

MANAGEMENT CADRE
OFFICE OF THE PRIME MINISTER

DEPARTMENT: ADMINISTRATION AND INFORMATION TECHNOLOGY MANAGEMENT

Post Designation	:	Deputy Executive Director Grade 2
1xPost	:	Windhoek
Scale of Salary	:	N\$630,335 – N\$668,916
Housing Allowance	:	N\$142,102 per annum
<u>Motor Vehicle Allowance</u>	:	
Capital Cost	:	N\$116,340 per annum
Running cost	:	N\$33,011 per annum

Minimum Requirement: An appropriate recognized B-Degree or equivalent qualification at NQF Level 7 in the fields of Management or Accounting and Finance or Human Resources Management or Public Administration or equivalent plus nine (9) years' experience in leadership and management position.

Additional Requirements:

- The candidate must have at least five (5) years appropriate experience at a Grade 3 Level or equivalent.
- Ability to liaise and communicate with ease at senior management level.
- Candidate should possess some well-developed negotiation skills especially in budget processes.
- Sound knowledge of the Labour Act, (Labour Act 11 of 2007), Public Service Act, 1995 (Act 13 of 1995), Affirmative Action Act, 1998 (Act 29 of 1998), Public Service Regulations, Public Service Staff Rules.
- Sound knowledge of State Finance Act, 1991 (Act 11 of 1991), Treasury Instructions, Procurement Act and other Public Service Legislatives.

Key Performance Areas:

- The Deputy Executive Director is one of the Principal advisor to the accounting Officer. He /She has the direct responsibility for the effective and efficient management of all administrative matters including the budgetary processes, required to facilitate the work of the various components of the Office and contribute to the strategies of the Office to meet its objectives. In addition, he/she will ensure that, from the managerial perspective, the Information Technology needs of the Office are met.
- Leads, manages and guides the team of professional and administrative staff in the Department.
- Contributes at Senior Management level to policy decisions and implementation thereof, on matters pertaining to strategic planning and core focus.
- Provide strategic direction in the areas affecting the Department.
- Coordination of the interface between the department and other departments and directorates within OPM.

- Contribute and drives the implementation of activities related to Strategic Planning, Affirmative Action and other Services.
- Innovatively transform existing administrative policies and procedures strategically and operationally.
- Managing the logistical support services to political-executive office bearers and senior management.
- Facilitates the development, implementation and mainstreaming of new programs in OPM's activities.
- Acts as an advisor to the Accounting Officer and as such within the provisions of the State Finance Act, 1991, Treasury Instructions, and other relevant legislations.
- Assists the Accounting Officer in his/her appearances before the Parliamentary Select Committee on Public Accounts and other related accountability responsibilities.
- Coordinates and guides the budgetary processes of the Office.
- Perform duties as the principal human resource manager of the Office.
- Evaluate internal control systems and procedures and appraise, review and report on corrective measures and recommendations to the Accounting Officer.
- The Deputy Executive Director will supervise all Units within the Department.
- Coordinate the drafting of the department's annual/periodic work plan.

NB: This post is subjected to a Vetting process.

Applications must be addressed to:

**The Executive Director
Office of the Prime Minister
Private Bag 13338
Windhoek**

**OR hand deliver to:
Division Human Resources
5th floor, Theo Ben Gurirab Building**

Enquiries: Ms Ellie Ndungula: Tel: 061-287 2148/ Mr Shivute Indongo :Tel 061-2872183

OFFICE OF THE PRIME MINISTER

**DEPARTMENT: ADMINISTRATION, INFORMATION AND TECHNOLOGY MANAGEMENT,
DIRECTORATE: HUMAN RESOURCES, ADMINISTRATION AND FINANCE
DIVISION: HUMAN RESOURCES
SUBDIVISION: HUMAN RESOURCES ADMINISTRATION AND WELLNESS**

Post Designation : Senior Human Resources Practitioner Grade 7
2xPosts : Windhoek
Salary Scale : N\$305,684 –N\$ 365,322
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

Advertisement Requirement: A National Diploma in Human Resources Management or equivalent qualification at NQF Level 6 plus three (3) years' experience in Human Resources field.

