

MANAGEMENT CADRE

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DEPARTMENT OF TOURISM, PLANNING AND ADMINISTRATION

DIRECTORATE OF PLANNING AND TECHNICAL SERVICES

DIVISION: TECHNICAL SERVICES

Post designation	:	Deputy Director, Grade 4
1xPost	:	Windhoek
Scale of Salary	:	N\$ 543, 055 –N\$ 570, 914
Housing Allowance	:	N\$ 121, 560 per annum
Motor Vehicle Allowance	:	N\$ 110, 917 per annum
Capital Cost	:	N\$ 83 ,106 per annum
Running Cost	:	N\$ 27, 811 per annum

Advertisement Requirements: B-Tech on NQF level 7 or equivalent in Civil Engineering plus nine (9) years appropriate experience in **EITHER** of the following fields: design or construction and maintenance of infrastructure, project management and contract administration. Registration as a Professional/ Incorporate Engineer with the Engineering Council of Namibia.

Supplementary requirements: Three (3) year of experience should be after registration as a Professional/ Incorporate Engineer with the Engineering Council of Namibia. Willingness to travel regularly to remote areas, Ability to work independently, pro-actively and in a term, Good computer and organizational skills. Must be knowledgeable on ICT including Microsoft Excel, Word, PowerPoint, Outlook, Project, Access, AutoCAD software, etc. A valid Code B Driver's License.

Key Responsibility and Accountabilities:

- Responsible for the supervision and management of the Division Technical Services
- Planning and implementation of the Ministry Development and Capital project
- Coordinate the ministry development cooperation's program
- Responsible for coordination and facilitation Engineering designs, BOQ & Bid documents
- Supervising, Monitoring and evaluation of technical works (Construction, renovation, maintenance of infrastructure and maintenance of Heavy Equipment.
- Development and implement infrastructure development and maintenance plans.
- Develop, implement and manage the ministry archive
- Responsible for Projects and Contracts Management
- Responsible for financial planning, management and control of the Division (budgeting, compiling of monthly projection and maintain commitment register), claim management and verification of invoices.
- Provide Technical support and assistance on bids documentation, evaluation and contract negotiations.
- Ensure compliances of the Acts, Regulations and Policies

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

- Ensure the development of human resources competencies and technical skill within the division
- Prepare sectoral quarterly and annual progress report
- Responsible for all technical duties of the division.

Enquiries: Mr. Boas Erkkie, Tel: 081 952 8439, or Human Resources, Ms Sirkka Ndakalako, Tel: 081952 8498.

Applications must be addressed to:

**The Executive Director
Ministry of Environment, Forestry and Tourism
Private Bag
WINDHOEK**

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM
DIRECTORATE OF PLANNING AND TECHNICAL SERVICES
DIVISION: TECHNICAL SERVICES

Post Designation	:	Chief Works Inspector Grade 7
1xPost	:	Windhoek
Scale of Salary	:	N\$ 305, 684 –N\$ 365, 322 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Advertisement Requirements: An appropriate National Diploma in Civil Engineering on NQF Level 6 or equivalent or an appropriate N3 / Level 3 National vocational Certificate Plus a trade test certificate.

Additional Requirements: Candidate must have at least four (4) year's appropriate experience. Applicant must have valid Code B driving license which is two years or older.

Job Description

- Utilisation of technical information to execute fault analysis and basic design exercise;
- Implementation and maintenance of infrastructure, equipment through monitoring systems and giving advice on the execution of technical tasks;
- Selection of equipment and assisting with technical comparison studies;
- Conduct mechanical efficiency diagnosis and appropriate tender specifications;
- Assist key stakeholders (Department of Works, Service Providers) with regards to procurement services.
- Commissioning of infrastructure, equipment and systems and
- Assist with the procurement, development and updating of Master Infrastructure Development Plan, Assets Register as well as Information Management Systems amongst other.

Enquiries: Mr. Boas Erkkie, Tel: 081 952 8439, or Human Resources, Ms Sirkka Ndakalako, Tel: 081952 8498.

