

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM
DEPARTMENT: NATURAL RESOURCE MANAGEMENT
DIRECTORATE: SCIENTIFIC SERVICES
DIVISION: WILDLIFE UTILIZATION
SUBDIVISION: CONCESSION UNIT

Post designation	:	Chief Warden Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$ 305, 685 – N\$ 365, 322
Salary Notch	:	N\$ 305, 685 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

ADVERTISEMENT REQUIREMENTS: An appropriate National Diploma or equivalent qualification at NQF L6 in the following fields: Nature Conservation, Wildlife Management, Protected Areas Management, Conservation Biology, Environmental Management or Biodiversity Management, Environmental Sciences or related fields, Three (3) years at Warden Grade 9 position or equal grade and a valid Code B Driver's License which is 2 year and older.

ADDITIONAL REQUIREMENTS: Additional experience or qualifications in Tourism, Business Management, Development Planning, Social Sciences will serve as an advantage. This position requires the incumbent to travel and do fieldwork from time to time.

JOB DESCRIPTION: The incumbent will be responsible for day-to-day planning, processing and monitoring of concessions, administration and procurement of concessions

Duties include, but are not limited to the following:

- General implementation of the Policy on Tourism and Wildlife Concessions on State Land;
- Establish procedures, policies, systems, databases, records, contracts, and skills necessary for the professional and effective management of concessions;
- Proactively plan for concession activities;
- Process and procure concessions either by preferential awarding of concessions to conservancies, competitive tender or unsolicited applications;
- Assess concession proposals with the appropriate technical support and recommend to the Minister;
- Monitor concession activities to ensure impacts are minimized and concession conditions are complied with;
- Negotiate concession agreements, collect revenue and conduct rent reviews; including assisting conservancies (who already have concessions) to enter into arrangements or joint ventures with third parties;
- Maintain effective relationships with concessionaires, NGOs, conservancies and the tourism sector;
- Serve as Secretariat of Concessions Committee.

- Support and advise the Chief Control Warden with regard to concession matters.

Enquiries: Ms. F. Katamila at 0819528656 or Ms. Sirkka Ndakalako at 0819528498

**DIRECTORATE: TOURISM AND GAMING
DIVISION: TOURISM DEVELOPMENT
SUBDIVISION COMMUNITY BASED TOURISM**

Post designation	:	Senior Tourism Officer Grade 7
Duty station	:	Windhoek
Salary Scale	:	N\$ 305, 685 – N\$ 365, 322
Salary Notch	:	N\$ 305, 685 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Advertisement requirements: A Bachelor Degree at NQF Level 7 in Tourism Management, Hospitality, Travel and Tourism or relevant qualification plus 6 years approximate working experience in community based.

Additional Requirements: Applicant must be in possession of a valid Code B Driver's License which is two (2) years and older. An appropriate knowledge and experience of community-based, project management and culture and heritage management.

Job Description

The Senior Tourism Officer is responsible to develop and promote tourism in order to attract visitors and produce significant economic benefits to the country's economy. The main areas include tourism awareness, visitor management and the development of tourism products, services and facilities. Further, increasingly focuses on economic development at both urban and rural regeneration as well as strategic planning, particularly in local authorities. Other key focused concepts are to maintain the visitor services and attractions. The work involves liaising with the O/M/As as well as behind the scenes preparation and planning for tourism development.

Duties and responsibilities:

- Supervise the Tourism Officers under the Subdivision.
- Implement the National Policy on Tourism for Namibia (2008).
- Create an enabling environment for sustainable tourism development.
- Coordinate the implementation of ministerial policies, strategies, plans, and programmes at national level.
- Develops and promotes tourism to ensure tourist attraction and produce significant economic benefits.
- Organise and manage special and seasonal event and festivals.
- Coordinate the execution of tourism awareness and sensitization activities such as tourism days, events and exhibitions.
- Identify skills gaps and facilitate tourism related training for the communities.
- Facilitate the identification and development of Community Based Tourism projects in the regions.

- Coordinate and provide tourism advisory services.
 - Monitoring and evaluation of CBTEs projects.
 - Assist in stakeholder's relationship management.
 - Assist in market intelligence and encourage the creation of tangible tourism associations.
 - Develop and strengthen working relationships with regional and multilateral tourism organizations.
 - Manage tourism product development programmes.
- Any other duties assigned by the supervisor.

Enquiries: Mr. Frans Helao, Tel: +264 81 – 952 8568/ Ms. Sirkka Ndakalako, Tel. +264 81 - 9528498.

**DIRECTORATE: PLANNING AND TECHNICAL SERVICES
SUBDIVISION INFORMATION, COMMUNICATION TECHNOLOGY**

Post Designation	:	Computer Technician Grade 11
1 x Post	:	Windhoek
Salary Scale	:	N\$ 157, 632 – N\$ 177, 946 (P)
Salary Notch	:	N\$ 157, 632 per annum
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Advertisement Requirements: A National Diploma or equivalent qualification in Information Technology and related field on NQF Level 6.

