

**MINISTRY OF WORKS AND TRANSPORT
DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE**

Post Designation	:	Director Grade 3
1 x Post	:	Windhoek
Salary Scale	:	N\$ 582 333 – 617 976
Housing Benefits	:	N\$ 131 280 p.a
Motor Vehicle Allowance		
Capital Costs	:	N\$ 94 178 p.a
Running Costs	:	N\$ 29 455 p.a
Total Allowance	:	N\$ 123 633 p.a

Minimum requirement: An appropriate B-Degree at NQF Level 7 in Civil **OR** Mechanical **OR** Electrical Engineering with registration as a Professional Engineer **OR** Incorporated Engineer, registered with the Engineering Council of Namibia, plus nine (9) years appropriate experience in public works construction or maintenance sector.

Supplementary requirements: Master's Degree in any of the appropriate Engineering fields **OR** Project Management will be an added advantage.

Responsibilities:

- Managing and administration of the day-to-day affairs of the Directorate Maintenance;
- Responsible for the execution of control over the Division Technical and Maintenance Services, as well as the Division Fixed Asset Management which includes the Subdivisions Asset Procurement, Contract Administration and Housing;
- Co-ordination of all professional, technical and administrative matters.
- Assigning and distribution of works task and performance control within the Directorate;
- Advise subordinates on administrative and technical matters in order to maintain Government property to the best possible standard;
- Setting overall Directorate priorities and solving management problems;
- Preparing financial progress and annual reports of the Directorate;
- Preparing the annual budgets;
- Managing of all staff matters including appointments, transfers, disciplinary issues and promotions;
- Advising on policy issues, introducing and implementing the Corporate Plan;
- Formulating strategies, by setting objectives, preparing operational. Resource and project plans;
- Serving on the Management Committee of the Department of Works and is responsible for conveying instructions, decisions, resolutions and policy matters discussed, made and formulated at the Management Committee to all staff members within the Directorate;
- Ascertaining that the pursuance and implementation of instructions. Decisions, resolutions and policy matters issued by the management Committee, are strictly adhered to and executed accordingly;

- Reporting to and resorting under the jurisdiction of the Deputy Executive Director: Works.

Enquiries: Mr. J Sheelongo: +264 61- 208 8822 /Ms. K Nangolo: +264 61-208 8106

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION INFORMATION TECHNOLOGY**

Post Designation	:	Deputy Director Grade 4
1 x Post	:	Windhoek
Salary Scale	:	N\$ 543 055 – 570 914
Housing Benefits	:	N\$ 121 560 per annum
Motor Vehicle Allowance		
Capital Costs	:	N\$ 83 106 p.a
Running Costs	:	N\$ 27 811 p.a
Total Allowance	:	N\$ 110 917 p.a

Minimum requirements: A Degree in Information Technology **OR** Computer Science **OR** Business Computer **OR** Software Development **OR** Cyber Security or equivalent qualification at NQF Level 7plus nine (9) years appropriate experience.

Supplementary requirements: candidates must have at least five (5) at senior supervisory level.

Job descriptions

- Control the expenditure of the projects and programs
- Develop and execute IT strategies, policies, and procedures.
- Oversee the daily operations of the IT Division, ensuring optimal system performance and security compliance.
- Lead and manage IT teams, including network administrators, developers, and support staff.
- Support the implementation of new IT systems, software, and infrastructure upgrades.
- Ensure data security, privacy, and compliance with relevant regulations.
- Ensure that there is collaboration with internal stakeholders to assess technology needs and recommend innovative solutions.
- Manage IT budgets, ensure compliance with procurement processes and that funds are spend on budgeted items.
- Monitor emerging technologies and trends to improve business efficiency and service delivery.
- Report IT performance metrics and project updates to senior leadership.
- Plan, prepare and implement Information Technology Budget to finance the projects and programs.
- Monitor and evaluate the implementation process and final product
- Quality assurance through follow ups and feedback.

