, PASSPORTS AND CITIZENSHIP

Post Designation	:	Senior Immigration Officer 9
13x Posts	:	IBS Secretariat
	:	Oshana
	:	Kashamane Border Post
	:	Oranjemund
	:	Keetmanshoop Airport
	:	Hosea Kutako Airport
	:	Zambezi Region
	:	2xNgoma Border Post
	:	Luderitz
	:	Passports
	:	2x Kavango West
Salary Scale	:	N\$ 204,977 – N\$ 245,851
Salary Notch	:	N\$ 204,977
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration/ Border Management or Public Administration or Business Management/Studies or International Relations/Diplomacy or Political Science or Security or Law or related fields plus one (1) year approximate appropriate experience in related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate appropriate experience in related field.

NB: Candidates interested in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

Enquiries: Mr. S. Hashipala Tel: 0819510108, Ms. T.P Nandago Tel: 0819510113

**DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATE: IMMIGRATION AND BORDER CONTROL**

Post Designation	:	Chief Immigration Officer 7
9x Posts	:	Oshana
	:	Hosea Kutako Airport
	:	Hardap
	:	Omusati
	:	Kunene
	:	Ngoma Border Post
	:	2xTraining and Inspection
	:	1xKavango West
Salary Scale	:	N\$ 305,684 – N\$ 365,322
Salary Notch	:	N\$ 305,684
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration/ Border Management or Public Administration or Business Management/Studies or International Relations/Diplomacy or Political Science or Security or Law or related fields plus Five (5) years approximate appropriate experience in related fields.

NB: Candidates interested in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

Enquiries: Ms. P Muhinda Tel: 0819510849

**DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATES: IMMIGRATION AND BORDER CONTROL AND VISAS,
PERMITS, PASSPORTS AND CITIZENSHIP**

Post designation	:	Immigration Officer Grade 10
22x Posts	:	Visas and Permits
	:	Central Regions Windhoek
	:	Ondangwa Airport
	:	2xOshikoto
	:	Kunene Region

: Kavango East and west Regions
 : 2xOranjemund
 : Oshikango Border Post
 : Dobe Border Post
 : Ngoma Border Post
 : 4xHosea Kutako Airport
 : Impalila Border Post
 : Karasburg
 : 4xKavango West
Salary Scale : N\$ 167,481 – N\$ 200,878
Salary Notch : N\$ 167,481
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum
Minimum Requirements: A National Diploma on NQF Level 6 in Immigration/ Border Management or Public Administration or Business Management/Studies or International Relations/Diplomacy or Political Science or Security or Law or related fields.

NB: Candidates interested in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

Enquiries: Mr. S. Hashipala Tel: 0819510108, Ms. T.P Nandago Tel: 0819510113

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: REFUGEE MANAGEMENT
DIVISION: REFUGEE PROGRAM MANAGEMENT

Post Designation : Chief Administrative Officer Grade 8
2x Posts : Windhoek
Salary Scale : N\$ 250,767 – N\$ 299,691
Salary Notch : N\$ 250,767
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level (6) in Business Administration or Public Administration or Refugee Management or Law/Legal Studies or security or political science or related fields plus five (5) years approximate appropriate experience in related fields.

Enquiries: Ms. V. Shanghala Tel: 081951011

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: REFUGEE MANAGEMENT
DIVISION: REFUGEE PROGRAM MANAGEMENT

Post Designation : Senior Administrative Officer Grade 10
1x Post : Osire
Salary Scale : N\$ 167,481 – N\$ 200,878

Salary Notch : N\$ 167,481
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level (6) in Business Administration or Public Administration or Refugee Management or Law/Legal Studies or security or political science or related fields plus one (1) year approximate appropriate experience in related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Refugee Management or related fields.