Main Duties

- Report to the Chief System Administrator: Sub-Division ICT
- This job category includes personnel involved at operational level with the operating and monitoring of computer equipment.
- Monitoring and controlling of the production environment to meet on-line service commitments
- Application of installation standards and procedures, which includes inter alia Anti-Virus installations, Operating Systems and all applicable programs on devices.
- User Support and performing preventative maintenance on a routine basis.
- The identification of faults and ensuring appropriate repairs.
- The effective resolution of routine problems for eg: Email Services.
- The implementing of changes in accordance with procedures; the operating of peripheral equipment and operating systems and the ensuring of the effective utilization of machine resources and prioritizing of workload.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. J. Kitsie at 081 952 8477 / Ms. S. Ndakalako at 081 952 8498

**DIRECTORATE: ENVIRONMENTAL AFFAIRS
DIVISION: ENVIRONMENTAL ASSESSMENTS, WASTE MANAGEMENT, POLLUTION
CONTROL AND INSPECTIONS
SUBDIVISION: WASTE MANAGEMENT AND POLLUTION CONTROL**

Post Designation	:	Chief Conservation Scientist: Grade 5
1x Post	:	Windhoek
Salary scale	:	N\$ 454, 232– N\$ 543, 055
Salary Notch	:	N\$ 548, 745 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

ADVERTISEMENT REQUIREMENTS: An Honors Degree at NQF Level 8 in the following fields of studies: Environmental Management, Environmental Engineering, Cleaner Production. A minimum of six (6) years' experience in environmental management and regulation including understanding of sound waste management and its principles and a valid Code B Driver`s License which is two (2) years or older.

JOB DESCRIPTION: Evaluate and examine applications for environmental clearance certificates including analysis of likely pollution and contamination of soil and water to ensure compliance with sound environmental management practices, policies and regulations;

Participate in the inspection of waste disposal sites, new development sites, industrial sites, air pollution sources, industrial and domestic waste treatment systems and sites, solid and hazardous waste management systems;

Collect, synthesize, and analyze data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, soil and water sample analysis;

Provide quality control on applications for endorsements for transboundary movement of waste

Participate in International, Regional and Local waste management forums including participating in negotiations for sound management of waste

Facilitate development of country positions for Conference of Parties to multilateral agreements on sound management of chemicals and waste

Enquiries: Ms. Saima Angula at 0819528619 / Ms. S. Ndakalako at 081 952 8498

DIRECTORATE: ENVIRONMENTAL AFFAIRS
DIVISION: ENVIRONMENTAL ASSESSMENTS, WASTE MANAGEMENT, POLLUTION CONTROL AND INSPECTIONS
SUBDIVISION: WASTE MANAGEMENT AND POLLUTION CONTROL

Post Designation	:	Senior Conservation Scientist Grade 6
1 x Post	:	Windhoek
Salary scale	:	N\$ 372, 627– N\$ 445, 325
Salary Notch	:	N\$ 372, 627per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

ADVERTISEMENT REQUIREMENTS: An Honors Degree at NQF Level 8 in the following fields of studies: Environmental Management, Environmental Engineering, Geo-Hydrology (groundwater), Hydrology (surface water), Cleaner production. A minimum of four (4) years' experience in Geo- Hydrology and hydrology investigations.

Additional Requirement: the candidate must have a valid Code B Driver`s License which is two (2) years or older.

JOB DESCRIPTION

- Collect, synthesize, and analyze data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, soil and water sample analysis;
- Participate in the inspection of new development sites, industrial sites, air pollution sources, industrial and domestic waste treatment system, solid and hazardous waste management systems as well as water supply systems and plants;
- Review, evaluate and examine applications for environmental clearance certificates including analysis of likely water pollution and contamination, hydrogeological data, to ensure compliance with sound environmental management practices, policies and regulations;
- Participate in International, Regional and Local waste management forums;
- Carry out research on environmentally sound management of waste as required and present findings;
- Participate in stakeholder engagement activities on environmental management and regulation

Enquiries: Ms. Saima Angula at 0819528619 / Ms. S. Ndakalako at 081 952 8498

**DIRECTORATE: PLANNING AND TECHNICAL SERVICES
DIVISION PLANNING AND COORDINATION
SUBDIVISION STRATEGIC PLANNING, MONITORING AND EVALUATION**

Post Designation	:	Chief Economist Grade 6
1 x Post	:	Windhoek
Salary scale	:	N\$ 372, 627– N\$ 445, 325
Salary Notch	:	N\$ 372, 627per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Advertisement Requirements: An appropriate Bachelor Degree at NQF L7, majoring in Economics, plus seven (7) years of appropriate experience as an Economist of which 5 years must be at a Senior Economist Grade 7 or equivalent,

Additional Requirements: The applicant must have code B driver license which is two (2) years and older and have been on the level of Senior Economist Grade 7. The experience mentioned-above must have been attained whilst employed

in the same job category performing the same functions and duties as per PSM Circular No. 5 of 2015.