- Provide IT inputs towards the Ministerial strategic plan, annual plan and ensure Performance Agreement of IT staff are submitted quarterly reviewed
- Prepare work plans and initiate projects in line with the strategic plan and NDP4 to enhance the attainment of strategic objectives.
- Manage and review performance agreements; and provide quarterly and annual reports.
- Monitor and Guarantees system security and the smooth running of ICT systems e.g. reliability of Printing Services, Antivirus and provision of internet/email-services.
- Specify job descriptions of staff in the division.
- Enforce disciplinary code of conduct amongst staff members.
- Prepare User Needs Assessment forms to evaluate user needs, ensuring that ICT hardware and software meet these needs to ensure system functionality,
- Research and update him/herself on emerging technologies available in the market.
- Management support and advise

Technical knowledge and Skills:

Strong knowledge of IT systems, cloud computing, cybersecurity, and enterprise applications.

Familiarity with IT service management (ITSM) and best practices such as ITIL. Experience in data analytics, networking, and system security.

- **Leadership:** Ability to lead, mentor, and develop IT teams.
- **Communication:** Strong verbal and written communication skills to engage with technical and non-technical stakeholders.
- **Problem-Solving:** Strategic mind-set with the ability to resolve complex IT challenges.

Enquiries: Mr. S Kadhikwa: +264 61- 208 8400 / Ms. K N Nangolo: +264 61-208 8106

Applications must be addressed to:

The Executive Director or hand delivered to:
Ministry of Works and Transport
Private Bag 13341
Ausspannplatz
Windhoek

The Human Resource Office
Ministry of Works and Transport
Registry Office - Room 101
First floor

MINISTRY OF WORKS AND TRANSPORT

DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES DIVISION SECURITY AND RISK MANAGEMENT SERVICES

Post Designation	:	Senior Security Operations Officer Grade 7
1 x Post	:	Windhoek
Scale of Salary	:	N\$ 305, 684 – N\$ 365, 322
Housing allowance	:	N\$ 17, 424.00 p.a
Transport allowance	:	N\$ 10, 512.00 p.a

Minimum requirements: A National Diploma or equivalent qualification on NQF Level 6 in Security Management **OR** Police Science **OR** Correctional Service **OR** Military Science plus approximately six (6) years appropriate experience.

General Requirements: An appointment in this Job Category, irrespective of the functional level, is subject to vetting. Completed police, military, correctional services or security management basic training, irrespective of the functional level. Confirmation of probation is subject to the successful completion of the following training by Namibia Central Intelligence Services (NCIS): Advance Security Awareness training for the 2nd entry post to the 2nd promotion post.

Supplementary requirements: A valid driver's licence will be an added advantage. A valid Certificate of conduct not older than six (6) months must be submitted.

Enquiries: Mr. Johannes Nantinda: +264 81 2735413/Ms. H Shaanika: +264 61-208 8108

OFFICE OF THE EXECUTIVE DIRECTOR SUBDIVISION INTERNAL AUDIT

Post Designation	:	Internal Auditor Grade 8
1 x Post	:	Windhoek
Scale of Salary	:	N\$ 250, 767 – N\$ 299, 961
Housing allowance	:	N\$ 17, 424.00 p.a
Transport allowance	:	N\$ 10, 512.00 p.a

Minimum requirements: An appropriate B. Degree in (Accounting or Auditing) on NQF Level 7 (or equivalent qualification) plus 3 years appropriate experience in internal auditing. Confirmation of probation is subject to the issuing of a certificate of successful completion of the internal training course by the Permanent Secretary: Ministry of Finance on advice of the Deputy Director: Internal Auditing of the Ministry of Finance.

Key competencies required:

Core technical skills: Risk assessment, data analysis, financial reporting understanding, regulatory compliance, internal controls evaluation, IT auditing;

Analytical skills: Problem solving, analytical thinking, agile risk thinking, project management;

Communication and interpersonal skills: Effective communication, continuous learning;

Communication and Interpersonal Skills: Effective Communication, Interpersonal Skills,

Enquiries: Mr J Lineekela: +264 61 – 208 8300/Ms. H Shaanika: +264 61-208 8108

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIVISION HUMAN RESOURCES
SUBDIVISION OCCUPATIONAL SAFETY, HEALTH AND EMPLOYEE WELLNESS**

Post Designation	:	Senior Health Programme Officer Grade 7
1 x Post	:	Windhoek
Scale of Salary	:	N\$ 305, 684 – N\$ 365, 322
Housing allowance	:	N\$ 17, 424.00 p.a
Transport allowance	:	N\$ 10, 512.00 p.a

Minimum requirements: An appropriate B-Degree or equivalent qualification on NQF L7 in Nursing **OR** Industrial Psychology plus two (2) years appropriate experience. Registered with the Health Professions Council of Namibia in terms of the Health Professions Act, 2024 (Act No. 16 of 2024).