Key Performance Areas: Provide advice on the interpretation of Public Service Staff Rules, Regulations and ensuring the proper application thereof.

- Ensure that Human Resource Staff records are updated on time.
- Ensure accuracy in the remuneration and overtime calculations of OPM.
- Handling the Recruitment and Selection function for the Office of the Prime Minister
- Handling grievances, misconduct/disciplinary and labour related issues
- Advise on compilation of requests or proposals regarding the adjustment of organizational and post establishments and overtime remuneration.
- Supervise subordinates which include organizing, controlling, verifying, distributing, delegating, coordinating and supplementing of their work
- Assist with the compilation of Annual Plans and Reports and other Human Resources related reports.
- Ensure compilation of Affirmative Action Plans and Reports.
- Compilation and reviewing of Performance agreements of Human Resource Practitioners.
- Perform any other tasks as may be assigned.

Enquiries: Ms Ellie Ndungula 061-287 2148/ Ms Ernstine Dama 061-287 2477

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

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

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

Housing Allowance : N\$13,944 per annum

Minimum requirement: An appropriate National Diploma in Business Administration or Public Administration, Logistic and Transport at NQF Level 6 or equivalent qualification plus One (1) year appropriate experience/ A Grade 12 Certificate on NQF Level 3 plus three (3) years appropriate.

Additional Competencies required: The candidate is expected to have a thorough understanding and knowledge of Government budgetary process, experience in Transport and Stock Control. A valid driver's license will serve as an added advantage

Key Performance Area: Coordinate fleet management, issue trip authorities and assign drivers to specific tasks

- Oversee the inspection and recording of kilometers at the beginning and end of each trip.
- Issue and ensure the safekeeping of fuel cards and related vehicle documents
- Oversee and audit records of fuel, service intervals, repairs, maintenance, cost and use of vehicles (inclusive of time spent on missions)
- Prepare monthly reports of fleet management.
- Ensure that the annual stock taking exercise is carried out as planned.
- Draw up procedures and monitor procedures for transport management.
- Carry out scheduled and unscheduled physical inspection of vehicles.
- Ensure that vehicles are correctly allocated and utilized.

Enquiries: Ms Josefina Kafunga Tel: 061-287 2144/Mr Jesaja Kangandjo Tel: 061-2872093

**DEPARTMENT: ADMINISTRATION INFORMATION TECHNOLOGY AND MANAGEMENT,
DIRECTORATE: ADMINISTRATION, HUMAN RESOURCES & FINANCE
DIVISION: FINANCE
SUBDIVISION: PAYROLL AND DSA**

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

Advertisement requirements: A National Diploma majoring in Accounting/Finance, NQF Level 6 plus three (3) years working experience in the accounting field. Preference will be given to candidates with experience on Payroll, Daily Subsistence Allowances and Revenue functions (IFMS).

Key Performance Areas:

- Supervision over the Payroll, the Daily Subsistence Allowance (DSA), and the Accounts Receivable Subdivision.
- Ensure that salaries and other conditions of services are paid on time.
- Monitoring the salary rejections and salary recalls and rectifying them.
- Responsible for recovering outstanding debt from the final payment when service is terminated to avoid overpayments.
- Responsible for monthly tax reconciliation on staff members' files for tax purposes.
- Responsible for processing of DSA advances and claims.
- Responsible for recovering overpayments.
- Responsible for processing of monthly manual adjustment journals (General ledger).
- Responsible for the reconciliation of suspense accounts.
- Monitoring and control the handling of State monies.
- Preparation of audit statements, accounts and certificates (Circular D12).
- Provide in-service training and guidance to the subordinates as per Treasury Instructions.
- Ensure that the stipulations of the State Finance Act, 1991 (Act 31 of 1991), and Treasury Instructions, labour law and other related financial frameworks and revenue descriptions are adhered to.
- Any other tasks as may be assigned by the supervisor/s.