Main Duties

- Report to the Deputy Director: Division Planning and Coordination
- Conduct Strategic and Development Planning
- Conduct economic research to inform Policy and Planning.
- Analyse economic data and trends relevant to the Environment, Forestry, Wildlife, and Tourism Sectors.
- Prepare High Level reports, briefing notes, and Policy recommendations (Ruling Party manifesto progress reports, SONA & SORA, etc.)
- Contribute to the development and review of Strategic Plans, Annual Plans, Sector Policies and Strategies.
- Evaluate the Economic impact of existing or proposed policies, programmes, and regulations.
- Conduct monitoring and evaluation (M&E) of programmes and projects from an economic perspective.
- Collaborate with line ministries, agencies, and development partners.
- Participate in the formulation of medium- to long-term strategic and development plans.
- Provide economic guidance in resource allocation and prioritization.
- Participate in the development of Natural Capital Accounts
- Represent the Directorate in inter-ministerial technical working groups or committees
- Conduct cost-benefit analyses and economic feasibility studies for proposed projects.
- Facilitate workshops, consultations, and capacity-building sessions.
- Contribute to periodic reporting obligations at national and international levels.
- Provide technical input into the integration of environmental economics in national development planning.
- Provide technical input to the formulation of National economic development plans.
- Assist in the formulation of National Development Plans (NDPs).
- Supervise staff members
- Carry out any other official duties assigned.

Enquiries: Mr. B. Erkkie at 081 952 8439 / Ms. S. Ndakalako at 081 952 8498

DIVISION: NORTH WEST REGION SUB-DIVISION: TECHNICAL SERVICES

Post Designation	:	Chief Works Inspector, Grade 7 (Multi – skilled)
1 x Post	:	Springbokwasser
Salary Scale	:	N\$ 305, 685 – N\$ 365, 322
Salary Notch	;	N\$ 305, 685 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 21, 000 per annum

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

ADVERTISEMENT REQUIREMENT: An appropriate National Diploma or equivalent qualifications at NQF L6 in the following field of studies: Civil, Mechanical and Electrical plus three (3) years appropriate experience; OR
An appropriate N3 (or equivalent) plus a complete apprenticeship or the passing of a trade test in the following qualifications; Civil, Mechanical and Electrical plus four (4) years appropriate experience;
OR
An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience.

Additional requirements:

A valid driver's license which is two (2) years or older

- Trade Certificate for Vocational Certificates.
- Public servants should be at the level of Senior Works Inspector Grade 8, Senior Artisan Foreman Grade 8 for at least two (2) years.
- Non-public servants should be at the supervisory level;
- Experience in earth moving, heavy machineries and road infrastructure will be added advantage;
- Possession of a valid driver's license is a prerequisite;
- Computer literacy (MS Word, Excel);
- Should have no criminal record, no pending misconduct cases or any other cases relating to wildlife crimes.

Job description: Draw up quarterly maintenance schedule for the unit and report on progress.

Receive unscheduled requests for maintenance and schedule these to the Artisans.

Arrange and allocate construction and maintenance equipment.

Screen the materials and equipment needed per job.

Evaluate quotes and tenders and make recommendations to supervisor.

Recommend payments and purchase of materials.

Oversee the maintenance of tools and equipment in the workshop.

Obtain information to ensure that materials to be ordered remain abreast of technological advancements.

Manage and control allocated materials, equipment and the maintenance of government vehicles and machinery.

Ensure safety of staff in workshop.

Observe work in progress (in-house and outsourced) to ensure that procedures are followed and work is done according to approved standards.

Maintain daily log of construction and inspection activities and compile progress reports.

Compile weekly, monthly, quarterly and annual reports.

Enquiries: Mr. C. Munwela at 067 313436 or Ms. S. Ndakalako at 0819528498

DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY
DIRECTORATE: FORESTRY
DIVISION: FOREST MANAGEMENT – CENTRAL AND SOUTHERN REGIONS
SUBDIVISION: FORESTRY HARDAP AND KHARAS REGIONS

Post Designation	:	Senior Forestry Technician Grade 8
1 x Post	:	Marietal
Salary Scale	:	N\$ 250, 767 – N\$ 299, 691
Salary Notch	:	N\$ 250, 767 pa
Housing Allowance	:	N\$ 17, 424 pa
Transport Allowance	:	N\$ 10, 512 pa

Minimum requirements: A 3-year Diploma or 3-year Bachelor's degree in Natural Resource Management (Nature Conservation), Forestry, Agriculture or equivalent at NQF Level 6 with a minimum of 3 years appropriate experience in forest management activities.

Additional Requirement: A valid driver's license (Code B / BE) which is two years and older is required.

Overall responsibilities: Supervise technical staff; the planning, implementation, co-ordination and directing of forest management activities; conducting field work in rural areas; mentoring of staff and students.

Enquiries: **Mr. Michael Osub**, Michael.Osub@mef.gov.na, Tel. 061 2087291
Mr Festus Shaanika, Festus.Shaanika@mawlr.gov.na, Tel. 061 2087632

Applications must be addressed to:

The Executive Director
Ministry of Environment, Forestry and Tourism
Private Bag 13306 Windhoek
Windhoek

OR

Hand deliver to the:
Subdivision: HR Management
Ministry of Environment, Forestry and Tourism
Troskie Building Corner of Robert Mugabe and Dr. Kenneth Kaunda Street,
Windhoek
