

MINISTRY OF URBAN AND RURAL DEVELOPMENT
DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES
AFFAIRS
DIRECTORATE: DECENTRALIZATION
DIVISION: PLANNING AND DEVELOPMENT SERVICES

Post Designation	:	Deputy Director Grade 4
1 x Post	:	Windhoek
Salary Scale	:	N\$ 543, 055 – N\$ 570, 914
Capital Cost	:	N\$ 83, 106 pa
Running Cost	:	N\$ 27, 811 pa
Housing Benefit	:	N\$121,560 pa

Minimum requirements: A Bachelor Degree at NQF level 7 plus nine (9) years appropriate experience.

Additional requirements: A Bachelor Degree in one of the following fields: public Management, Economics or Finance, Public Finance and/or development studies, will be an Advantage.

Main duties of the job:

Policy framework

- Liaise with decentralising line ministries, the ministry of finance and the office of the Prime Minister in particular, on policy issues pertaining to fiscal and personnel decentralisation.
- Ensure communication, coordination and awareness of policies and procedures impacting decentralization amongst line ministries, regional councils and Local Authorities.
- Interpret and ensure implementation of policy framework at regional and local authorities Level in line with applicable legislation.

Planning for the Directorate and Division:

- Provide technical input for the directorate and divisional operational planning ensuring that outcomes support the strategic and, decentralization objectives and the needs of Line ministries and at the regional and local authority levels.
- Oversee the establishment of procedures for controlling, monitoring and progress Reporting of activities of work programmes in the division.
- On a monthly, quarterly and annual basis, reviews progress against individual and Divisional plans and against approved budgets.

Support to line Ministries:

- Ensure that line ministries have the capacity to fulfil their institutional functions and responsibilities towards sub-national governments.
- Coordinate and strengthen the capacity of line ministries and subnational governments as part of the decentralisation process.

Support to Regional Councils:

- Ensure that assessment and reviews of institutional capacity of RCs/LAs and that capacity Building interventions are undertaken for RCs and LAs.
- Ensure that monitoring of the performance of generic functions is carried out and assess results against set criteria.
- Manage, coordinate and monitor financial planning and capacity building support to Sub-National levels of Government.

Human Resource Management of the Division:

- Exercise overall supervision of the staff members in the division in respect of work performance, conduct, discipline, etc.
- Determine staffing needs, evaluate and recommend appointment of staff on probation evaluate request and recommend requests for transfers.
- Appraise staff and make recommendations on their performance.
- Identify staff training and development needs and make recommendations through Approved channels.
- Recommend trip authorities.
- Recommend leave.

Financial Management:

- Prepare, recommend, control and account for the Division's development and recurrent Budget.
- Facilitate the approval of expenditure within approved financial guidelines.

Reporting:

- Identify formats for reports of the division.
- Compile monthly, quarterly and annual reports of the division for the Director: Decentralization coordination.
- Assist the director with the compilation of the DDC quarterly and annual progress report as delegated.

Enquires: Mr G Sikabongo Tel 061 297 5241

Applications must be addressed to:

**The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK**

OR

Hand deliver to:

**Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street**

MINISTRY OF URBAN AND RURAL DEVELOPMENT
DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES
AFFAIRS
DIRECTORATE: DECENTRALIZATION
DIVISION: LEGISLATION AND POLICY DEVELOPMENT,
SUBDIVISION: POLICY

Post Designation	:	Chief Policy Analyst Grade 6
1 x Post	:	Windhoek
Salary Scale	:	N\$ 372,627 – N\$ 445,325
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

Minimum requirements: An appropriate Degree on NQF Level 7

Additional requirements: A recognized Bachelor's Degree in Public Administration, Public Policy, Development Planning or any other relevant field at NQF L7 plus six (6) years appropriate working experience.

Preference will be given to candidates with proven experience in policy formulation and legislative development. In addition, demonstrated expertise in designing and implementing monitoring and evaluation (M&E) frameworks for policies, programs, or projects, together with proficiency in research methodologies, will be considered an added advantage.