Enquiries: Mr Leonard Basson / Mr Jeremia N Ndataneke Tel: 061-287 2477/ 2178

DEPARTMENT: ADMINISTRATION INFORMATION TECHNOLOGY MANAGEMENT
DIRECTORATE: HUMAN RESOURCES ADMINISTRATION & FINANCE
DIVISION: FINANCE, SUBDIVISION BUDGET MANAGEMENT

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

Minimum Requirements: A National Diploma in Accounting or Finance on NQF Level 6 or equivalent qualification, plus three (3) years appropriate experience in the field of Accounting and Finance. Candidates/Applicants must have extensive knowledge and experience in accounting, demonstrated through experience in all key financial management areas.

Key Performance Areas:

- Assist with the budget formulation, annual plans, and management reports.
- Assist with the compilation of financial statements for the Auditor General in accordance with Circular D12.
- Provide supporting information for annual audits and liaise with the Office of the Auditor General.

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

- Prepare quarterly expenditure reports.
- Ensure compliance with the State Finance Act, Treasury Instructions, and accounting policies and procedures.
- Monitor the Fund Distribution Certificate (FDC).
- Ensure that proper internal financial supervision and control systems are employed.
- Draft submissions to Treasury for external virement of funds.
- Prepare the Treasury Authorisation Warrant (TAW)
- Execute any other duties as may be assigned.

Enquiries: Mr Leonard Basson Tel: 061: 287 2477 / Ms Anastacia Mathias Tel: 061-2872099

**DEPARTMENT: PUBLIC SERVICE MANAGEMENT
DIRECTORATE: HUMAN RESOURCES PLANNING AND DEVELOPMENT
DIVISION: HUMAN CAPITAL MANAGEMENT SYSTEM
SUBDIVISION: TRAINING AND DATA CAPTURING**

Post Designation	:	Human Resources Policy Analyst Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$ 372,627-N\$ 445,325
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A B-Degree in Human Resources Management or an equivalent appropriate B Degree at NQF Level 7 plus appropriate 3 years' experience in HR field or HR Information Management System or HR Monitoring and Evaluation Systems.

Key Performance Areas:

- Coordinate the successful implementation of HCMs in the Public Service;
- Conduct training of HR Practitioners in OMAs and RCs on Human Capital Management System;
- Coordinate and conduct the training of business process owners and system users and giving support to OMAs and RCs;
- Assist the Human Resources Practitioners on data capturing and day to day running of the system;
- Monitoring the data capturing process through desktop auditing;
- Compile monthly reports of training conducted on HCMS implementation;
- Coordinate with HR Practitioners in OMAs and RCs on challenges being faced with the implementation
- Auditing of the HCMS in all OMAs and RCs to ensure that the data is accurate.

Competency Requirements:

Good communication skills, (Written and oral) Computer skills, (MS Word, excel, PowerPoint) Analytical, problem solving skills, Presentation skills, Good working relations,

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Knowledge of Public Service staff rules and relevant Acts. Reports writing and minutes taking.

Enquiries: Ms Ellie Ndungula, Tel 061-287 2148

**DEPARTMENT PUBLIC SERVICE MANAGEMENT
DIRECTORATE: BENEFITS AND INDUSTRIAL RELATIONS**

Post Designation	:	Private Secretary Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$204,977 – N\$245,851
Housing Allowance	:	N\$10,512 per annum
Transport Allowance	:	N\$13,944 per annum

Advertisement requirements: An appropriate National Diploma in Office Administration or Management/Secretarial Studies or equivalent qualification on NQF Level 6

Additional Requirement: An appropriate National Diploma in Office Administration or Management/Secretarial Studies or equivalent qualification on NQF Level 6 plus one (1) year proven experience in Secretarial or Office Management/Administration.