Enquiries: Ms. V. Shanghala Tel: 0819510115

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: HUMAN RESOURCE AND SUPPORT SERVICES
DIVISION: HUMAN RESOURCES

Post Designation : Human Resource Administrator Grade 11
1x Post : Windhoek
Salary Scale : N\$ 139,636 – N\$ 167,481
Salary Notch : N\$ 139,636
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum requirements: A Grade 12 certificate or equivalent qualification on NQF Level 3.

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES
SECTION: TRANSPORT

Post Designation : Senior Administrative Officer Grade 10
1x Post : Windhoek
Salary Scale : N\$ 167,481 – N\$ 200,878
Salary Notch : N\$ 167,481
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level (6) in Transport Management or Public Management or Logistics and Supply Chain Management or related fields plus one (1) year approximate appropriate experience in related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Refugee Management or related fields.

Enquiries: Ms. M. Shilongo Tel: 0819510116

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES
SECTION: PROCUREMENT

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N\$ 167,481 – N\$ 200,878
Salary Notch	:	N\$ 167,481
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level (6) in Public Management Business Management or Logistics and Supply Chain Management or related fields plus one (1) year approximate appropriate experience in related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Refugee Management or related fields.

Enquiries: Ms. M. Shilongo Tel: 0819510116

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES
SECTION: OFFICE SUPPORT

Post Designation	:	Senior Administrative Officer Grade 10
2x Posts	:	Windhoek
Salary Scale	:	N\$ 167,481 – N\$ 200,878
Salary Notch	:	N\$ 167,481
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level (6) in Public Management Business Management or Logistics and Supply Chain Management or related fields plus one (1) year approximate appropriate experience in related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Refugee Management or related fields.

Enquiries: Ms. M. Shilongo Tel: 0819510116

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES
SECTION: MAINTANANCE

Post Designation	:	Artisan Grade 10
3x Posts	:	Windhoek
Salary Scale	:	N\$ 167,481 – N\$ 200,878
Salary Notch	:	N\$ 167,481
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: Completed apprenticeship OR A Trade Diploma In Bricklaying/ construction, Mechanical engineering and welding issued in terms of existing legislation.

Enquiries: Ms. M. Shilongo Tel: 0819510116

**DEPARTMENT: CIVIL REGISTRATION
DIRECTORATE: NATIONAL CIVIL REGISTRATION REGIONAL
DIVISION: REGIONAL DIVISIONS**

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Kavango East Regional Office
Salary Scale	:	N\$ 250,767 – N\$ 299,691
Salary Notch	:	N\$ 250,767
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level6 in Public Administration or Business Management/ Local government or Statistic related fields plus four (4) years approximate appropriate experience in Civil Registration or related fields

Enquiries: Ms. N. Kakuritjire Tel: 0819510110

**DEPARTMENT: CIVIL REGISTRATION
DIRECTORATE: NATIONAL CIVIL REGISTRATION REGIONAL
DIVISION: REGIONAL DIVISIONS**

Post Designation	:	Senior Administrative Officer Grade 10
4x Posts	:	Ohangwena Regional Office
	:	Okongo Sub-Regional Office
	:	Okahao Sub-Regional Office
	:	Erongo Regional Office
Salary Scale	:	N\$ 167,481 – N\$ 200,878
Salary Notch	:	N\$ 167,481
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 Public Administration/ Business Management/ Local government or Statistic related fields plus one (1) year approximate appropriate experience in Civil Registration or related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Civil Registration or related fields.

Enquiries: Ms. P Muhinda Tel: 0819510849

NB: Appointment to this positions is subject to security clearance (Vetting).

Applications must be addressed to:

**The Executive Director
Ministry of Home Affairs, Immigration, Safety and Security
Private Bag 13200
WINDHOEK**

Or hand delivery to:

**The Human Resource Office, 9th Floor, East Wing
Ministry of Home Affairs, Immigration, Safety and Security
Corner Hosea Kutako Drive and Harvey Street,
Erf 6971, Windhoek North
WINDHOEK**

Enquiries: Ms Letta N K Nkandi Tel. 0819510107 | E-mail Address:
letta.shililifa@mha.gov.na