Main duties of the job:

- To coordinate and monitor the implementation of the Decentralisation Policy;
 - Research and formulate the development of the new policies with regards to Decentralisation;
 - Review, analyse, monitor and advise to the amendment of existing policies with regards to Decentralisation;
 - Interpret the Decentralisation Policy and provide advice to Ministry, line Ministries, Regional Council and Local Authorities on its implementation;
 - Manage, administer and execute the research programme of decentralization coordination, which includes the identification and prioritization of research focus areas in terms of the needs of the decentralization process and the stakeholders and the execution of research;
 - Ensure and coordinate the review, editing, publishing and dissemination of Decentralisation Research Report;
 - Make presentations and write papers on decentralization-related research finding; and
 - Represent the Directorate on different forum with regards to decentralization both locally, nationally and internationally.
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DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES
AFFAIRS
DIRECTORATE: DECENTRALIZATION
DIVISION: LEGISLATION AND POLICY DEVELOPMENT

SUBDIVISION: LEGISLATION DEVELOPMENT AND REVIEW

Post Designation	:	Chief Development Planner Grade 6
1 x Post	:	Windhoek
Salary Scale	:	N\$ N\$ 372,627 – N\$ 445,325
Transport Allowance	:	N\$10, 512 pa
Housing benefit	:	N\$17, 424 pa

Minimum requirements: An appropriate Degree on NQF Level 7

Additional requirements: A recognized four (4) year Bachelor's Degree in Law or Public Policy at NQF L7 plus six (6) years appropriate professional experience.

Preference will be given to candidates with experience in legislative drafting, legislative processes, policy formulation or development planning.

Main duties of the job:

- Plan and budget for the activities of the Subdivision;
- Research and facilitate the review and amendment of all decentralization legislation in cooperation with relevant Directorates and Ministries;
- Obtain legal advice matters and draft agreements;
- Draft notices on Decentralization, regulations, proclamations, government and general notices of the Decentralization Coordination;
- Ensure all Ministerial Decentralization Action Plans (DAPs) complies with relevant legislation;
- Write comments on draft sector legislation with regards to decentralization; and
- Develop/facilitate the development of material on legal issues

Enquiries: Ms. Aletha Tjiuti Hiiko, Telephone: 061 297 5179

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation	:	Chief Security Operation Officer, Grade 6
1 x Post	:	Windhoek
Salary Scale	:	N\$ 372, 627 - N\$ 445, 325 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: A National Diploma either in Police Science, Security Management, Correctional Service and or Military Science on NQF level 6 plus appropriate experience. A completed Police, Military, Correctional Service or Security Management basic training. Confirmation of probation is subject to the successful completion of security awareness training by the Namibia Central Intelligence Service (NCIS).

Additional requirements: General competencies namely; Results driven, Service orientation, Problem solving, Teamwork, Collaboration, Continual learning and Oral communication. Possession of driver's license is a prerequisite,

Job Descriptions:

- Assist the Head of Security in detailed execution of his/her duties and responsibilities,
- Monitor, direct and supervise physical and personnel security capacity (Security Guards),
- Conduct background checks, supervise cleared personnel and do vetting,
- Oversee and manage the performance of Security Operations Officers and Security Operations Assistants,
- Provide expert advice, guidance and support to Managers, Supervisors and General staff members,
- Investigate the contravention of security directives/breaches and advice the Executive Director through the Head of Security Division,

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

Candidate must indicate their salary scale in case they are employed by private sectors,

Enquiries: Mr Erastus Nyambali, Tel: 061-297 5073

**DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT
DIRECTORATE: HABITAT AND HOUSING DEVELOPMENT
DIVISION: PLANNING**

Post Designation	:	Chief Town and Regional Planner Grade 5
1 x Post	:	Windhoek
Salary Scale	:	N\$ 432,601 – N\$ 517,195
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

Minimum requirements: A Bachelor Degree in Town and Regional Planning at NQF Level 7 with at least six(6) years of working experience in Town and Regional Planning of which three (3) years should be at level of Senior or Middle Management of Town and Regional Planning /Administration or related field. Registration with the Council for Town and Regional Planners (NCTRP) as a Professional Town and Regional Planner (proof must be attached). Must have a valid driver's license

Additional requirements: Must be able to draw layouts for townships establishments, subdivisions and rezoning maps using AutoCAD software. The applicant must also be able to prepare motivation applications for that accompany the layouts for submission to the Local Authorities and Regional Councils for approval. Qualification and experience in project management will be added advantage.

