

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT

DIRECTORATE: HUMAN RESOURCE AND SUPPORT SERVICES

DIVISION: HUMAN RESOURCES

Post designation	:	Chief Human Resource Practitioner Grade 6
1 x Post	:	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 Bachelor Degree in Human Resource Management or related Degree majoring in human resource on NQF Level 7 plus six (6) years appropriate experience in human resource management or related field.

Supplementary Requirement: The candidate must have worked at least four (4) years at a Senior Human Resources Practitioner Grade 7 or equivalent level.

Key responsibilities

- To ensure compliance with the current regulations, accepted professional standards, policies and procedures and legislation
- Advise and strategize on the development of effective policies and ensuring proper application thereof.
- Manage the execution of HR strategy and core areas of the HR office including recruitment, employee relations, workforce administration, employee engagement, relocation as well as maintaining and improving HR budget,
- Provide reports on all areas of HR and learning and development for best practice and workforce development
- Take a lead role in the Performance Management System and be conversant in the compilation of AA report.
- Perform Supervisory duties within the subdivision

Enquiries: Ms. M. Shilongo Tel: 0819510116

DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP

DIRECTORATE: IMMIGRATION AND BORDER CONTROL

Post Designation	:	Chief Immigration Officer 7
2x Posts	:	1x Ariamsvlei Border Post
	:	1x Gobabis
Salary Scale	:	N\$305,684 – N\$365,322
Salary Notch	:	N\$305,684
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 04 AUGUST 2026, CLOSING DATE 02 SEPTEMBER 2026

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration/ Border Management or Public Administration or Business Management/Studies or International Relations/Diplomacy or Political Science or Security or Law or related fields plus Five (5) years appropriate experience in related fields.

NB: Candidates interested in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

Enquiries: Ms. Nancy Kakuritire Tel: 0819510110

DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATES: IMMIGRATION AND BORDER CONTROL AND VISAS, PERMITS, PASSPORTS AND CITIZENSHIP

Post Designation	:	Senior Immigration Officer 9
3x Posts	:	1x Ariamvlei Border Post
	:	1x Ohangwena
	:	1x Oshikango Border Post
Salary Scale	:	N\$204,977 – N\$245,851
Salary Notch	:	N\$204,977
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirements: A National Diploma on NQF Level 6 in Immigration/ Border Management or Public Administration or Business Management/Studies or International Relations/Diplomacy or Political Science or Security or Law or related fields plus one (1) year appropriate experience in related fields OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate appropriate experience in related field.

NB: Candidates interested in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

Enquiries: Ms. Patience Muhinda Tel: 0819510849

DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATES: IMMIGRATION AND BORDER CONTROL

Post designation	:	Immigration Officer Grade 10
4x Posts	:	1x Noordoewer Border Post
	:	1x Oshana
	:	1x Omusati
	:	1x Kavango East Region-Rundu
Salary Scale	:	N\$167,481 – N\$200,878
Salary Notch	:	N\$167,481
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 04 AUGUST 2026, CLOSING DATE 02 SEPTEMBER 2026

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration/ Border Management or Public Administration or Business Management/Studies or International Relations/Diplomacy or Political Science or Security or Law or related fields.

Enquiries: Mr. S. Hashipala Tel: 0819510108

DEPARTMENT: CIVIL REGISTRATION
DIRECTORATE: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION
DIVISION: NATIONAL POPULATION IDENTIFICATION AND PRODUCTION
SUB-DIVISION: INFORMATION CAPTURING AND PRODUCTION

Post Designation	:	Chief Administrative Officer Grade 8
2x Post	:	Information Capturing and Production
Salary Scale	:	N\$250,767 – N\$299,691
Salary Notch	:	N\$250,767
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Public Administration or Business Management/ Local government or Statistic related fields, plus four (4) years appropriate experience in Civil Registration or related fields

