



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

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Ref.: **13/18/5**

Enquiries: Mr Samuel Guruseb

E-mail: Matheus.Nakwafila@opm.gov.na

Department Public Service Management

BPI House, Independence Avenue

PO Box 1117

WINDHOEK

07 FEBRUARY 2023

**TO: SECRETARY TO THE CABINET
ALL EXECUTIVE DIRECTORS
DEPUTY AUDITOR GENERAL
DIRECTOR: NAMIBIA CENTRAL INTELLIGENCE SERVICES
CHIEF ELECTION OFFICER
SECRETARIES: NATIONAL ASSEMBLY/NATIONAL COUNCIL**

CC: PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. B OF 2023

VACANCIES IN THE PUBLIC SERVICE OF NAMIBIA

The vacancies contained in the annexure currently exist on the establishments of various Offices/Ministries/Agencies. You are herewith requested to timeously bring this circular to the attention of all staff members who may qualify within your Office/Ministry/Agency. Candidacy is not limited to Public Servants. Preference will be given to Namibian Nationals.

INSTRUCTIONS

1. All requests for internal advertisements are to be forwarded by e-mail to Ms Sezuni at Margaret.Sezuni@opm.gov.na, not later than the 10th of each month at 14H00. **The Offices/Ministries/Agencies are requested to ensure that only approved funded essential services posts are forwarded for advertising. Approval must be obtained from the Secretary to Cabinet and the posts must be budgeted for.**
2. Offices/Ministries/Agencies must take full responsibility to ensure that any e-mail sent to the Department is not virus infected because it will not be opened and processed. The consequences will be borne by the Office/Ministry/Agency whose e-mail contains viruses. In the event of any

computer dysfunction at the above e-mail address, an alternative e-mail address will be provided.

3. Offices/Ministries/Agencies who have decentralized their human resources functions retain the responsibility of co-coordinating their recruitment and advertising efforts. This office will only deal with the headquarters.
4. All Offices/Ministries/Agencies are urged to make sure that the contents of the requests e-mailed for advertising are correct in all respects because this office will not edit nor take the responsibility for any wrongly placed advert.

(a) To Candidates

NB: Candidacy is not limited to Public Servants only. Preference will be given to Namibian Nationals.

- (i) **Applications (on form 156043) must be addressed to the Executive Director of the relevant Office/Ministry/Agency at the address indicated in the annexure and must be submitted via the Human Resource Office.**
- (ii) Applications must be accompanied by a **comprehensive curriculum vitae and certified copies of educational qualifications. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).**
- (iii) A separate application must be submitted for each post applied for and the number of the circular as well as the post designation and relevant post number (where applicable) must be clearly indicated on each application form (form 156043).
- (iv) The required appropriate experience referred to in the annexure includes all previous appropriate experience, irrespective of which rank or post it was acquired in, as well as appropriate experience gained whilst employed in the private sector (where applicable).
- (v) Note must be taken that competition for vacancies have been limited. **Staff members must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level** (e.g. a Senior Administrative Officer Grade 10 whose probation is confirmed can apply for a vacancy of Chief Administrative Officer Grade 8).

(b) To Offices/Ministries/Agencies of Candidates

(i) Each application that is received by the Human Resource Office must be submitted to the relevant Office/Ministry/Agency at the address indicated in the annexure, under cover of the prescribed form ZO/352(1).

(ii) Representations for retention of services:

- The Public Service Commission considers the movement of staff members on promotion between Offices/Ministries and Agencies as a sound staff practice and it will consider applications for the retention of services only in exceptional circumstances.
- Representations in this connection must, at the time when the prescribed form ZO/352(1) is forwarded, be directed to the Commission. A remark to this effect in remark column is not permissible. The Commission will not receive representations received after it has already made a recommendation for filling of a post, which involved transfer between Offices/ Ministries/Agencies. Once approved the transferred staff member is in the employ of the new Office/Ministry/Agency.
- Any temporary arrangements between the affected two Executive Directors for the short-term retention of the staff member will be mutual agreement between those permanent secretaries. If necessary formal secondment can be resorted if the situation so dictates (*vide* PSSR BVII/IX on secondment)

(c) To the Offices/Ministries/Agencies whose vacancies are contained in the Annexure

(i) Applications which do not meet the requirements set out in paragraphs 4(a)(i), (ii) and (iii) as well as paragraph 4(b)(i) above, must be returned without further delay to the relevant Office/Ministry/Agency for rectification.