Key performance areas

- Rendering technical support to the Urban and Regional Planning Board
 - Oversee the preparation of township layouts, subdivision plans etc
 - Act as project coordinator for all government projects (Local Authorities, Regional Councils and other Government institutions)
 - Provide technical support to Local Authorities and Regional Councils
 - Prepare applications and motivation cover letters that accompanies applications to Local Authorities and Regional Councils
 - Assist with compilation of town planning applications especially on behalf of other government entities for submission to Local Authorities and the Urban and Regional Planning Board
 - Liaise with all key stakeholders regarding town planning matters such as Town Planning Consultant, MAWLR etc.
 - Provide high-level policy advice, supervise professional staff and ensure compliance with spatial planning legislation
 - Perform any other duties assigned by the supervisor
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**DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT
DIRECTORATE: HABITAT AND HOUSING DEVELOPMENT
DIVISION: PLANNING**

Post Designation	:	Town and Regional Planner Grade 6
2 x Posts	:	Windhoek
Salary Scale	:	N\$ 372,627 – N\$ 445, 325
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

Minimum requirements: A Bachelor Degree in Town and Regional Planning at NQF Level 7 with at least three (3) years of working experience in Town and Regional Planning. Registration with the Council for Town and Regional Planners (NCTRP) as a Professional Town and Regional Planner (proof must be attached). Must have a valid driver's license

Key performance areas:

- Rendering administrative and technical support to the Urban and Regional Planning Board
- Prepare township layouts, subdivision plans etc.
- Evaluating town planning applications submitted to the Ministry before submitting to the Urban and Regional Planning Board
- Assist with compilation of town planning applications especially on behalf of other government entities for submission to Local Authorities and the Urban and Regional Planning Board
- Act as a Secretariat of the Urban and Regional Planning Board by rendering administrative support to the Board
- Liaise with all key stakeholders regarding town planning matters such as Town Planning Consultant, MAWLR etc.
- Assist with the declaration of townships and the alteration of township boundaries
- Assist with the amendment of title conditions and conditions of establishment

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

- Placing notifications in the Government Gazette and local newspapers of the establishment of townships
- Assist with the submission of Urban and Regional Planning Board recommendations to the Minister for approval;
- Assist with the issuing notifications of approvals to the applicant, Board, Surveyor-General, Registrar of Deeds and Local Authority concerned
- Assist with extending the period to lodge general plans and diagrams to Surveyor-General and Deeds Office for approval
- Assist with the publication of approved rezonings in the Government Gazette
- Any other duty assigned by the supervisor

Enquiries: Mr. Tobias Pendapala Newaya, Telephone: 0811412047

**DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND
INFORMATION TECHNOLOGY
DIVISION: ADMINISTRATION AND SUPPORT SERVICES
SUBDIVISION: AUXILIARY SERVICES**

Post Designation	:	Control Administrative Officer Grade 6
1 x Post	:	Windhoek
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

Minimum requirements: A National Diploma in one of the following fields: Business Administration/Business Management /Public Management or equivalent qualification (NQF Level 6) plus 6 years appropriate experience.

Additional requirements: The candidate must have worked at least three (3) years at the level of Chief Administrative Officer Grade 8. Preference will be given to candidates with A Bachelor Degree in one of the following fields: Public Management / Public Administration or Business Administration or /Logistics and Supply Chain Management/Postgraduate Diploma in Procurement Management /Transport Management.
Driving license Code B will be added advantage

Duties and Responsibilities:

- Provide strategic overall leadership, coordination and oversight of all administrative and support services to ensure efficient and effective service delivery across the institution.

Manage and supervise the following functional areas to ensure optimal performance and compliance with policies and standards in the Sub-Division of Auxiliary Services.