Supplementary requirements: Applicants from outside the Public Service must attach testimonials or service certificates from their employers. Serving at special programs will be an added advantage.

Enquiries: Mr. I M Kambinda: +264 61- 208 8101/Ms. H Shaanika: +264 61-208 8108

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF ADMINISTRATION
DIVISION HUMAN RESOURCES**

Post Designation	:	Health Programme Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$ 250, 767 – 250, 767
Housing allowance	:	N\$ 17, 424.00 p.a
Transport allowance	:	N\$ 10, 512.00 p.a

Minimum requirements: An appropriate B-Degree or equivalent qualification on NQF L7 in Nursing and Industrial Psychology. Registered with the Health Professions Council of Namibia in terms of the Health Professions Act, 2024 (Act No. 16 of 2024)

Enquiries: Mr. I M Kambinda: +264 61- 208 8101/Ms. H Shaanika: +264 61-208 8108

DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES

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

**DIVISION HUMAN RESOURCES
SUBDIVISION OCCUPATIONAL SAFETY, HEALTH AND EMPLOYEE WELLNESS**

Post Designation : Control Social Worker Grade 5
1 x Post : Windhoek
Salary Scale : N\$ 432, 601 – N\$ 517, 195
Housing Allowance : N\$ 17, 424 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum requirements: Registration as a Social Worker, plus at least six (6) years appropriate experience. Registered with the Health Professions Council of Namibia in terms of the Health Professions Act, 2024 (Act No. 16 of 2024).

Supplementary Requirements: Three (3) years should be at supervisory level.

Enquiries: Mr. I M Kambinda: +264 61- 208 8101/Ms. H Shaanika: +264 61-208 8108

**DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE & INSPECTIONS: ZAMBEZI**

Post designation : Chief Works Inspector Grade 7 (Multi)
1x Post : Katima Mulilo
Salary Scale : N\$ 305, 684 – N\$ 365, 322
Housing Allowance : N\$ 17, 424 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus four (4) years appropriate experience **OR** an appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience **OR** an appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years' appropriate experience.

Supplementary requirements: An appropriate National Vocational Diploma (IV) **OR** Certificate Level III plus a Certificate Level II plus eight (8) years appropriate experience. issued in terms of existing legislation.

Enquiries: Mr. J S Siyauya +264 66-253016/ Ms. B Malambo: +264 61-208 8125

**DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE & INSPECTIONS: KUNENE
SUBSECTION KARASBURG SUB-OFFICE**

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

Post Designation : Senior Works Inspector Grade 8 (Multi)
1 x Post : Karasburg
Scale of Salary : N\$ 250 767 – N\$ 299, 691
Housing Allowance : N\$ 17, 424 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus two (2) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience.

Supplementary requirements: An appropriate National Vocational Diploma (IV) **OR** Certificate Level III plus a Certificate Level II issued in terms of existing legislation plus six (6) years appropriate experience.

Enquiries: Mr. K I S Nghishekwa: +264 63 - 270015/Mr. N Kaishungu: +264 61-208 8139

DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE & INSPECTIONS: KHOMAS

Post Designation : Senior Works Inspector Grade 8 (Electrical)
1 x Post : Windhoek (**Adimba Toivo ya Toivo**)
Scale of Salary : N\$ 250, 767 – N\$ 299, 691
Housing Allowance : N\$ 17, 424 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus two (2) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience.

Supplementary requirements: An appropriate National Vocational Diploma (IV) **OR** Certificate Level III plus a Certificate Level II issued in terms of existing legislation plus six (6) years appropriate experience.

Enquiries: Mr. W Hoaseb +264 81 1410704 /Ms. J Hangula: +264 61-208 8135

DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES

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

**SECTION MAINTENANCE & INSPECTIONS: OSHANA
SUBSECTION WORKSHOP**

Post Designation : Artisan Grade 10 (Welder)
1 x Post : Oshakati
Scale of salary : N\$ 167, 481 – N\$ 200, 878
Housing Allowance : N\$ 13, 944 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Welding issued in terms of existing legislation.

Enquiries: Mr. K N Kandowa +264 65-221197/ Ms. H Amwiigidha: +264 61-208 8103

**DEPARTMENT OF WORKS
DIRECTORATE MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE & INSPECTIONS: OMAHEKE
SUBSECTION WORKSHOP**

Post Designation : Artisan Grade 10 (Welder)
1 x Post : Gobabis
Scale of salary : N\$ 167, 481 – N\$ 200 878
Housing Allowance : N\$ 13, 944 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Welding issued in terms of existing legislation.

Enquiries: Mr. G Mumbango +264 81 122 36 94/ Ms. P Ambondo: +264 61-208 8124

**DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE
DIVISION FIXED ASSET MANAGEMENT
SUBDIVISION CONTRACT ADMINISTRATION
SECTION CONTRACT MAINTENANCE LEASES AND LETTING**

Post Designation : Senior Administrative Officer Grade 10
1 x Post : Windhoek
Scale of salary : N\$ 167, 481 – N\$ 200, 878
Housing Allowance : N\$ 13, 944 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum requirements: An appropriate National Diploma or equivalent qualification at NQF Level 6) plus 1-year appropriate experience **OR** A Senior Secondary Certificate (NQF Level 3) plus 3 years' appropriate experience in either land/property management **OR** property studies **OR** local government **OR** contract management (Rental) **OR** facility management **OR** property law studies with IFM system operation.

Supplementary requirements: Diploma or equivalent qualification at NQF Level 6 in Land Management **OR** Property Studies **OR** Facility Management **OR** Property Law Studies **OR** Contract Management **OR** Local Government Accounting **OR** Property Law Studies, and relevant experience in Property Management Rental payment processing, IFM system operation. A valid driver's licence will be an added advantage.

Key job competencies and skills required: Good knowledge of the functions of creating requisitions and Orders, receipts on IFMS. Reconciliation of estimations and actual payments with (EFT) electronic Fund Transfer Advances on the General Ledger (computerized commitment). To approve General Expense's forms for Rental Payment accounts, issue purchase orders for items purchased by the Division. To ensure proper handling of all correspondence from and to OMAs as well as from Landlords, concerning invoices, claims from Estate Agents. To handle the notifications of payments for commitments to account sections and Financial Advisor. Good knowledge of property transactions, good communication, interpersonal and leadership skills.

Enquiries: Ms E Nghishitongo Tel: +264 61 208 8583 /Ms S Kalukolo Tel: +264 61 2088113

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION INFORMATION TECHNOLOGY**

Post Designation	:	Chief System Administrator Grade 6
1 x Post	:	Windhoek
Salary Scale	:	N\$ 372, 627 – N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 p.a
Transport Allowance	:	N\$ 10 512 p.a

Minimum Requirements: A Degree in Information Technology **OR** Computer Science **OR** Business Computer **OR** Cyber Security or equivalent qualification at NQF Level 7, with specialisation in Network Administration, with six (6) years appropriate experience.

Supplementary requirement: Preference should be given to candidates who demonstrate working experience with Kasperskey, VMware, Fortinet technology and VEEAM backup software. Certification on Cyber Security and Disaster recovery will be an added advantage.

Enquiries: Mr. S Kadhikwa Tel: +264 61–208 8400/Ms. H Shaanika Tel: +264 61 -208 8108

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION CENTRALIZED SERVICES
SUBDIVISION STOCK PROVISION
SECTION WINDHOEK WAREHOUSE**

Post Designation : Chief Administrative Officer Grade 8
1 x Post : Windhoek
Scale of Salary : N\$ 250, 767 – N\$ 299, 691
Housing allowance : N\$ 17, 424.00 p.a
Transport allowance : N\$ 10, 512.00 p.a

Minimum requirements: An appropriate National Diploma in Business Administration **OR** Management **OR** Procurement **OR** Logistic **OR** Supply Chain Management **OR** Project Management **OR** Marketing or equivalent qualification (NQF Level 6) plus 4-year appropriate experience.

Supplementary requirements: A B-Degree or equivalent qualification at NQF L7 in Business Administration **OR** Management **OR** Procurement **OR** Logistic **OR** Supply Chain Management **OR** Project Management **OR** Marketing will be an added advantage, with 5 years appropriate experience in logistics, marketing and supply chain. Must be computer literate.

Enquiries: Ms. A Shoopala: +264 61 – 208 6143/Ms. M H H Uushona: +264 61-208 8143

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION CENTRALIZED SERVICES
SUBDIVISION STOCK PROVISION
SECTION KEETMANSHOOP WAREHOUSE**

Post Designation : Senior Administrative Officer Grade 10
1 x Post : Keetmanshoop
Scale of Salary : N\$ 167, 481 – N\$ 200, 878
Housing Allowance : N\$ 13, 944 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) in Business Administration **OR** Management **OR** Procurement **OR** Logistic **OR** Supply Chain Management **OR** Project Management **OR** Marketing plus 1-year appropriate experience **OR** A Senior Secondary Certificate (NQF Level 3) plus 3 years appropriate experience.

Supplementary requirements: A B-Degree or equivalent qualification at NQF L7 in Business Administration **OR** Management **OR** Procurement **OR** Logistic **OR** Supply Chain Management **OR** Project Management **OR** Marketing will be an added advantage, with

3-year appropriate experience in logistics, marketing and supply chain. Must be computer literate.

Enquiries: Ms. A Shoopala: +264 61-208 6143/Ms. M H H Uushona: +264 61-208 8143

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION GOVERNMENT GARAGE
SECTION POOL AND VIP**

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1-year appropriate experience **OR** A Senior Secondary Certificate (NQF Level 3) plus 3 years appropriate experience.

Supplementary requirement: An appropriate National Diploma or equivalent qualification (NQF Level 6) in Business Administration OR Public Management OR Transport Management OR Public Transport Management OR Logistics and Supply Chain Management. A valid Drivers licence.

Enquiries: Mr. M Ameya: +264 81 127 4239/Ms. M Nailenge: +264 61-208 8116

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION GOVERNMENT GARAGE
SUBDIVISION WORKSHOPS
SECTION CENTRAL, SOUTH, EAST AND WEST
SUBSECTION KEETMANSHOOP WORKSHOP**

Post Designation	:	Artisan Grade 10 (Auto/Diesel Mechanic)
1 x Post	:	Keetmanshoop
Scale of Salary	:	N\$ 167, 481 – N\$ 200, 878
Housing Allowance	:	N\$ 13, 944 p.a
Transport Allowance	:	N\$ 10, 512 p.a

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation.

Supplementary requirements: A valid driver's licence will be an added advantage.

Enquiries: Mr. M Ameya: +264 81 127 4239/Ms. B Kaulinge: +264 61-208 8116

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

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION GOVERNMENT GARAGE
SUBDIVISION WORKSHOPS
SECTION NORTH/NORTHWEST AND NORTHEAST
SUBSECTION ONDANGWA WORKSHOP**

Post Designation : Senior Artisan Foreman Grade 8 (Auto/Diesel Mechanic)
1 x Post : Ondangwa
Scale of Salary : N\$ 250, 767– N\$ 299, 691
Housing Allowance : N\$ 17, 424 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum Requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus six (6) years appropriate experience.

Supplementary requirements: A valid driver's licence.

Enquiries: Mr. M Ameya: +264 81 127 4239/Ms. B Kaulinge: +264 61-208 8116

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION GOVERNMENT GARAGE
SUBDIVISION WORKSHOPS
SECTION NORTH, NORTHWEST AND NORTHEAST
SUBSECTION OTJIWARONGO WORKSHOP**

Post Designation : Artisan Foreman Grade 9 (Auto/Diesel Mechanic)
1 x Post : Otjiwarongo
Scale of Salary : N\$ 204, 977 – N\$ 245, 851
Housing Allowance : N\$ 17, 424 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus four (4) years appropriate experience.

Supplementary requirements: A valid driver's licence.

Enquiries: Mr. M Ameya: +264 81 127 4239/Ms. I Shikongo: +264 61-208 8102

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES**

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

**DIVISION GOVERNMENT GARAGE
SUBDIVISION WORKSHOPS
SECTION NORTH, NORTHWEST AND NORTHEAST
SUBSECTION RUNDU WORKSHOP**

Post Designation : Artisan Foreman Grade 9 (Auto/Diesel Mechanic)
1 x Post : Rundu
Scale of Salary : N\$ 204, 977 – N\$ 245, 851
Housing Allowance : N\$ 17, 424 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus four (4) years appropriate experience.

Supplementary requirements: A valid driver's licence.

Enquiries: Mr. M Ameya: +264 81 127 4239/Ms. B Kaulinge: +264 61-208 8116

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION GOVERNMENT GARAGE
SUBDIVISION WORKSHOPS
SECTION CENTRAL, SOUTH, EAST AND WEST
SUBSECTION KEETMANSHOOP WORKSHOP**

Post Designation : Artisan Foreman Grade 9 (Auto/Diesel Mechanic)
1 x Post : Keetmanshoop
Scale of Salary : N\$ 204, 977 – N\$ 245, 851
Housing Allowance : N\$ 17, 424 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus four (4) years appropriate experience.

Supplementary requirements: A valid driver's license.

Enquiries: Mr. M Ameya: +264 81 127 4239/Ms. B Kaulinge: +264 61-208 8116

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION GOVERNMENT GARAGE
SECTION NORTH, NORTHWEST AND NORTHEAST
SUBSECTION KHORIXAS WORKSHOP**

Post Designation : Artisan Foreman Grade 9 (Auto/Diesel Mechanic)
1 x Post : Khorixas
Scale of Salary : N\$ 204, 977 – N\$ 245, 851
Housing Allowance : N\$ 17, 424 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus four (4) years appropriate experience.

Supplementary requirements: A valid driver's license.

Enquiries: Mr. M Ameya: +264 81 127 4239/Mr. I Shikongo: +264 61-208 8102

DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION GOVERNMENT GARAGE
SECTION TRANSPORT AND INVENTORY CONTROL
SUBSECTION POOL AND VIP

Post Designation : Operator Driver Grade 12
2 x Posts : Windhoek
Scale of Salary : N\$ 113, 141 – 135, 702
Housing allowance : N\$ 13, 944.00 p.a
Transport allowance : N\$ 10, 512.00 p.a

Minimum requirements: Junior Secondary Certificate or equivalent Certificate (NQF Level 2), and a valid Code CE driving licence.

Supplementary Requirement: Preference will be given to the candidates with 24 points over 7 subjects including English, with a D symbol in English.

Enquiries: Mr. M Ameya: +264 81 127 4239/Ms. M Nailenge: +264 61-208 8116

DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION GOVERNMENT GARAGE
SUBDIVISION WORKSHOPS
SECTION NORTH/NORTHWEST AND NORTHEAST
SUBSECTION OPUWO WORKSHOP

Post Designation : Artisan Grade 10 (Auto/Diesel Mechanic)
2 x Posts : Opuwo
Scale of salary : N\$ 167, 481 – N\$ 200, 878
Housing Allowance : N\$ 13, 944 p.a

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

Transport Allowance : N\$ 10, 512 p.a

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Auto Mechanic issued in terms of existing legislation.

Supplementary requirements: A valid driver's licence will be an added advantage.

Enquiries: Mr. M Ameya: +264 81 127 4239/Ms. B Kaulinge: +264 61-208 8116

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION GOVERNMENT GARAGE
SUBDIVISION WORKSHOPS
SECTION SOUTH, EAST AND WEST
SUBSECTION WINDHOEK WORKSHOP**

Post Designation : Artisan Foreman Grade 9 (Auto/Diesel Mechanic)
1 x Post : Windhoek
Scale of Salary : N\$ 204, 977 – N\$ 245, 851
Housing Allowance : N\$ 17, 424 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus six (6) years appropriate experience.