(ii) Applications are scheduled on form ZO/353(1) according to the prescriptions contained in PSSR B.II/II.

(iii) The schedule [form ZO/353(1)] as well as the application form and other relevant documents of all scheduled candidates must be submitted to this department together with the letter of nomination. Full motivation must be provided with regard to the candidates not nominated. The last column on the right-hand side of the schedule [form ZO/353(1)] must be used for this purpose.

General

Candidates as well as Offices/Ministries/Agencies are advised to take cognizance of the provisions of PSSR B.II/II, especially paragraphs 2.6, 2.7 and 2.8 of the said chapter.

5. All staff members who were appointed/promoted/transferred to job designations or job categories with relaxation of the prescribed educational qualifications will no longer be allowed to advance further in the job categories for which relaxations were granted, unless they obtain the prescribed educational qualifications required for the job designations they are aspiring to.

6. CLOSING DATE: 07 MARCH 2023

Signed by Tuyakula Haiping
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CARDE

OFFICE OF THE PRIME MINISTER

DEPARTMENT: PUBLIC SERVICE INFORMATION TECHNOLOGY MANAGEMENT DIRECTORATE: TECHNICAL SUPPORT AND NETWORK SERVICES

Post Designation	:	Director Grade 3
1x Post	:	Windhoek
Scale of Salary	:	N\$528,193 – N\$560,522
Motor Vehicle Allowance	:	N\$126,375 per annum
Housing Benefits	:	N\$81,558 per annum

Minimum Requirements: A B-degree (at NQF Level 7) in ICT System Administration, Network Engineering, Computer Science, Information System Management or equivalent qualification plus nine (9) years of appropriate ICT experience, with five (5) years at supervisory level or equivalent level of experience with a focus in Systems Engineering and LAN/WAN Network Management.

Additional Requirements: Candidates should possess good knowledge and experience in ICT standards and Quality Assurance Processes for Systems ,Engineering duties at Data Centre, Disaster Recovery Centre and Wide Area Networks; Microsoft Windows Server, VMware, Sun Solaris and Linux operating systems, Juniper and Cisco router, switches, firewalls preferably with certifications, technical knowledge of current systems software, hardware, protocols and standards.

Key Performance Area:

- Managing the Directorate to ensure its proper staffing, team building and staff development through training, mentoring, coaching and capacity building initiatives. The director will show strong leadership to inculcate a good work culture, enforcement of discipline and a performance driven approach.
- Monitor that succession planning is executed as part of business continuity planning; implement and be in charge of approved work structure and team structures to execute the work of the directorate for the operations of Data Centre, DR Centre, GRN Network and Security provisioning and support services to OMAs of GRN; Maintain a register of Systems Engineering professionals within the GRN to be able to recommend on sharing of resources across the GRN for matters of ICT.
- Responsible to enforce adopted standards, methodologies and approach in the execution of the work of the directorate; to inculcate a quality driven approach and customer service focus in the work of the directorate based on Quality Assurance Plans and Customer Support Service Charters;
- Responsible for recommendation of appropriate ICT technologies in terms of Hardware, Operating Systems, Databases, Virtualisation Software, Monitoring tools and Security solutions for the operations and monitoring of the Data Centre, Disaster Recovery Centre and GRN Networks, and take full charge for their implementation and maintenance.
- Managing E-Government Project contract with third parties to ensure all projects are delivered within budget and time as per scope of work and project charters.
- Attend conferences and participate in workshops and make presentations on Namibia e-Government and participate in country-to-country collaborations for exchange programs on e-Government.

Interested applicants must complete the Public Service application form obtainable from all government offices. Failure to complete all items correctly on the application forms and on health Questionnaire 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. All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA). Public Servants should attach a confirmation of probation for their current position, while those who are not employed in Public Service should indicate their current salary per annum.

Enquiries: Ms Ernstine Dama Tel: (061) 287 2477 / Mr Erastus Amutenya 061-287 6203

MANAGEMENT CADRE

DEPARTMENT PUBLIC SERVICE INFORMATION TECHNOLOGY MANAGEMENT, DIRECTORATE QUALITY ASSUARANCE, STANDARDS, SKILLS DEVELOPMENT AND COORDINATION

DIVISION RESEARCH, SKILLS DEVELOPMENT AND CO ORDINATION

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$492,567–N\$517,836
Motor Vehicle Allowance	:	N\$102,701 per annum
Housing Benefit	:	N\$68,188 per annum

Advertisement Requirements: A B-degree (at NQF Level 7) in Computer Science, Management Information System, Information System Auditing or equivalent, plus 9 years of appropriate ICT experience, with 5 years' work experience at middle management level or Chief level (Public servants) or equivalent level of experience with a focus on Quality Assurance and Project Management.