Enquiries: Ms. N. Kakuritjire Tel: 0819510110

DEPARTMENT: CIVIL REGISTRATION
DIRECTORATE: NATIONAL CIVIL REGISTRATION REGIONAL
DIVISION: REGIONAL DIVISIONS

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	//Karas Regional Office
Salary Scale	:	N\$250,767 – N\$299,691
Salary Notch	:	N\$250,767
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Public Administration or Business Management/ Local government or Statistic related fields plus four (4) years appropriate experience in Civil Registration or related fields

Enquiries: Mr. S. Hashipala Tel: 0819510108

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES
SECTION: PROCUREMENT

Post Designation	:	Senior Administrative Officer Grade 10
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PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 04 AUGUST 2026, CLOSING DATE 02 SEPTEMBER 2026

1x Post	:	Windhoek
Salary Scale	:	N\$167,481 – N\$200,878
Salary Notch	:	N\$167,481
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma on NQF Level (6) in Public Management Business Management or Logistics and Supply Chain Management or related fields plus one (1) year appropriate experience in related fields

OR

a Senior Secondary Certificate (NQF Level 3) plus three (3) years appropriate experience in Refugee Management or related fields.

Enquiries: Ms. M. Shilongo Tel: 0819510116

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES
SECTION: OFFICE SUPPORT

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$ 250,767 – N\$ 299,691
Salary Notch	:	N\$ 205,767
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Public Management Business Management or Logistics and Supply Chain Management or related fields plus four (4) years appropriate experience in related fields.

Enquiries: Ms. M. Shilongo Tel: 0819510116

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: REFUGEE MANAGEMENT
DIVISION: REFUGEE PROGRAM MANAGEMENT

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

Minimum Requirements: A National Diploma on NQF Level 6 in Business Administration or Public Administration or Refugee Management or Law/Legal Studies or security or political science or related fields plus one (1) year approximate appropriate experience in related fields.

OR a Senior Secondary Certificate (NQF Level 3) plus three (3) years approximate experience in Refugee Management or related fields.

Enquiries: Ms. V. Shanghala Tel: 0819510115

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: HUMAN RESOURCE AND SUPPORT SERVICES
DIVISION: HUMAN RESOURCES
SECTION: OCCUPATIONAL SAFETY, HEALTH & EMPLOYEE WELLNESS

Post Designation	:	Senior Health Programme Officer Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$305,684 – N\$365,322
Salary Notch	:	N\$305,684
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirements: An appropriate B-degree or equivalent qualification on NQF L7 in Psychology or Social work or Wellness related qualifications plus two (2) years appropriate experience in related fields.

Supplementary requirements: Candidate should be registered with Health Professions of Council of Namibia.

Enquiries: Ms. M. Shilongo Tel: 0819510116

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: HUMAN RESOURCE AND SUPPORT SERVICES
DIVISION: HUMAN RESOURCES
SECTION: OCCUPATIONAL SAFETY, HEALTH & EMPLOYEE WELLNESS

Post Designation	:	Health Programme Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$250,767 – N\$299,691
Salary Notch	:	N\$250,767
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirements: An appropriate B-degree or equivalent qualification on NQF L7 in Psychology or Social work or Wellness-related qualifications.

Supplementary requirements: Candidate should be registered with Health Professions of Council of Namibia.

Enquiries: Ms. M. Shilongo Tel: 0819510116

Appointment to these positions will be subjected to security vetting.

Applications must be addressed to:

**The Executive Director
Ministry of Home Affairs, Immigration, Safety and Security
Private Bag 13200
WINDHOEK**

Or hand delivery to:

**The Human Resource Office, 9th Floor, East Wing
Ministry of Home Affairs, Immigration, Safety and Security
Corner Hosea Kutako Drive and Harvey Street,
Erf 6971, Windhoek North
WINDHOEK**

Enquiries: Ms L N K Nkandi Tel. 0819510107 | E-mail Address: letta.shililifa@mha.gov.na