DEPARTMENT: NATURAL RESOURCES MANAGEMENT
DIRECTORATE: WILDLIFE AND NATIONAL PARKS
DIVISION: CENTRAL REGIONS

Post Designation	:	Control Works Inspector, Grade 6 (Multi – skilled)
1xPost	:	Windhoek (Technical Services)
Salary Scale	:	N\$ 372, 627 –N\$ 445, 325 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

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

Advertisement requirement: Diploma for Engineering Technician at NQF L6 in Mechanical or Electrical plus a trade test certificate plus approximately five (5) years appropriate experience.

OR

An appropriate N3 / Level 3 National vocational Certificate in Mechanical or Electrical Plus trade test certificate plus Seven (7) years appropriate experience. Exposed to infrastructure maintenance and public procurement Act is an Advantage.

Additional requirements:

- Applicant must be a Namibian and **must have a valid Code B Driver's License** which is two (2) years or older.
- Applicants within the Public Service must a proof of confirmation of probation.
- Four (4) years proven working experience at a level of Grade 7, as Chief Artisan Foreman or Chief works inspector or Equivalent supervisory level.
- Non- public servants should be at supervisory Level equivalent to Grade 7 position e.g. Maintenance Manager or Area Superintendent etc.
- Applicant must be Computer Literacy
- Applicant should not have no criminal records or any other pending case relating to wildlife crime.

Job description:

- Support infrastructural development, upgrades and rehabilitation in National parks and Wildlife Conservation Areas.
- To conduct inspection and oversee the repair and maintenance of park boundary fence, roads, and water infrastructure in Central Region.
- Supervise, manage and run the function of Subdivision – Technical Service.
- Ensure effective planning backlog and oversee the maintenance of ministerial fleet assets including light vehicles, Trucks, equipment's and heavy machines.
- Perform planned and unplanned maintenance on parks' infrastructures such as buildings, Boreholes, tourist's roads and firebreaks, waste / recycling plantation, Sewerage treatment plants, fresh water treatment plants, photo-voltaic systems plantations and Park boundary fences.
- Oversee provision of maintenance and repairs to all ministerial movable and immovable assets.
- Ensure the preparation of work plans and determine the new projects for Central region.
- Providing, coordination and advising on Technical inputs needed for the planning and design of the infrastructure.
- Carry out any other official duties as may be assigned from time to time

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

Post Designation	:	Chief Warden Grade 7
1xPost	:	Gobabis (Regional Services)
Salary Scale	:	N\$ 305, 684 – N\$ 365, 322 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Advertisement requirements: A National Diploma at NQF level 6 in one of the following fields of study: Nature conservation **OR** Wildlife Management **OR** Protected Areas Management **OR** Conservation **OR** Conservation Biology **OR** Environmental Management or other related wildlife management fields, plus three years (3) appropriate experience.

Additional requirements:

- Serving staff members must have probation confirmed at the level of Warden Grade 9 plus three years' appropriate experience.
- A valid Code B Driver's License which is two (2) years or older.
- Be able to work and camp in remote areas for a longer time with basic infrastructure and rough field conditions;
- Should have no criminal record, no pending misconduct cases or any other cases relating to wildlife crimes;
- Able to confront dangerous situations, including wild animals.

Job description:

- Conservation and care of wildlife, management of protected areas and implementation of protected area management plans.
- Manage and regulate the use of wildlife resource and strive for biodiversity conservation, maintenance and restoration.
- Management and breeding of rare species.
- Veld condition assessments and Management of veld fires.
- Enforcement of nature conservation laws for the preservation and rehabilitation of the natural ecosystem and biodiversity therein.
- Manage human wildlife conflict and support the provision of mitigation and preventative measures.
- Monitor and evaluate effective implementation of CBNRM programmes and advise accordingly.
- Drafting and summarizing and submitting various reports as expected by the reporting system in the Division.
- Responsible for supervision and conducting farm inspections.
- Provide, supervision, administration, co-ordination within the subdivision.
- Any other work-related duties assigned by the supervisor.

Enquiries: Mr Marthin Kasaona, Tel: 081 952 8682, or Human Resources, Ms Sirkka
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Ndakalako, Tel: 081952 8498.

Applications must be addressed to:

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