

MANAGEMENT CADRE

OFFICE OF THE PRIME MINISTER DEPARTMENT PUBLIC SERVICE E-GOVERNMENT MANAGEMENT

1xPost Designation	:	Deputy Executive Director Grade 2
Duty Station	:	Windhoek
Salary Scale	:	N\$630,355 –N\$668,916
Housing Allowance	:	N\$142,104 per annum
Motor Vehicle Allowance		
Capital Costs	:	N\$116,340 per annum
Running Costs	:	N\$33,011 per annum

Minimum Requirement: A –B Degree in Information Technology related field at NQF Level 7 or equivalent qualification on NQF Level 7 plus nine (9) years appropriate experience in Information Technology Management or related field.

Key Performance Area:-

- The Deputy Executive Director for Department E-Government Management shall be the chief advisor and consultant to the Government through the Office of the Prime Minister on all information Technology related issues.
- He/She shall be required to develop standards and policy guidance on the planning, development, implementation and maintenance of computer systems and computerization programmes in the Office of the Prime Minister and the Public Service as a whole.
- Collaborates and maintains communication with Offices/Ministries/Agencies (O/M/A's) Information Technology units to ascertain among others Internet related requirements and monitor effectiveness of the services being rendered by the Department of Public Service E-Government Management.
- Administratively, the Deputy Executive Director shall be accountable to the Executive Director, Office of the Prime Minister, who shall directly coordinate and monitor his/her work.
- Study, determine and plan in close collaboration with the heads of computer services in Ministries as well as with the immediate technical support of management cadres and other senior's specialists within the Department of Public Service E-Government Management issues related to data and information needs for policy formulation and management process within the GRN, that can be effectively and efficiently met through computerization.
- Coordinating budget planning and prioritizing utilization of budget funds within the Department of Public Service e-Government Management.
- Organizes, directs and manage the Department Public Service E-Government Management resources which include personnel, computer hardware and software systems as well as peripherals in order to efficiently and effectively meet information needs of the GRN.

- Develops Information Technology strategic plans and formulates goals that are consistent with the objectives of the Department of Public Service E-Government Management;
- Develops and maintains a group of technically competent professionals to design, implement/operate systems to support the Departmental goals.
- Analyses, all fiscal requirements of the Department including staffing, equipment and services; plan the budget in close co-operation with other managers within the Department.
- Coordinate overall planning for the evaluation, acquisition and installations of new computer facilities within the GRN.
- Ensure the implementation of Public Service E-Government Policies, strategies, standards and procedures.
- Coordinates the usage of computer in the Government, thereby promoting the sharing of resources among Offices/Ministries/Agencies (O/M/As).
- Monitor and evaluate the performance of staff members within the Department.
- Advice the Management of the Office of the Prime Minister and other Offices/Ministries/Agencies (OMAs) on different aspects of Information technology needs and initiates ideas on new systems.
- Review all requests from OMAs for major computer installations involving the appointment of Information Technology consultants and the acquisition of to-range computer hardware and software.
- Carry out other duties that may be assigned from time to time by the Executive Direct

Applications must be addressed to:

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

OR

**Hand delivered to:
Human Resources Division
Office of the Prime Minister
Theo-Ben Gurirab Building, 5th Floor
Love Street**

**DEPARTMENT: PUBLIC SERVICE MANAGEMENT
DIRECTORATE: BENEFITS AND INDUSTRIAL RELATIONS
DIVISION: CONDITIONS OF EMPLOYMENT**

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

Appointment Requirements: An appropriate B-Degree on NQF Level 7 majoring in Human Resource Management, or Business Management, Business Administration, Industrial Relations/Psychology or related fields from a recognized academic institution plus nine (9) years appropriate experience in human resource management, human resource policy development or related field.