Job Summary: To provide a wide range of support services (secretarial, administrative, reception and handling of confidential matters) to the Director, and oversee the smooth administration of the office.

Key Performance Areas: Organize and coordinate the diary and daily activities of the Director;

- Coordinate all incoming and outgoing correspondences, ensure effective and efficient attendance to all correspondences;
- Attend to general secretarial duties such as photocopying, responding to emails, answering telephone calls and relaying of messages, collection/delivery of documents;
- Screen calls and visitors and relay information to the Director;
- Liaise and coordinate with internal and external stakeholders;
- Coordinate meetings and travel requirements of the Director;
- Plan and organize all documents in the office and ensure optimal storage (filing).

Competencies required:

- Excellent communication (oral and written), planning and organisational skills;
- Excellent computer skills (Excel, Word, Power Point & Access etc.);
- Time management, planning and organizing skills;
- Ability to work under pressure;

Enquiries: Ms Helvi Ilonga/Ms Winny Dama at 061-287 2143/2477

DEPARTMENT: CABINET SECRETARIAT, POLICY ANALYSIS AND COORDINATION
DIRECTORATE: POLICY RESEARCH AND ANALYSIS

Post Designation	:	Private Secretary Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$204,977 – N\$245,851
Housing Allowance	:	N\$10,512 per annum
Transport Allowance	:	N\$13,944 per annum

Advertisement Requirement: A National Diploma on NQF Level 6 or equivalent qualification.

Additional Requirements: An appropriate National Diploma in Secretarial Studies or Office Management of Administration on NQF Level 6 or equivalent qualification plus one (1) year proven experience in Secretarial or Office Management/Administration.

Key Performance Area:

- Managing the office of the Director to ensure the office functions on a daily basis;
- Follow up on action items for the Director, schedule and coordinate appointments;
- Draft letters, emails and capture important documents electronically;
- Maintain incoming, outgoing calls, organize the Office;
- File all correspondences in hard/soft copies;
- Ensure reservations for meetings and trips are made and update contact lists;
- Managing schedules, calendars, meetings for the Director;
- Preparing official documents including reports, presentations, memos;
- Taking of minutes in meetings and following up on action items; and
- Relaying information between Departments, management, and other stakeholders as required by the Director.

NB: This position is subject to vetting of successful applicant.

Enquiries: Ms Aletha Nguvauva Tel: 061-287 2046 / Mr. Abel Tukupwewe 061-287 2124

DEPARTMENT: CABINET SECRETARIAT, POLICY ANALYSIS AND COORDINATION,
DIRECTORATE: CABINET COMMITTEES COORDINATION

Post Designation	:	Private Secretary Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$204,977 – N\$245,851
Housing Allowance	:	N\$10,512 per annum
Transport Allowance	:	N\$13,944 per annum

Advertisement Requirement: An appropriate National Diploma in Secretariat Studies or Office Management of Administration on NQF Level 6 or equivalent qualification.

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Additional Requirements: An appropriate National Diploma in Secretarial Studies or Office Management of Administration on NQF Level 6 or equivalent qualification plus one (1) year proven experience in Secretarial or Office Management/Administration

Key Performance Areas:

- Managing office of the director on a daily basis.
- Follow up on action items for the Director, schedule and coordinate appointments.
- Draft letters, emails and capture important documents electronically
- Ability to take Minutes and Maintain incoming, outgoing calls, organize the Office
- File all correspondences in a hard/soft copies
- Ensure reservations for meetings and trips are made and update contact Lists
- Perform any other duties as required by the Director from time-to-time

NB: This post is subject to a vetting process.

Enquiries: Ms Aletha Nguvauva Tel: 061-287 2046 / Ms. Foibe Fillipus 287 2664

DIRECTORATE: DISASTER RISK MANAGEMENT

Post Designation	:	Private Secretary Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$204,977 – N\$245,851
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Advertisement Requirement: An appropriate National Diploma in Office Administration or Management or Secretarial Studies or equivalent qualification at NQF Level 6.

