

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

DIRECTORATE RESETTLEMENT AND REGIONAL PROGRAMME IMPLEMENTATION

DIVISION LANDS: ERONGO REGION

SECTION: ADMINISTRATON

Post designation	:	Senior Administrative Officer Grade 10
1x Post	:	Swakopmund
Salary Scale	:	N\$167,481- N\$200,878
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$13,944 per annum

Minimum requirements: A National Diploma in Business Administration or Public Management or Management or related field of study on NQF Level 6 plus one (1) year appropriate experience in stock control, stock-taking, procurement, and transport.

OR

Senior Secondary Certificate or equivalent qualification on NQF Level 3, plus three (3) years appropriate experience in stock control, stock-taking, procurement and transport.

Supplementary requirements: Candidate must be in possession of a valid driver's license.

Main Duties:

The main responsibility of the incumbent is to ensure provision of support services to the Division:

- Determine and identify the operational and administrative needs of the Division.
- Prepare procurement plans and contribute to budget planning and implementation.
- Process procurement requisitions and facilitate the timely processing of payments.
- Coordinate personnel-related administrative matters, including records management and filing.
- Manage and coordinate the allocation, utilisation, and maintenance of the Division's fleet.
- Issue, monitor, conduct stock-taking, and maintain up-to-date inventory records.
- Ensure the safe custody, proper maintenance, and functionality of all Division records, equipment, and office resources.
- Maintain effective control and accountability of all divisional assets and official records.
- Facilitate effective communication within the Division, the Ministry, line ministries, and other relevant stakeholders.
- Assist in the preparation of the Division's budget, operational plans, and related planning documents.
- Support the implementation of the Annual Management Plan, budget execution, and performance review processes.
- Perform any other duties or assignments as delegated by the supervisor or required by the Division, its sections and sub-sections, or the Ministry.

NB: Due to decentralization, the successful candidate must be prepared to be seconded to the Regional Council.

Enquiries: Ms. Lydia Kuutondokwa at Tel No: 061 208 7451 or Mrs. Petrina Mpahleni at Tel. No 0811433724.

DIVISION: RESETTLEMENT **SUBDIVISION: LAND POLICY FORMULATION**

Post designation	:	Chief Development Planner Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$372,627- N\$445,325 per annum

PSM CIRCULAR NO. H OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 07 OCTOBER 2026, CLOSING DATE: 06 NOVEMBER 2026

Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

Minimum requirements: A Bachelor Degree in Regional and Rural Development or Land Administration or Land Management or Land Use Planning on NQF Level 7 plus six (6) years appropriate experience.

Job description to be provided upon request.

Enquiries : Ms Melania Iipinge at 061 296 55156 /5000

DIVISION: LAND KHOMAS REGION
SUBDIVISION: LAND REFORM AND RESETTLEMENT
SECTION: LAND BOARD TENURE AND ADVICE (LBTA)

Post designation : Development Planner Grade 8
1x Post : Windhoek
Salary Scale : N\$250,767- 299,691 per annum
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

Minimum Requirements: A Bachelor Degree in Natural Resource Management or Land Administration or Nature Conservation and Tourism or Agriculture on NQF Level 7.

Supplementary requirements: A valid code B driver's license not less than (2) years is compulsory.

Main Duties

- Serve as Secretary to Communal Land Board.
- Deal with the processing of billing and collection of annual rental fees as per the communal lease agreements.
- Compile Communal Land Board reports
- Ensure implementation of Performance Management System (PMS) for the Section
- Provide administrative support to the operations of Communal Land Board
- Plan, Coordinate and execute regional activities related to the administration of communal land in line with the Communal Land Reform Act (Act no. 5 of 2002) as amended
- Reconcile physical stock with system records, identify discrepancies, and report variances
- Maintain accurate stock records and update inventory management systems accordingly
- Conduct year-end and ad hoc stock audits in collaboration with finance or internal audit teams
- Prepare and process purchase requisitions and orders in compliance with organizational policies.
- Evaluate supplier performance, including quality, cost, delivery and responsiveness.
- Ensure procurement activities comply with budgetary constraints and procurement policies
- Perform any other duty assigned by the supervisor or Regional Deputy Director

NB: Due to decentralization, the successful candidate must be prepared to be seconded to the Regional Council.