Supplementary requirements: A valid driver's licence.

Enquiries: Mr. M Ameya: +264 81 127 4239/Ms. M Nailenge: +264 61-208 8116

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION GOVERNMENT GARAGE
SUBDIVISION WORKSHOPS
SECTION CENTRAL, SOUTH, EAST AND WEST
SUBSECTION SWAKOPMUND WORKSHOP**

Post Designation : Works Inspector Grade 9 (Auto/Diesel Mechanic)
1 x Post : Swakopmund
Scale of Salary : N\$ 204, 977 – N\$ 245, 851
Housing Allowance : N\$ 17, 424 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the

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

passing of a trade test 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.

Supplementary requirements: An appropriate National Vocational Diploma (IV) **OR** Certificate Level III plus a Certificate Level II issued in terms of existing legislation plus four (4) years appropriate experience. A valid driver's licence.

Enquiries: Mr. M Ameya: +264 81 127 4239/Mr. I Shikongo: +264 61-208 8102

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION GOVERNMENT GARAGE
SUBDIVISION WORKSHOPS
SECTION CENTRAL, SOUTH, EAST AND WEST
SUBSECTION KEETMANSHOOP WORKSHOP**

Post Designation	:	Works Inspector Grade 9 (Auto/Diesel Mechanic)
1 x Post	:	Keetmanshoop
Scale of Salary	:	N\$ 204, 977 – N\$ 245, 851
Housing Allowance	:	N\$ 17, 424 p.a
Transport Allowance	:	N\$ 10, 512 p.a

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test 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.

Supplementary requirements: An appropriate National Vocational Diploma (IV) **OR** Certificate Level III plus a Certificate Level II issued in terms of existing legislation plus four (4) years appropriate experience. A valid driver's licence.

Enquiries: Mr. M Ameya: +264 81 127 4239/Ms. B Kaulinge: +264 61-208 8116

**DEPARTMENT OF ADMINISTRATION OF CENTRALIZED SUPPORT SERVICES
DIRECTORATE OF CENTRALIZED SUPPORT SERVICES
DIVISION GOVERNMENT GARAGE
SUBDIVISION WORKSHOPS
SECTION NORTH/NORTHWEST AND NORTHEAST
SUBSECTION KATIMA MULILO WORKSHOP**

Post Designation	:	Artisan Grade 10 (Auto/Diesel Mechanic)
1 x Post	:	Katima Mulilo
Scale of salary	:	N\$ 167, 481 – N\$ 200, 878
Housing Allowance	:	N\$ 13, 944 p.a

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

Transport Allowance : N\$ 10, 512 p.a

Minimum requirements: Completed apprenticeship **OR** Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III in Auto Mechanic issued in terms of existing legislation.

Supplementary requirements: A valid driver's licence will be an added advantage.

Enquiries: Mr. M Ameya: +264 81 127 4239/Ms. B Kaulinge: +264 61-208 8102

**DEPARTMENT OF TRANSPORT
DIRECTORATE OF MARITIME AFFAIRS
DIVISION SURVEYING & INSPECTION**

Post Designation : Senior Administrative Officer Grade 10
1 x Post : Windhoek
Scale of salary : N\$ 167, 481 – N\$ 200, 878
Housing Allowance : N\$ 13, 944 p.a
Transport Allowance : N\$ 10, 512 p.a

Minimum requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1-year appropriate experience **OR** A Senior Secondary Certificate (NQF Level 3) plus three (3) years appropriate experience.

Enquiries: Mr. J Muzanima: +264 64- 208 6301/Ms. A Matheus: +264 61 208 8126

Application must be addressed to:

**The Executive Director
Ministry of Works and Transport
Private Bag 13341
Ausspannplatz
Windhoek**

OR hand delivered to:

**Human Resource Office
Ministry of Works and Transport
Registry Office - Room 101
First floor**