Additional Requirements: An appropriate National Diploma in Secretarial Studies or Office Management of Administration on NQF Level 6 or equivalent qualification plus one (1) year proven experience in Secretarial or Office Management/Administration

Key Performance Area:

- The roles ensure seamless office operations during standard periods and serves as a critical communications hub during emergency activations, national disasters, rapid response situations.
- Manage the Director's schedule dynamically, clearing non-essential events instantly when disaster or hazards threaten.
- Maintaining and prioritizing the Director's daily, weekly, and long-term schedule, including co-coordinating internal / external meetings.
- Co-ordinate high- level intra-ministerial disaster committee meetings, draft agendas and record official minutes under tight deadlines.

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- Maintain meticulous, legally complied records of emergency meetings, strategic meeting decisions, resource allocation, and action items.
- Co-ordinate the preparation, formatting, and tracing of formal cabinet memos and directives, parliamentary questions and managerial briefs submitted by the Director.
- Assist the Director with departmental Administrative workflows including tracking office expenditure, processing procurement requests, and managing travel claims in compliance with public service finance regulations.
- Follow up on actions items for the Director, schedule and co-ordinate appointment.
- Drafting, formatting and proof reading emails, letters, reports, and presentations on behalf of the Director.
- Screening incoming calls, mails and visitors to identify urgent or sensitive issues that requires Director's Attention.
- Capture important documents electronically and file all correspondences in hard/soft copies.
- Ensure reservations for meetings and trips are made and update contact list.
- Handling highly sensitive, proprietary, and classified information with absolute directions and Integrity.
- Arrange complex, rapid travel logistic arrangements.
- Ensure that all official documents and information are treated as confidential.
- Perform other tasks as may be assigned from time to time by the Supervisor

Technical competencies required for the post:

- High proficiency in modern office software (e.g., Microsoft 365, Google Workspace, Visual meeting platforms).
- Exceptional organizational, time management and multitasking abilities under tight deadlines.
- The ability to communicate tactfully and professionally with diverse stakeholders, including Development Partners, Policy Makers, Senior government officials and internal staff.
- Proven ability to maintain absolute claim, accuracy and professional diplomacy under extreme, prolonged pressure.
- Excellent written and verbal communication skills, capable of translating field data into clear executive summaries.\
- Strict adherence to protocols regarding sensitive national security data, causality figure, and classified government briefings.

Enquiries: Ms Rosina Marenga Tel: 061-287 2035 / Ms Hellen Likando 061-4351001

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT
DIRECTORATE: TECHNICAL SUPPORT AND NETWORK SERVICES
DIVISION: DATA CENTRE AND NETWORK
SUBDIVISION: DATA CENTRE & DISASTER RECOVERY

Job Designation : Senior Systems Administrator, Grade 7
1xPost : Windhoek

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\$318,034–N\$365,322 (P)
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A B-Degree at NQF Level 7 in Computer Science or Information Systems Management or Cyber Security or System Administration or Network Engineering or equivalent plus three (3) years appropriate experience.

Key Performance Areas:

- Implementing the networking requirements of the GRN and participate in the acquisition of the services of Telecommunication service providers to install, extend and commission the Government Wide Networks with redundant and failover facility.
- Monitoring, maintaining, troubleshooting and upgrade the different components of the GRN network, including Local area Networks (LAN), Wide area networks (WAN), Virtual LANs, firewalls, IP addressing, DNS, Mail, load balancing, and related networking technologies.
- Supporting Domain and LAN/WAN services. Configure and maintain DHCP services. Plan, test, and maintain Access Policies.
- Troubleshooting network devices that include PCs, printers, tablets and other mobile devices, routers and switches; desktop operating systems and virtual machines.
- Collect data in order to evaluate and optimize network or system performance.
- Interpret and solve problems when a user or an automated monitoring system alerts them that one exists.
- Add/remove users to and from the network, resetting passwords and update security permissions on the network.
- Responsible for documenting the configuration of the networking components.
- Maintaining systems Security. Identify and resolve known vulnerabilities across the GRN ICT Infrastructure and networks.