Key Performance Areas:

- Provide strategic direction, managerial guidance, and expert advice to deliver on the Division's mandate of policy developing and providing policy advice on matters relating to conditions of employment in the Public Service;
- Spearhead the development and management of the annual management plan for the Division;
- Extensive knowledge of the Labour Act, Public Service Act, State Finance Act, Public Service Staff Rules and other relevant Acts and legislative instruments;
- Extensive knowledge in the development of human resource regulatory frameworks relating to all conditions of employment;
- Proven and thorough understanding of the purpose and functioning of human resource policies and practices within the Public Service and the maintenance thereof;
- Competence in formulating/structuring human resource policies in a logical and understandable manner and in approach, content, layout and language;
- Ability to clearly and confidently communicate complex and issues of a general nature at all levels in the Public Service;
- Systematic and analytical in all aspects of HR policy development;
- Theoretical and practical knowledge of research methodologies;
- An appreciation of the role of research in the development and continuous review of HR policies;
- Ability to liaise vertically and horizontally with a spectrum of stakeholders;
- Ability to motivate, manage and lead subordinates to excellence in service delivery;
- Uphold and practice professionalism in conduct and analysis of situations;
- Specific experience in research, development, policy review and design of HR structures and systems.

Essential Requirements:

- Inter-personal and communication skills;
- Team building and networking/benchmarking on HR issues;
- Ability to set time limits, work within them and deliver on them;
- A high level of integrity, flexibility and initiative taking;
- Ability to work under pressure;
- Computer literacy especially MS Excel and MS Word.

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Office of the Prime Minister**

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

WINDHOEK

Theo-Ben Gurirab Building, 5th Floor Love Street

Enquiries: Ellie Ndungula 061-287 2148 / Mr Chris C Tjikusere 061-287 3155

OFFICE OF THE PRIME MINISTER
DIVISION SECURITY & RISK MANAGEMENT SERVICES

Post designation	:	Security Operation Officer Grade 8
1x post	:	Windhoek
Salary scale	:	N\$250,767 – N\$299,691
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$13,944 per annum

Minimum requirements: A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6.

Supplementary requirements:

- Completed police, military, correctional service or security management basic training.
- Relevant experience on installations, servicing and maintenance on CCTV and biometric access control system.
- Knowledge on computer network operations, design, setup, installation and maintenance.
- Ability to do troubleshoot integrated security system software and related hardware.
- At least a valid Driver's Licence will serve as advantage.

Key Performance Area:-

- Relevant experience on installations, servicing and maintenance on CCTV and biometric access control system.
- To organize, direct, coordinate, and control the implementation of physical security programs of the Office of the Prime Minister by NAMPOL officers.
- Ensure that, security recommendations are made to improve physical security maintenance.
- He/She is required to implement the physical security programs and Plans etc.
- Assist in investigating the contravention of security directives and advice the Executive Director in respect of appropriate steps deemed necessary as a result of such investigations.
- Provide advice, guidance and security support to the entire staff members in the Office of the Prime Minister.

NB: PLEASE TAKE NOTE THAT THIS POST IS SUBJECT TO VETTING

**Enquiries: Ms Ellie Ndungula 061-287 2147
2004**

Mrs Leena Ipinge 061- 287

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

Post Designation	:	Chief Human Resources Practitioner Grade 6
1x 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 National Diploma in Human Resources Management on NQF Level 6 or equivalent qualification plus six (6) years' experience in Human Resources.

Key Performance Areas:-

- Provide advice on the interpretation of human resources policies to ensure proper application thereof.
- Advise on Interpretation of the Public Service Legislatives such as Labor Act, No 11 of 2007.
- Ensure that, provision of Social Security Act is implemented and complied with regard to admission, terminations and benefits.
- Dealing with the Affirmative Action Act No 29 of 1998 with regard to balance structuring in terms of drafting AA Plans and Reports for Employment Equity Submission.
- Provide statistics on various human resources practices
- Approval of Leave gratuities for payments, admission to pension and pension withdrawal
- Ensure Payroll Verification process is conducted within the OPM and compile a Report for the Office
- Advising/ assisting on the compilation of requests or proposals regarding adjustments to the organization and establishments of the Office.
- Assess the staffing needs of the OPM and have the necessary establishment proposals drafted for consideration by the Office of the Prime Minister.
- Ensure the availability of all information/ documents on all major HR issues affecting the functioning of the OPM.
- Responsible to provide input on budget & controlling of expenditure applicable on human resources.
- Supervise, control and coordinate the implementation of OPM decisions and programmes.
- Facilitate implementation of plans within defined timeframe and limited resources; and review progress, on monthly, quarterly and annual basis, against individual and divisional plans and budgets.
- Determine programmes for internal staff training and the general orientation in the proper application of HR procedures, method of work, rules and regulations.
- Serve as interview panel member for vacant positions.

