



REPUBLIC OF NAMIBIA
OTJOZONDJUPA REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS,
ARTS AND CULTURE



VACANCIES



a) Human Resource Practitioner Grade 8

No of Posts	: One (1)
Subdivision	: Human Resource Administration
Duty Station	: Otjiwarongo
Salary Scale	: N\$ 250 767 XP – N\$ 299 691
Housing Allowance	: N\$ 17 424 per annum
Transport Allowance	: N\$ 10 512 per annum

Appointment Requirements: A National Diploma majoring in Human Resources on NQF level 6.

Supplementary Requirements: Preference will be given to candidates with a Bachelor degree in Human Resource Management on NQF level 7 or equivalent qualification on NQF level 7.

b) Education Officer Grade 8

No of Posts	: One (1)
Division	: Lifelong learning, Youth, Sports, Arts and Culture
Section	: Adult and Continuing Education
Duty Station	: Omatako District
Salary Scale	: N\$ 250 767 XP – N\$ 299 691
Housing Allowance	: N\$ 17 424 per annum
Transport Allowance	: N\$ 10 512 per annum

Appointment Requirements: An appropriate Degree or equivalent qualification on NQF Level 7.

Supplementary requirements: Preference will be given to candidates with a qualification in Adult Education and Community Development on NQF level 7 or Lifelong learning and Community Education. Applicants must possess a valid driver's license.

c) Librarian Grade 9

No of Posts	: One (1)
Division	: Lifelong learning, Youth, Sports, Arts and Culture
Subdivision	: Library, Archives and Information
Duty Station	: 1x Otavi Community Library
Salary Scale	: N\$ 180 505 XP – N\$ 216 499
Housing Allowance	: N\$ 13 944 per annum
Transport Allowance	: N\$ 10 512 per annum

Appointment Requirements: A B- Degree (or equivalent qualification) on NQF L7.

Supplementary Requirements: Preference will be given to candidates who are currently serving as Assistant Librarian Grade 10 with an appropriate Degree on NQF L7 in Library and Information Science. (Probation must be confirmed)

d) Human Resource Administrator Grade 11

No of Posts : One (1)
Subdivision : Human Resource Administration
Duty Station : Otjiwarongo
Salary Scale : N\$ 139 636 XP – N\$ 167 481
Housing Allowance : N\$ 13 944 per annum
Transport Allowance : N\$ 10 512 per annum



Appointment Requirements: A Grade 12 Certificate or equivalent qualification on NQF Level 3.

Supplementary Requirements: Preference will be given to candidates with qualification majoring in Human Resources (or equivalent Qualification) on NQF Level 6.

Application Procedures:

Interested applicants must complete the revised Public Service application form 156043 ("APPLICATION FOR EMPLOYMENT") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable at all government offices of the Ministry. Failure to complete part B.11/12 of the employment form and all items on the application forms correctly and not attaching all the necessary documents will disqualify the application. A comprehensive Curriculum Vitae, certified copies of Educational Qualifications, Identity Document, testimonials must be attached to the applications (do not submit original documents). All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA). Applications must be addressed to the following address:

Human Resource Office
Otjozondjupa Regional Council
Directorate of Education, Innovation, Youth, Sports, Arts & Culture
Private Bag 2618
Otjiwarongo

Or

Hand Delivery
Directorate of Education, Innovation, Youth, Sports, Arts & Culture
Henk Willemsse Street 22, Main Road, Otjiwarongo (Brown Building)
Human Resource Office
Otjiwarongo

Enquiries: Mrs. Saima T. Kaisungu /Ms. Elvi M. Kamati Tel: 067-3082000

Closing Date: 02 November 2026