Enquiries: Ms Paulina Amunue, 061-287 2142

DEPARTMENT: PUBLIC SERVICE MANAGEMENT

Post Designation	:	Senior Private Secretary Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$250,767–N\$ 299691
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate National diploma on NQF Level 6 or an equivalent experience qualification in Executive Office Management or Business

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

Administration or Human Resource Management or Communication or Customer Care plus (3) years appropriate experience in Office Administration environment.

Duties and Responsibilities:

- Smooth administration of the Office of the assigned Executive Director
- Coordinate all incoming and outgoing correspondences and ensure effective efficient attendance to all correspondences.
- Recording of all incoming/outgoing correspondences and timely process them.
- Organize and coordinate the daily activities.
- Screening and channelling of telephone calls and visitors.
- Acknowledgement of receipt of documents.
- Follow ups on assigned due tasks.
- Taking down of minutes of the meetings.
- Plan and organize all documents in the office and ensure optimal storage/record keeping (filling).
- Overseeing general office processes, such as ordering office supplies and bookkeeping
- Maintain a presentable office environment for the office of the Executive Director.
- Carry out tasks assigned by the Personal Assistant to the Executive Director.

Key Skills and Competencies

- Professional office communication
- Good oral and written communication
- Office etiquette and protocol
- Events organization and coordination
- Time management
- Proficiency with office suites and scheduling
- Capacity to handle sensitive official information and maintain confidentiality

Enquiries: Ms Geneva Tselakgosi 061-287 2145/Ms Ellie Ndungula Tel. 061-287 2148

DEPARTMENT: PUBLIC SERVICE MANAGEMENT

Post Designation	:	Personal Assistant Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$372,627-N\$ 445,325
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate Degree on NQF Level 7 or an equivalent in Executive Office Management or Business Administration or Administrative Management or Human Resource Management or Law or Communication plus 3 years appropriate experience.

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Duties and Responsibilities

- Perform duties/task without immediate and constant supervision following establishing procedure and deadline set timelines;
- Management the Executive Director's calendar by proactively organising busy calendars balancing overlapping business meetings and personal appointments;
- Screening high volumes of emails and calls, serving as the primary, liason between the Executive Director and internal/external stakeholders;
- Maintain a robust records management system, confidentiality of all information and documents of the Executive Director;
- Draft memorandums, format presentations and prepare briefing materials;
- Ensure compliance with relevant legislation, regulations and Public Service Staff Rules.
- Take meeting minutes during the departmental meetings and other meetings;
- Administering the Executive Directors' budget, expenditure including submission of subsistence and travel claims
- Accompany when necessary the Executive Director on official duties when necessary;
- Prepare, coordinate documents and compile the agenda for the Executive Director and other meetings;
- Prepare speeches for the Executive Director;
- Conduct research for the office of the Executive Director and produce reports
- Manage travel and logistics by arranging detailed itineraries, accommodation, transport and process requests forms and reports
- Assisting with special projects by coordinating resource and tracking progress
- Supervise staff assigned to the Executive Director
- Any other responsibilities that may be assigned from time to time.

Key Competencies and Skills

- Tech-savviness – proficiency with office suites and scheduling software
- Problem solving and critical thinking
- Excellent oral and written communication
- Communicate with ease and appropriately
- Office etiquette and protocol
- Priorisation of communication and tasks to support seamless workflows
- Organising events and conferences
- Research methodologies
- Time management and multi-tasking under high-pressure conditions

Applications must be address to:

**The Executive Director,
Office of the Prime Minister
Private Bag 13338
Windhoek.**

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OR hand deliver to:

Division: Human Resources
5th floor, Theo Ben Gurirab Building

Enquiries: Ms Geneva Tselakgosi 061-287 2145/Ms Elli Ndungula Tel: 061-287 2148
