MINISTRY OF HEALTH AND SOCIAL SERVICES

DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES

Post Designation	:	Medical Officer Grade 5
2x Posts	:	Ophthalmology (Windhoek)
Salary Scale	:	N$454,232 – N$543,055
Motor Vehicle Allowance:		
Capital Costs	:	N$60,943 per annum
Running Costs	:	N$24,120 per annum
Housing Allowance	:	N$17,454 per annum
Fixed Overtime	:	N$243,089 per annum

Minimum requirements: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia, plus proof of maintenance of registration with the Health Professions Council of Namibia for 2026/2027.

Enquiries: Dr. L. Kapolo Tel: 061-203 3099

SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES

Post Designation	:	Medical Officer Grade 5
1x Post	:	Radiology (Windhoek)
Salary Scale	:	N$454,232 – N$543,055
Motor Vehicle Allowance:		
Capital Costs	:	N$60,943 per annum
Running Costs	:	N$24,120 per annum
Housing Allowance	:	N$17,454 per annum
Fixed Overtime	:	N$243,089 per annum

Minimum requirements: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia, Plus proof of maintenance of registration with the Health Professions Council of Namibia for 2026/2027.

Enquiries: Dr. S. Siwombe, Tel: 061-203 33149

SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL & CLINICAL SUPPORT SERVICES
SUBSECTION: CLINICAL PSYCHOLOGY

Designation Post	:	Clinical Psychologist Grade 6
2x Post	:	Mental Health Services (Windhoek)
Salary Scale	:	N$372,627 –- N$445,325
Transport Allowance	:	N$10,517 per annum
Housing Allowance	:	N$17,424 per annum

Minimum Requirements: Registration with the Health Professions Council of Namibia as a Clinical Psychologist, plus proof of maintenance of registration with the Health Professions Council of Namibia for 2026/2027.

Enquiries: Ms. Esther N Awuku, Tel: (061) 203 3317

SUBDIVISION: GENERAL SUPPORT SERVICES
SECTION: PATIENT ACCOUNTS & DOMESTIC SERVICES
UNIT NURSES HOME

Post Designation	:	Chief Housemother Grade 12
1x Post	:	Windhoek
Salary Scale	:	N$113,141 – N$135,702
Housing allowance	:	N$13,944 per annum
Transport Allowance	:	N$10,512 per annum

Minimum Requirements: Junior Secondary Certificate or equivalent qualification on NQF Level 2, plus three (3) years approximate appropriate experience in Hospital or Hostel Services.

Enquiries: Mr. T. Michael, Tel: 061- 2033004

Applications must be addressed to:

The Medical Superintendent
Windhoek Central Hospital
Private Bag 13198
Windhoek
Or
Hand delivered to:
Human Resource Management Office
Basement
Windhoek Central Hospital

DIRECTORATE: HUMAN RESOURCES
DIVISION: HUMAN RESOURCES DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES POLICY AND PLANNING

Post Designation	:	Control Health Programme Officer Grade 5
1x Post	:	Windhoek (**Head office**)
Salary Scale	:	N$454,232 – N$543,055
Transport allowance	:	N$10512 per annum
Housing allowance	:	N$17,424 per annum

Minimum requirements: An appropriate Bachelor Degree in Human Resource Management or Development or Public Administration or Education or equivalent qualification in a health or social services-related on NQF Level 7 plus five (5) years appropriate experience in staff development and training or policy development or and training needs assessment.

Key Performance Areas
- Human Resources policy development and implementation.
- Strategic human resources planning
- Staff development programme management and coordination.
- Research, data management and reporting
- Capacity development and technical support
- Stakeholder engagement and representation
- Monitoring, evaluation and quality assurance
- Supervision and performance management

DIRECTORATE: FINANCE AND PROCUREMENT
DIVISION: PROCUREMENT
SUBDIVISION: CONTRACT MANAGEMENT

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek **(Head office**)
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 requirements: An appropriate National Diploma in Procurement or Supply Chain or Business Administration or Public Management or Public Administration or Logistics and Supply Chain or equivalent qualification on NQF 6 plus six (6) years appropriate experience in procurement or related field.

Supplementary requirements: The applicants must be computer literate, have a valid Driver's License, must have extensive knowledge and experience in procurement. The applicant must be a member of the Procurement Management Unit (PMU) (certified copy of the appointment letter must be attached).

NB: Appointment to this position is subject to a satisfactory vetting process.

Key performance areas:

- Validated procurement activities on the eg2portal
- Supervise the bid submission and opening registers and ensure publishing thereof
- Supervise timely distribution of resolution and validate PC, Minutes, Resolution and application for reconsideration.
- Motivating staff, supervising subordinates, monitoring their performances, delegating and supplementing their work, monitor their attendance and control attendance register for the subdivision.
- Familiar with the following concepts: Reconsideration, review application, proceeding and debarment processes.
- Training of subordinates and providing support services to all procurement users in the Ministry.
- Compilation of various reports, procurement register, budget, annual, quarterly plans of the subdivision.
- Any other related office service duties.

Enquiries: Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

Applications must be addressed to:

The Executive Director
Ministry of Health and Social Services
Head Office
Private Bag 13198
Windhoek.

Or Hand delivery at: