MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DEPARTMENT: VETERANS AFFAIRS
DIRECTORATE: PLANNING AND DEVELOPMENT
DIVISION: REGIONAL COORDINATION
SECTIONS: HARDAP AND ZAMBEZI REGIONS

Post Designation	:	Senior Community Liaison Officer Grade 8
2x Posts	:	1x Mariental (Hardap Region)
	:	1x Katima Mulilo (Zambezi Region)
Salary Scale	:	N$ 250,767 - N$ 299,691
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in Adult Education and Community Development or Public Management or Business Administration or Education for Development or related field plus three (3) years appropriate experience.

Supplementary Requirements: Knowledge of local language(s) of the particular region, computer literacy and a valid driver's license (Code 08).

Enquiries: Ms. Nahenda Nangaku, Tel: (061) 296 3027 or Ms. Iishuna M. Gabriel, Tel: 061-296 3034

DIVISION: REGIONAL COORDINATION
SECTION: KAVANGO WEST AND KUNENE REGIONS

Post Designation	:	Community Liaison Officer Grade 9
2x Posts	:	1x Nkurenkuru (Kavango West Region)
	:	1x Opuwo (Kunene Region)
Salary Scale	:	N$ 204,977 - N$ 245,851
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in Adult Education and Community Development or Public Management or Business Administration or Education for Development or related field.

Supplementary Requirements: Knowledge of local language(s) of the particular region, computer literacy and a valid driver's license (Code 08).

Enquiries: Ms. Nahenda Nangaku, Tel: (061) 296 3027 or Ms. Iishuna M. Gabriel, Tel: 061-296 3034

DIVISION: GENERAL SERVICES,
SECTION: OFFICE SERVICES

Post Designation	:	Chief Administrative Officer 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 Requirements: An appropriate National Diploma in Business Administration or Public Management or equivalent qualification on NQF Level 6 plus four (4) years appropriate experience in office administration or stock and budget control or transport or registry, and procurement.

Supplementary Requirements: The incumbent must possess strong supervisory skills as he or she will head the Subdivision: Office Services. The incumbent must be computer literate (Word Processing, PowerPoint, Excel and Internet). The candidate should have sound knowledge and skills in the Buyer and fixed asset modules in the IFMS, and in the handling of requisitions, purchase orders and payment vouchers. Sound knowledge of the State Finance Act, Treasury Instructions, Public Procurement Act and Regulations, Transport Policy, Archives Act, Electronic Document and Records Management System (EDRMS), and Public Service Staff Rules is required. He or she must be in possession of a valid driver's license (Code B).

Enquiries: Ms. Laimy Ashipala, Tel 061 -296 3032 or Ms. Iishuna M. Gabriel, Tel: 061-296 3034

DIVISION: GENERAL SERVICES
SUBDIVISION: INFORMATION TECHNOLOGY

Post Designation	:	Analyst Programmer Grade 9
1x Post	:	Windhoek
Salary Scale	:	N$ 226,764 - N$ 271,440 (P)
Housing Allowance	:	N$ 13,944 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: A Diploma in Programming or equivalent on NQF Level 6.

Supplementary Requirements:

- Candidate must be in possession of a valid driver's license (Code B) or higher with at least one (1) year driving experience.
- Relevant certificates of completion or attendance in software development, database management, software testing, version control or cybersecurity will be an added advantage but are not mandatory.

Enquiries: Mr. George Negongo, Tel: (061) 296 3057 or Ms. Iishuna M. Gabriel, Tel: 061-296 3034

DIVISION: GENERAL SERVICES
SUBDIVISION: INFORMATION TECHNOLOGY

Post Designation	:	Systems Administrator Grade 9
1x Post	:	Windhoek
Salary Scale	:	N$ 276,867 - N$ 311,798 (P)
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: A Bachelor Degree in Information Technology on NQF Level 7 or System Administration or Network Engineering or Computer Science or Cybersecurity or an equivalent qualification.
Enquiries: Mr. George Negongo, Tel: (061) 296 3057 or Ms. Iishuna M. Gabriel, Tel: 061-296 3034

DIRECTORATE: PLANNING AND DEVELOPMENT
DIVISION: REGIONAL COORDINATION
SECTION: OSHIKOTO, HARDAP AND OMUSATI REGIONS

Post Designation	:	Social Worker Grade 8
3x Posts	:	1x Omuthiya (Oshikoto Region)
	:	1x Mariental (Hardap Region)
	:	1x Outapi (Omusati Region)
Salary Scale	:	N$ 250,767 – N$ 299,691
Housing Allowance	:	N$ 17,424 per annum
Transport Allowance	:	N$ 10,512 per annum

Minimum Requirements: Registration as Social Worker with the Health Professions Council of Namibia.

Supplementary Requirements: Applicants should be in possession of a valid driver's (Code B) license and able to speak one or more of the local languages spoken in the regions of deployment. Knowledge & experience in health & social services management. Understanding of the history of the national liberation struggle of Namibia. Excellent oral and written skills, ability to perform under pressure and advanced computer literacy.

NB: (i) The Social Worker post in Mariental will serve two regions, namely the Hardap and //Kharas regions.

(ii) The Social Worker post in Outapi will serve two regions, namely the Omusati and Kunene regions.

Enquiries: Ms. Monica Stephanus, Tel: 061 296 3029 or Ms. Iishuna M. Gabriel, Tel: 061-296 3034

DIRECTORATE: POLICY, HERITAGE AND SOCIAL AFFAIRS
DIVISION: POLICY RESEARCH AND REGISTRATION SERVICES
SUBDIVISION: REGISTRATION MANAGEMENT

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus one (1) year appropriate experience.

OR

A Senior Secondary Certificate or equivalent qualification on NQF Level 3 plus three (3) years appropriate experience.

Supplementary Requirements: Applicants should be computer literate, experience in working in a database and payment system environment. Preference will be given to applicants who are in possession of a valid driver's license (Code B).

NB: Following the oral interviews, security vetting will be conducted on the three highest scoring candidates for each position.

Enquiries: Ms. Maureen Rugam, Tel 061 -296 3016 or Ms. Iishuna M. Gabriel, Tel: 061-296 3034.

Applications must be addressed to:

The Executive Director
Ministry of Defence and Veterans Affairs
Private Bag 13407
Windhoek

Or hand delivered to:

The Ministry of Defence and Veterans Affairs
Erf 215, Hoanib Property One Building
Independence Avenue (Opposite NAMPOST Head Office)
Windhoek
