

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

OFFICE OF THE EXECUTIVE DIRECTOR

Post Designation	:	Senior Public Relations Officer Grade 7
1x Post	:	Windhoek
Scale of Salary	:	N\$ 305, 684– N\$ 365, 322
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: An appropriate B-Degree on NQF L7 in Public Relations/Journalism/Media Studies/Communication plus 3 years' appropriate experience in Public Relations.

Additional Requirements: Candidates will be subject to a written test. **"This position is subject to the vetting process."**

Enquiries: Ms. Emerencia Nguarambuka, Tel. 061 283 2386 or Ms. Sigrid P. Ashikuti, Tel. 061-283 2360

**DIRECTORATE: GOVERNMENT INFORMATION SERVICES
DIVISION: DIVISION MEDIA LIAISON SERVICES
SUB-DIVISION: MEDIA MONITORING AND ANALYSIS**

Post Designation	:	Senior Information Officer Grade 7
1x Post	:	Windhoek
Scale of Salary	:	N\$ 305, 684– N\$ 365, 322
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: An appropriate B-Degree on NQF L7 in Journalism/Media Studies/Communication plus 3 years' appropriate experience.

Additional Requirements: **Candidates will be subject to a written test.**

Enquiries: Ms. Elizabeth Amagola, Tel. 061 283 2665 or Ms. Sigrid P. Ashikuti, Tel. 061-283 2360

**DIRECTORATE: MULTI MEDIA SERVICES
DIVISION: CONTENT HUB
SUBDIVISION: CONTENT DEVELOPMENT**

Post Designation	:	Media Officer Grade 8
1x Post	:	Keetmanshop (//Kharas Regional Office)

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 30 JUNE 2026, CLOSING DATE 30 JULY 2026

Scale of Salary	:	N\$ 250, 767 – N\$ 299, 691
Housing allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum requirements: An appropriate B-Degree qualification on NQF L7 in Journalism/Media Studies/Communication/Video production.

Additional Requirements: Candidates will be subjected to a practical test.

Enquiries: Mrs. Johanna Uutoni, Tel. 061 283 2750 or Ms. Sigrid P. Ashikuti, Tel. 061 283 2360

DIVISION: ADMINISTRATION
SUB-DIVISION: OCCUPATIONAL SAFETY, HEALTH AND EMPLOYEE WELLNESS

Post Designation	:	Control Social Worker Grade 5
1x Post	:	Windhoek
Scale of Salary	:	N\$ 454, 232 – N\$ 543, 055
Housing allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum requirements: Registration as Social Worker with the Health Professions Council of Namibia plus eight (8) years of appropriate experience.

Additional Requirements: The candidate must have at least four (4) years should be at the level of Chief Social Worker Grade 6.

Enquiries: Mr. Ziegie Willemse, Tel 061 283 2342 or Ms. Sigrid P. Ashikuti, Tel. 061 283 2360

DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICE

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) in Business Administration/ Public Management/ Logistic and Supply Chain Management/ Transport Management or related field plus 6 years' appropriate experience.

Additional Requirements: The candidate must have spent at least three 3 years at the level of Senior Administrative Officer Grade 10 or equivalent. Candidate should have a

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 30 JUNE 2026, CLOSING DATE 30 JULY 2026

Basic Stock Control Certificate by Ministry of Finance (*Certified copy of the certificate must be attached*). Applicant must have a valid driving license.

Enquiries: Ms. Mirjam Hamana, Tel. 061 283 2382 or Ms. Sigrid P. Ashikuti, Tel. 061 283 2360

DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICE
SECTION: TRANSPORT, STORES AND CLEANING SERVICES

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) in Business Administration/ Public Management/ Logistic and Supply Chain Management/ Transport Management or related field plus 1-year appropriate experience.

Additional Requirements: Candidate should have a Basic Stock Control Certificate by Ministry of Finance (*Certified copy of the certificate must be attached*). Applicant must have a valid driving license.

OR

Senior Secondary Certificate or equivalent qualification on NQF L3 plus 3 years' appropriate experience

Enquiries: Ms. Mirjam Hamana, Tel. 061 283 2382 or Ms. Sigrid P. Ashikuti, Tel. 061 283 2360

DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICE
SECTION: REGISTRY

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) in Records and Archives Management plus 1-year appropriate experience.

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 30 JUNE 2026, CLOSING DATE 30 JULY 2026

OR

Senior Secondary Certificate or equivalent qualification on NQF L3 plus 3 years' appropriate experience

Enquiries: Ms. Mirjam Hamana, Tel. 061 283 2382 or Ms. Sigrid P. Ashikuti, Tel. 061 283 2360

The application forms must be addressed to:

**The Executive Director
Ministry of Information and Communication Technology
Private Bag 13344
Windhoek**

Or hand delivery at:

**The Human Resources Office
Trust Building, 2nd floor,
301 Independence Avenue, Windhoek**

Enquiries: Ms. Sigrid P. Ashikuti, Tel. 061-283 2360 **OR** Mr. Ziegje Willemse, Tel 061 283 2342