- Conduct inspections within the OPM to ensure compliance with prescribed Staff Rules and Standards.
- Determine deviations from current rules and regulations and submit proposals to the Office of the Prime Minister.
- Handle grievance, misconduct or disciplinary and labour related issues.
- Supervise subordinates and ensure the smooth day-to-day running/ operation of the subdivision HR.
- Ensure the signing of Performance Agreements within Section Human Resources and review those Agreements on quarterly basis.
- Overall supervision within Section Human Resources on the implementation of annual plans according to the strategic Plan.
- Perform any other work related duties that may be assigned from time to time.

Enquiries: Ms Ellie Ndungula Tel : 061-287 2148 / Ms Fiindje Wandjiva Tel: 061-287 2058

**DEPARTMENT ADMINISTRATION & INFORMATION TECHNOLOGY MANAGEMENT:
DIRECTORATE HUMAN RESOURCES, ADMINISTRATION AND FINANCE,
DIVISION GENERAL ADMINISTRATION AND MAINTENANCE**

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: A National Diploma in Business Administration or Public Administration or Procurement Management or Management or equivalent qualification on NQF Level 6 plus one (1) experience in Procurement or Logistics or Stock Control

OR

A Senior Secondary Certificate with twenty (20) points in five subjects and an E-Symbol in English or equivalent qualification on NQF Level 3 plus three (3) years' experience in Procurement or Logistics or Stock control.

Key Performance Areas:

- He/she is required to have knowledge of the Public Procurement Act, 2015 (Act 15 of 2015) and its Regulations; State Finance Act, 1991 (Act No. 31 of 1991) Treasury Instructions; Stock Control Manual, Office Support Services and Integrated Financial Management System (IFMS)
- Assist in Preparing Annual procurement plans for the Subdivision
- Assist in Developing and review specifications with initiating divisions
- Secure sourcing best economic and competitive quotations
- Ensure that Stocktaking is conducted on yearly basis, Inventories and Main Registers are constantly updated.
- Prepare and review Performance Agreements of staffs of the division.
- Keep records of contract between OPM and service providers.

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- Provides procurement commitments and produce monthly reports to the Chief Administrative Officer.
- Assist in Preparing Annual Audit Report.
- Undertake any other assignment/ duties as required from time to time Supervisor

Enquiries: Ms Paulina Amunue Tel: 061-287 2141 / Ms Esther Amwaalwa : Tel 061-287 2052

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

Post Designation	:	Accountant Grade 8
1x Post	:	Windhoek
Salary scale	:	N\$250,767 – N\$299,691
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirement: A National Diploma in Accounting or Finance on NQF Level 6 or equivalent qualification.

Key Performance Area: -

- Ensure that the provisions of the Treasury Instructions, Budgetary Instructions and Regulations and Instructions have been complied with, according to the State Finance Act.
- Coordinate and distribute financial tasks to Account Assistants.
- 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.
- Commit purchase orders and General Expenses from different Departments
- Assist in preparing 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 control systems are employed.
- Monitor the Commitment Register
- Draft submissions to Treasury for external virement of funds.
- Prepare the Treasury Authorisation Warrant (TAW)
- Assist with the Appropriation Account and Standards Subdivision verification
- Prepare and capture manual journals.
- Handle minor queries from departments.
- Perform any work-related duties that may be assigned from time to time by the supervisor.

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**OR Hand delivered to:
Human Resources Division
Theo-Ben Gurirab Building, 5th Floor, Love Street**

Enquiries: Ms. Ellie Ndungula Tel 061-287 2148 / Ms Annastacia Matthias Tel 061-287 2099