Enquiries: Mr. Danny Motinga at : +264 61 296 5170

DIRECTORATE: LAND REFORM
DIVISION: LAND USE PLANNING & ALLOCATION
SECTION: LAND USE PLANNING

PSM CIRCULAR NO. H OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 07 OCTOBER 2026, CLOSING DATE: 06 NOVEMBER 2026

Post designation	:	Chief Development Planner Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$372,627- N\$445,325 per annum
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum requirement: A Bachelor of Regional and Rural Development or Land Management or Land Use Planning on NQF level 7 plus six (6) years appropriate experience.

Main duties:

- Development of the Integrated Regional Land Use Plans (IRLUPs) for regions in line with the approved guidelines and in collaboration with key stakeholders.
- Undertake natural resource and socio-economic surveys for the purpose of compiling regional land use frameworks in various regions.
- Liaising and collaborate with professionals from other agencies and key stakeholders in development of Integrated Regional Land Use Plan.
- Provisional of technical back stopping and training to Regional Land Use Planners in the implementation of the IRLUPs.
- Ensure data collection in conjunction with the Division of Surveying and Mapping for the purpose of producing a national land use map and its constant up-dating.
- Preparation and constant review (as the situation demands) of participatory land use planning procedures and guidelines.
- Develop the Strategic Environmental Assessment (SEA) for each IRLUPs in line with the provisions of the Environmental Management Act, 2017 (Act No. 7 of 2007).
- Ensure that activity of the sub-section are sufficiently budgeted for and timely execution of the budget.
- Supervising and managing the activities for the Sub-section and ensure that they are timely executed.
- Assisting the Deputy Director with the formulation of budget and the proper control of expenditure in the sub-section.
- Implementation of ministerial policies, plans and programmes at regional level
- Monitor and supervise the Integrated Regional Land Use Planning Capital Projects.
- Perform any other duties as may be assigned by the Deputy Director, Director or any other Manager.

Enquiries: Mr. Gabriel lindombo 061 296 5120

**DIVISION: LAND BOARDS, TENURE AND ADVICE
SECTION: LAND BOARD SUPPORT**

Post Designation	:	Development Planner Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$250,767- N\$299,691 per annum
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum requirements: A Bachelor of Regional and Rural Development or Land Administration or Land Management or Land Use Planning on NQF level 7.

Supplementary requirements: Code B drivers' License.

Main Duties:

- Receive applications of all categories of communal land rights exceeding the prescribed size and period i.e. Leaseholds, Existing Customary, New Customary and Occupational land rights.
- Critically assess communal land rights applications in compliance to the Communal Land Reform Act, 2002 (Act No: 5 of 2002) as amended;
- Processing of grant approvals of all applications received including for authorizations in terms of section 17B (1) and subsection (2) read with regulation 2 of the Communal Land Reform Amendment Act 13 of 2013.
- Implement the Resolutions of the Second National Land Conference that relates to Communal and Commercial Thematic Areas.
- Provide assistance with the coordination of the Resolutions of the Second National Land Conference.
- Provide technical inputs in policy and legislation review.
- Serve as a Technical Back-stopper to Communal Land Boards and other stakeholders on issues pertaining to legal interpretation and the applicability of the Act.
- Assist to provide technical advice to Communal Land Boards and other stakeholders on the Communal Land Reform Act 5 of 2002.
- Capacitating Communal Land Boards with the necessary skills and knowledge required in the implementation of the Communal Land Reform Act 5 of 2002.
- Attend to day to day general activities and enquiries on the communal land reform programme and to any other official assignment assigned by the supervisor.

Enquiries: Mr. Gabriel lindombo 061 296 5120

**DIVISION: LAND BOARDS TENURE AND ADVICE (LBTA)
SECTION: TENURE AND ADVICE**

Post designation	:	Chief Development Planner Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$372,627- N\$445,325
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum requirements: A Bachelor of Regional and Rural Development or Land Administration or Land Management or Land Use Planning on NQF Level 7 plus six (6) years appropriate experience.

Main duties:

- Receive applications of all categories of communal land rights exceeding the prescribed size and period i.e. Leaseholds, Existing Customary, New Customary and Occupational land rights.
- Critically assess communal land rights applications in compliance to the Communal Land Reform Act, 2002 (Act No: 5 of 2002) as amended;
- Ensure that communal land applications are processed in line with the provisions of the Communal Land Reform Act, 2002 as amended.
- Implement the Resolutions of the Second National Land Conference that relates to Communal and Commercial Thematic Areas.
- Provide assistance with the coordination of the Resolutions of the Second National Land Conference.
- Provide technical inputs in policy and legislation review.
- Serve as a Technical Back-stopper to Communal Land Boards and other stakeholders on issues pertaining to legal interpretation and the applicability of the Act.
- Assist to provide technical advice to Communal Land Boards and other stakeholders on the Communal Land Reform Act No 5 of 2002.

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- Capacitating Communal Land Boards with the necessary skills and knowledge required in the implementation of the Communal Land Reform Act 5 of 2002.
- Ensure that activity of the sub-section are sufficiently budgeted for and timely execution of the budget.
- Supervising and managing the activities for the Sub-section and ensure that they are timely executed.
- Assisting the Deputy Director with the formulation of budget and the proper control of expenditure in the sub-section.
- Implementation of ministerial policies, plans and programme.
- Attend to day to day general activities and enquiries on the communal land reform programme and to any other official assignment assigned by the supervisor.

Enquiries: Mr. Gabriel lindombo 061 296 5120

**DIRECTORATE: PLANNING AND BUSINESS DEVELOPMENT
DIVISION: AGRICULTURAL, LAND POLICY PLANNING AND STATISTICS
SUBDIVISION: AGRICULTURAL POLICY PLANNING**

Post designation	:	Policy Analyst Grade 7
1x Post	:	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: An appropriate Bachelor Degree on NQF Level 7 in Agricultural Economics or Economics or Public Policy Analysis plus three (3) years appropriate experience in Policy Analysis, or Development and Review or Development Planning or Policy research and stakeholder engagement.

Supplementary requirements: The candidate should have knowledge in policy development and policy analysis, stakeholder engagement, computer skills (Microsoft excel, word, power point, and outlook), report writing skill, research, analytical and good interpersonal skills and should be able to work independently as well as in a team. A valid driver's license (Code B) is an added advantage.

Job purpose

The primary purpose of this position is to coordinate the development of agricultural policies and strategies as well as review existing agricultural policies and strategies.

Main Duties:

- Applying technical knowledge in evaluating existing policies.
- Coordinate drafting of new policies and amendments to existing policies and submitting proposals for review.
- Ensuring that policies are aligned with national, regional and international development agendas.
- Consulting with internal and external stakeholders on policies and strategies to ensure inclusion and cohesion.
- Conduct research to inform policies and strategies.
- Identifying benefits, shortcomings, and omissions in existing policy frameworks.
- Ensuring that agricultural policies and strategies meet legal instrument requirements.
- Reporting on findings and proposing new policies and amendments to existing policies.
- Coordinate editing and finalization of new policies and strategies or amendments as required.

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- Coordinate input requests from Offices/Ministries and Agencies (OMAs).
- Write letters, reports and Cabinet Submissions
- Attend local, regional and international workshop and meetings and prepare back-to-office reports
- Execute any task assigned by the direct supervisor or senior supervisor/s.

Enquiries:: Ms. Alisa. Shidhika; Tel No: 061-208 7928

**DIVISION: CO-OPERATIVE DEVELOPMENT AND REGULATION
SUB-DIVISION: CAPACITY BUILDING AND COMPLIANCE**

Post Designation	:	Co-operative Business Analyst Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$250,767- N\$299,691
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum requirements: A Bachelor Degree in Accounting on NQF Level 7.

Supplementary requirements: Applicants with Accounting and Auditing as major subjects and in possession of a valid driver's licence will be given preference.

Competency required: Written communication in the official language and good computer skills are strongly recommended.

Enquiries: Mr. Isak Ruben (Tel: 061 208 7599) or Ms Loide Jason (Tel: 061 208 7561)

**DIRECTORATE: DEEDS
DIVISION: CENTRALISED REGISTRATION UNIT (NORTH)**

Post Designation	:	Chief Deeds Examiner Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$250,767- N\$299,691
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum requirement: An appropriate National Diploma in Law or Land Management or Land Administration or Land Registration on NQF Level 6 plus four (4) years appropriate experience in deeds examination.

Supplementary requirements: Applicants with a Bachelor Degree in Law or Land Management or Land Administration or Land Registration on NQF level 7 will be given preference.