- Transport and Fleet management
 - Ministerial support services
 - Office support services
 - Stock control and stores management
 - Main registry and records management

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

- Maintenance and facilities management
 - Assets management
 - Responsible for the implementation of the Asset Maintenance Plan.
 - Ensure that Procurement and Stock Control Procedures are adhered to.
 - Manage Procurement Plan and implementation of the Annual Procurement Plan.
 - To oversee all procurement matters and ensure contract management
 - Compilation of monthly, quarterly and annual reports for all sections under him/her.
 - Ensure that an asset register is regularly updated.
 - To supervise and direct administrative functions in all sections: Auxiliary services (transport, procurement, stores and stock).
 - Implementation of related initiatives such as Electronic Documents Record Management System (EDRMS)
 - Monitor expenditure in respect to transport and fleet management and conduct reconciliation of monthly expenses versus usage.
 - Ensure compliance to State Finance Act, Treasury Instructions and the Public Procurement Act.
 - Determine the financial and staffing needs of the sub-division budget and staffing needs
 - Ensure the implementation of the Performance Management System for the Sub-Division
 - Knowledge of D12/2023 and preparation of financial statements in respect to all sections within the Sub-Division.
 - Attend to any other duty assigned to incumbent.
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**DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND
INFORMATION TECHNOLOGY
DIVISION: ADMINISTRATION AND SUPPORT SERVICES
SUBDIVISION: AUXILLIARY SERVICES
SECTION: OFFICE SUPPORT**

Post Designation	:	Senior Administrative Officer Grade 10
1 x Post	:	Windhoek
Salary Scale	:	N\$ 167, 481– N\$ 200, 878
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

Minimum requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience

OR

A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience

Additional requirements: Preference will be given to candidates with a Diploma in one of the following fields: Public Administration/Management, Business Administration or equivalent/or related field plus six (6) years of appropriate working experience. Driving license Code B will be added advantage

**DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND
INFORMATION TECHNOLOGY**

DIVISION: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

SUBDIVISION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Human Resources Practitioner Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

Minimum requirements: National Diploma majoring in human resources on NQF Level 6

Additional requirements: Candidates in possession of an appropriate Bachelor Degree in Human Resources Management on NQF Level 7 and/ or equivalent/ related qualification majoring in Human Resources Management/Development and two (2) working experience in Human Resources field and Driving license Code B will be an added advantage.

Enquiries: Mr. Ericksson Hailaula, Telephone: 061 297 5105

**DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES
AFFAIRS**

**DIRECTORATE: REGIONAL AND LOCAL GOVERNMENT AND TRADITIONAL
AUTHORITIES CO-ORDINATION**

DIVISION: REGIONAL COUNCIL AND TRADITIONAL AUTHORITIES

SUBDIVISION: SECRETARIAT TO THE COUNCIL OF TRADITIONAL LEADERS

Post Designation	:	Control Administrative Officer Grade 6
1 x Post	:	Windhoek
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

Minimum Requirements: A National Diploma or equivalent qualification at (NQF Level 6).

Additional requirements: Preference will be given to candidates with A Bachelor Degree in one of the following fields: Public Administration/Management, Business Administration or equivalent/or related field plus six (6) years of appropriate working experience.

Main duties of the job:

- Administration & Supervision: Direct day-to-day administrative activities, supervise staff, manage leave, and perform performance assessments.
- Secretarial Services: Organize meeting for the Council of Traditional Leaders in consultation with the Chairperson of the Council of Traditional Leaders, take

minutes and follow up on Resolutions from the Council of Traditional Leaders meetings and submit reports to relevant authorities.

- Financial & Asset Management: Compile budget proposals, monitor expenditures, manage inventory, and ensure stock-taking occurs.
- Policy Compliance: Implement Council of Traditional Leaders Act, 1997 (Act No.13 of 1997) and various policies, rules, and regulations pertaining to traditional leaders.
- Coordination: Coordinate the activities for the Secretariat of Council of Traditional Leaders and communicate complaints/suggestions to relevant stakeholders.
- Logistic Support: Manage transport, logistics, and other related administrative activities pertaining to the Council of Traditional Leaders.

Enquiries: S Nambala Tel: 061 297 5111

**DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES
AFFAIRS**

**DIRECTORATE: REGIONAL AND LOCAL GOVERNMENT AND TRADITIONAL
AUTHORITIES CO-ORDINATION**

DIVISION: REGIONAL COUNCIL AND TRADITIONAL AUTHORITIES

SUBDIVISION: TRADITIONAL AUTHORITIES ADMINISTRATION SUPPORT SERVICES

Post Designation	:	Chief Administrative Officer Grade 8
1 x Post	:	Windhoek
Salary Scale	:	N\$ 250, 767 – 299, 691
Transport Allowance	:	N\$10, 512 pa
Housing Allowance	:	N\$17, 424 pa

Minimum Requirements: A National Diploma or equivalent qualification (NQF Level 6)

Additional Requirements: Preference will be given to candidates with a Diploma in one of the following fields: Public Administration/Management, Business Administration or equivalent/or related field plus three (3) years of appropriate working experience.

Main duties of the job:

- Coordination of Community Trust Funds;
- Processing of applications for recognition of new traditional authorities;
- Processing of appointment of traditional leaders;
- Respond to official notifications in respect of designation of traditional Chiefs and appointment of Senior and Traditional Councillor;
- Conduct ministerial investigations on traditional authorities matters
- Capacity building of traditional authorities;
- Should have sound knowledge of Traditional Authorities and experience
- Assist in the identification of office needs for traditional authorities;
- Supervises and coordinates day to day activities of subordinates;
- Renders assistance and advice to Traditional Authority with regard to procedural and legal matters;

PSM CIRCULAR NO. D OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MAY 2026, CLOSING DATE 26 JUNE 2026

- Liaise with Government Attorney on court cases/legal advise related to traditional authorities;
- Prepare submission to Minister on removal/appointment of official recognition of traditional authorities to the President;
- Liaise with legal drafters on proclamation, Government Notice and amendments of Government Notice No. 65 of 31 March 1998; and
- Any other duties assign by the supervisor

Enquiries: S Nambala Tel: 061 297 5111, Natasja Skrywer: 061 297 5880

**DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT
DIRECTORATE: RURAL DEVELOPMENT
DIVISION: SERCTOR DEVELOPMENT COORDINATION
SUBDIVISION: ONGWEDIVA RURAL DEVELOPMENT CENTRE**

Post Designation : Chief Administrative Officer Grade 8
1 x Post : Ongwediva
Salary Scale : N\$ 250, 767 – N\$ 299, 691
Salary Notch : N\$ 250, 767
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirement: National Diploma or equivalent qualification on NQF Level 6 plus appropriate working experience.

Additional requirement: A three (3) year Diploma in Hospitality management, Culinary Arts or equivalent qualification at NQF Level 6 plus a valid Code B Driving licence.

SUBDIVISION: ONGWEDIVA RURAL DEVELOPMENT CENTRE

Post designation : Driver Grade 12
1 x Post : Ongwediva
Salary Scale : N\$ 113, 141 – 135, 702
Salary Notch : N\$ 113, 141
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirement: Grade 10 or equivalent Certificate on NQF L2 and a valid Code C1 licence.

Additional requirements: Two (2) years driving experience of heavy-duty motor vehicles with gross combination mass of which exceeds 5 000 kg.

SUBDIVISION : ONGWEDIVA RURAL DEVELOPMENT CENTRE

Post designation : Administrative Officer Grade 12
1 x Post : Ongwediva
Salary Scale : N\$ 113, 141 – 135, 702

Salary Notch : N\$ 113, 141
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirement: A Grade 12 Certificate (NQF Level 3).

Additional Requirements: A Certificate in Business/Public Administration, Procurement or related qualification in the above-mentioned fields. Possession of a Code B Driving License will be an added advantage.

DEPARTMENT : HUMAN SETTLEMENT DEVELOPMENT
DIRECTORATE : RURAL DEVELOPMENT
DIVISION: SECTOR DEVELOPMENT COORDINATION
Subdivision: Ben Hur Rural Development Centre

Post Designation : Artisan Grade 10
1 x Post : Gobabis
Salary Scale : N\$ 167, 481 – 200, 878
Transport Allowance : N\$10, 512 pa
Housing Allowance : N\$13, 944 pa

Minimum requirements: Completed apprenticeship OR A Trade Diploma issued in terms of existing legislation (Carpentry and Joinery).

Additional requirements: One (1) year working experience in Carpentry and Joinery. Possession of a Code B Driving License will be an added advantage.

Enquiries: Ms. Aurelia Hatutale, Tel: 061 297 5044

Applications must be addressed to:

The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK

OR

Hand deliver to:

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