Main duties:

- Conduct advanced examination of deeds, sectional titles (herein after refer to deeds), other deeds documents and land transactions in compliance with the Deeds Registries Act, Registration of Rehoboth Deeds Act, Sectional Titles Act, Flexible Land Tenure Act and other applicable legislation.
- Examine and authenticate title deeds, land hold/sectional titles, starter titles, plans, diagrams, powers of attorney and supporting documents before registration.
- Conduct complex legal examination of deeds, including causes, conditions, endorsements, servitudes, restrictions, interdicts and third-party rights/encumbrances.
- Verify compliance with stamp duties, transfer duties, rates and taxes, land tax clearance, estate transfers, court orders and other statutory requirements.

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- Examine Flexible Land Tenure System transactions, including Land Hold Titles, Scheme Documents, Transfer Contracts, Starter Titles and Land Hold Titles.
- Perform examination through the Computerized Deeds Registration System (CDRS), Computer bases Flexible Land Tenure system (CB-FLTS) and ensure accuracy, integrity and quality of registered information.
- Evaluate, approve, reject, pass, restore and execute deeds and documents in accordance with prescribed registration procedures.
- Examine complex transactions involving deceased estates, liquidations, divorces, subdivision, sequestrations, interdicts, redistributions, real rights (servitudes) and court-related transactions.

Enquiries: Ms. Mclesia Mbaisa (Registrar of Deeds) at 061 208 7649 /51

DIRECTORATE: VETERINARY SERVICES
DIVISION: EPIDEMIOLOGY, IMPORT & EXPORT, TRACEABILITY, MEDICINE CONTROL & ADVISORY SERVICES
SUBDIVISION: EPIDEMIOLOGY, SURVEILLANCE AND DATA MANAGEMENT
SECTION: EPIDEMIOLOGY, SURVEILLANCE

Post designation	:	Veterinary Technician Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$204,977- N\$245,851
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$13,944 per annum

Minimum requirements: An appropriate National Diploma in Agriculture on NQF Level 6. .

Supplementary requirements: Applicants with a Bachelor Degree in Agriculture on NQF level 7 and a valid Code B drivers' license will be given preference.

Competencies: Animal Health Information System, computer skills and knowledge in report writing.

Enquiries: Dr. Emmanuel Hikufe – Chief Veterinarian at 061 208 7890

DIVISION: ANIMAL DISEASE CONTROL SOUTH – WINDHOEK
SUBDIVISION: ANIMAL DISEASE CONTROL CENTRAL

Post designation	:	Animal Health Technician Grade 9
2x Posts	:	Windhoek & Okahandja
Salary Scale	:	N\$ 204 977- N\$245,851
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$13,944 per annum

Minimum requirements: A National Agricultural Diploma on NQF Level 6 or equivalent qualification and Registration as Animal Health Technician with the Namibian Veterinary Council.

Supplementary requirements: A valid driver's licence.

Main Duties

- Involved at operational level in rendering of animal health care and extension services
- Provision of support services to Veterinarians

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- Monitoring and surveillance of animal diseases including residues, animal feeds for ruminant proteins etc
- Controlling of animal movements in accordance with set requirements and standards for the export and import of animals and animal products.
- Conduct inspections and supervise livestock auctions
- Plan and execute community visits according to standard operation protocols
- Plan and execute animal vaccination programs

Enquiries: Ms. Lydia Kuutondokwa at 061 208 7451 or Ms Kazapua Kazirua at 061 208 7372

**DIRECTORATE: AGRICULTURAL PRODUCTION, EXTENSION AND ENGINEERING SERVICES
(DAPEES)**

DIVISION: PLANT HEALTH (PLANT HEALTH CONTROL)

SUBDIVISION: //KARAS REGIONS

SUBSECTION: PLANT DISEASE SURVEILLANCE

Post Designation	:	Agricultural Technician Grade 9
1x Post	:	Ariamsvlei Border Post
Salary Scale	:	N\$204,977- N\$245,851
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$13,944 per annum

Minimum requirements: An appropriate National Diploma for Technicians (or equivalent) on NQF Level 6 or a two (2) year tertiary standardised Agricultural Diploma plus 2 years appropriate experience in Crop related fields.

Supplementary requirements: A valid Driver's License.

Nature and Scope of work:

The incumbent will be entrusted with the full implementation and enforcement of the Plant Quarantine Act No. 7 of 2008, ensure the protection of plants, plant products, and regulated articles from the introduction and spread of harmful pests and diseases. Key responsibilities will include the prevention, monitoring, control, and eradication of plant pests; conduct inspections and document verification at points of entry, production sites, and storage facilities; and ensuring compliance with national and international phytosanitary standards. The incumbent will oversee the issuance of phytosanitary certificates for export, import, in-transit, and re-export consignments.

Main duties:

- Inspect imported plants, plant products, soil, and other regulated articles to ensure they are free from pests and diseases.
- Verify phytosanitary documents and seal consignments (e.g., trucks, containers) as required.
- Issue import, in-transit, and re-export permits under supervision.
- Assist in issuing phytosanitary certificates for export consignments, ensuring compliance with importing countries' requirements.
- Conduct pest and disease surveillance activities at farms, nurseries, and other agricultural facilities.
- Support emergency responses involving pest detection, containment, and eradication efforts.
- Enforce compliance with national and international phytosanitary regulations (e.g., Plant Quarantine Act, ISPMs).
- Maintain accurate records of inspections, interceptions, permits, and enforcement actions.

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- Conduct basic outreach and awareness activities for farmers, traders, and the public on plant health regulations.
- Submit monthly reports on assigned activities using the standard reporting format.

Enquiries: Ms. Violet Simataa (Deputy Director: Plant Health) Tel: (061) 208 7778

DIVISION: SOUTH EASTERN REGIONS
SUBDIVISION: OMAHEKE REGION
SECTION: LIVESTOCK AND LAND USE ADVISORY SERVICES

Post designation	:	Senior Agricultural Scientific Officer Grade 6
1x Post	:	Gobabis
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 Bachelor Degree on NQF Level 8, specialising in Livestock or Animal Science or Rangeland Management or Pasture Management or Land Use Advisory Services or equivalent qualification plus two (2) years appropriate experience.

Competencies: A high level of analytical skills in planning and financial management, strong communication and scientific report writing, knowledge and skills in basic computing, demonstrated interpersonal skills in working with a multidiscipline team is expected. The familiar must be familiar with and have knowledge of the Namibian Constitution, NDP's, especially NDP 5, Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules and other legislation.

Enquiries: Mr. Nelson Ngarizemo (Chief Agricultural Scientific Officer) Tel 062) 562441; Mr. Simon S Nehale Tel: 061-208 7452

DIVISION: CENTRAL AND NORTH WESTERN REGIONS (CNWR) (WINDHOEK)
SUBDIVISION: DAPEES (ERONGO REGION)
SECTION: ERONGO SOUTH

Post designation	:	Senior Agricultural Technician Grade 8
1x Post	:	Okombahe Agricultural Development Center
Salary Scale	:	N\$250,767- N\$299,691
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum requirements: An appropriate National Diploma for Technicians (or equivalent) on NQF Level 6 or a two (2) year tertiary standardised Agricultural Diploma plus 2 years appropriate experience in agricultural field.

Supplementary requirements: A valid drivers' license.

Competencies: A high level of analytical skills in planning and financial management, strong communication and scientific report writing, knowledge and skills in basic computing, demonstrated interpersonal skills in working with a multidiscipline team is expected. The applicants must be familiar with and have knowledge of the Namibian Constitution, NDP's, especially NDP 5, Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules and other legislation.

Enquiries: Mr. Ouseb Ismael (Chief Agricultural Scientific Officer) 081 4456201 or Mr Simon S
PSM CIRCULAR NO. H OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 07 OCTOBER 2026, CLOSING DATE:
06 NOVEMBER 2026

DIVISION: INTERNAL AUDIT

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

Minimum requirements: An appropriate National Diploma in Business Administration or Public Management or Management or related field of study on NQF Level 6 plus one (1) year appropriate experience in report-writing, minute-taking and arrangement of meetings.

OR

A Senior Secondary Certificate or equivalent qualification on NQF Level 3 plus three (3) years appropriate experience in report-writing, minute-taking and arrangement of meetings.

Supplementary requirements: A valid driver's license.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Ms. Lydia Kuutondokwa at Tel No: 061 208 7451 or Mr. Simon Nehale at Tel. No.: 061-208 7452

DIRECTORATE: SURVEY AND MAPPING

DIVISION: GEOMATICS

SUB-DIVISION: ADMINISTRATION

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

Minimum requirements: An appropriate National Diploma or equivalent qualification on NQF level 6 plus one (1) years appropriate experience.

OR

A Senior Secondary Certificate on NQF Level 3 plus three (3) years appropriate experience in administration or public procurement or stock control.

Main duties:

Responsibilities linked to this position will include Revenue collection, compilation of monthly revenue collection report, do daily banking of revenue collected, supervision of the administrative subordinates, conduct stock-taking, procurement and daily administration duties

Key Performance areas

- Revenue collection
- Asset management
- Knowledge and understanding of the Public Procurement Act No.15 of 2015 with its amendments
- Stock control
- Supervision of administrative staff

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Enquiries: Mr. Celestinus Neong Chief Administrative Officer, Tel: +264 61 2965026 or Mr Simon S Nehale Tel: 061-208 7452.

Applications must be addressed to:

The Executive Director (Vote 37)
Ministry of Agriculture, Fisheries, Water and Land Reform
Private Bag 13184
Windhoek

Or

Hand delivered at:
Ministry of Agriculture, Fisheries, Water and Land Reform
Luther Street
Government Office Park
Windhoek

DEPARTMENT: TECHNICAL OPERATIONS, PLANNING & RESOURCE MANAGEMENT
DIRECTORATE: POLICY, PLANNING AND ECONOMICS
DIVISION: PLANNING

Post Designation	:	Senior Development Planner Grade 7
1x Post	:	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: An appropriate Bachelor Degree or equivalent qualification on NQF Level 7 in Public Management or Administration or Development Studies, Economics, and Monitoring and Evaluation

Supplementary Requirements: Applicants with three (3) year of experience in development planning, capital project coordination, infrastructure planning, budgeting and Performance Management System (PMS). A valid Code B driver's licence will be an added advantage. Strong computer literacy is required, while excellent report-writing skills will be an added advantage.

Job description:

- Coordinate the preparation of the Ministry's development plans and budget documentation.
- Coordinate and monitor the implementation of the development budgets and associated planning submissions.
- Review, coordinate and facilitate the completion and submission of the Project Appraisal Identification Forms (PAIFs).
- Coordinate the implementation of Capital projects and provide technical guidance to Development Planner.
- Coordinate and conduct the monitoring and evaluation of the implementation of capital projects.
- Coordinate and participate in site visits and project-related meetings.
- Review, consolidate and submit quarterly reports on the status of capital projects.
- Coordinate the formulation and review of the Ministry Annual Plan
- Provide technical advice and planning support to the Chief Development Planner.

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- Supervise, mentor and monitor the performance of Development Planners.
- Execute any other related tasks that may be assigned.

Enquiries: Ms. Helena K. Shilula, Tel: +264 61 2053035, Ms. Sofia N.M Ndeiluka, Tel +246 61 2053029

**DIRECTORATE: POLICY, PLANNING AND ECONOMICS
DIVISION: PLANNING**

Post Designation	:	Development Planner Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$ 250 767 – N\$299 691
Transport allowance	:	N\$10,512per annum
Housing allowance	:	N\$17,424 per annum

Minimum requirements: An appropriate Bachelor Degree or equivalent qualification on NQF Level 7 in Public Management or Administration or Development Studies or Economics or Monitoring and Evaluation

Supplementary requirements: A valid Code B driver's licence.

Job description:

- Prepare the Ministry's development plans and budget documentation.
- Monitoring the development budgets and associated planning submissions.
- Prepare and submit Project Appraisal Identification Forms (PAIFs).
- Coordinating the implementation of Capital projects
- Monitor and evaluate the implementation of capital projects and compile progress information for reporting.
- Participate in site visits and project-related meetings, prepare minutes and follow up actions.
- Prepare and compile quarterly reports on the status of capital projects for review by the senior Development Planner.
- Assist in the coordination of the formulation and review of the Ministry's Annual Plan.
- Provide technical inputs and planning information to the Senior Development Planner.
- Report regularly to the Senior Development Planner.
- Execute any other related tasks that may be assigned.

Enquiries: Ms. Helena K. Shilula, Tel: +264 61 2053035, Ms. Sofia N.M Ndeiluka, Tel +246 61 2053029

Applications must be addressed to:

**The Executive Director
Ministry of Agriculture, Fisheries, Water and Land Reform
Private Bag 13355
WINDHOEK**

OR

**Hand delivery to:
Block C Brendan Simbwaye Square Cnr Uhland, Goethe Street (Fisheries Building)
Ministry of Agriculture, Fisheries, Water and Land Reform
Human Resources Division, Ground Floor, Room 013.**