Reporting Relationship: The incumbent reports directly to the Director, Directorate of Quality Assurance, Standards, Skills Development and Coordination.

Generic Job Description: The mandate of the division is to establish and enforce compliance to standards and practices within the Public Service for consistency and alignment of efforts in e-Government project implementation and practices.

Duties and Responsibilities:

- The proper staffing and operations of the division, while ensuring that all works are carried out in accordance to established standards, procedures and guidelines.
- Establishing and enforcing standards and practices within the Public Service for consistency and alignment of efforts in e-Government project implementation and practices.
- Provide assistance to OMAs in the adoption of standards, methodologies and practices.
- Collaborate with the department of Public Service Management in the assignments of Business Process Re-Engineering initiatives within the Public Service.
- Assisting Offices, Ministries and Agencies within the Public Service in defining their projects in line with the e-Government Strategic Action Plan and guide them through the implementation and operation of the systems.
- Carrying out Project reviews and audit as part of Quality Assurance Process to enforce compliance according to defined standards and practices within the Public Service.
- Providing recommendation for policies and procedures and other documentation needed to demonstrate compliance.

In terms of Affirmative Action plan, qualifying women and persons with disabilities, are encouraged to apply.

**PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023,
CLOSING DATE 07- MARCH 2023**

Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. Qualifications obtained from foreign education institutions must be evaluated by NQA.

An application (on form 156043 obtainable at all Government offices) together with a comprehensive curriculum vitae and certified copies of education qualifications and identity document must be address to:

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

Enquiries: Mr Johan Van Wyk Tel: 061-205 6233, Ms Ernstine Dama Tel: 061-2872477

MANAGEMENT CADRE

MINISTRY OF HEALTH AND SOCIAL SERVICES DIRECTORATE: KAVANGO EAST REGION

Post Designation	:	Director Grade 3 (Re-advertisement)
1x Post	:	Kavango East Region
Salary Scale	:	N\$528,193 – 560,522
Motor Vehicle Allowance	:	N\$114,475 per annum
Housing Benefit	:	N\$81,558 per annum

Minimum requirements: A B-Degree on NQF Level 7 plus nine (9) years appropriate experience at supervisory level.

Additional requirements: The candidate must have a B-Degree in Health-related field and approximately six (6) years of the nine years' appropriate experience in management and administration. Candidates at the level of Grade 5 and Grade 6 are allowed to compete for the post.

Must be computer literate and must have a driver's license.

Key Performance Areas:

- To provide leadership for all regional health & social services programmes.
- Coordination of the general management process (operationalization of policies, planning, budgeting, resource mobilization, organizing, training, supervision, controlling, monitoring, evaluation and reporting relating to all programmes.
- Provide technical support to Regional Management Team (RMT) and District Health Coordination Committees (DCC) members and Deputy Executive Director.
- Evaluate, review and restructure the overall management of the Regional Directorate.
- To overall manage the Regional Directorate.
- To manage, oversee and advice on the annual budget allocation of the Regional Directorate and execute all control measures.
- Management of all resources allocated to the Regional Directorate.
- from outside the public service must attach proof of their current job level.

Applicants employed in the Public Service must attach letter of confirmation and those outside the public service must attach proof of their current job level.

Applications must be submitted on form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, Identity document, detailed CV and academic records. **All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).** Applicants who failed to complete all items on the application form (incomplete applications) and attach the necessary documents will disqualify the application. No documents will be returned.

Enquiries: Ms. N. Tauya, HRM office, Head office, Tel. No.: 061-2032189

**DIRECTORATE: PHARMACEUTICAL SERVICES
DIVISION: QUANTIFICATION AND PROCUREMENT**

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$492,567 – N\$517,836
Housing Benefit	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum

Minimum requirements: A B-degree in Supply Chain Management or related field at NQF Level 7 plus nine (9) years appropriate experience.

Additional Requirements: Candidate must have approximately five (5) years appropriate experience in Contract Management **and/or** in quantification and procurement.

Key performance areas:

- To oversee the quantification of health commodities for effective procurement and stock management.
 - To manage procurement activities to ensure effective administration of all procurement processes and compliance with the Public Procurement Act, Regulations and Guidelines.
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**DIRECTORATE: PHARMACEUTICAL SERVICES
DIVISION: OPERATIONS**

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$492,567 – N\$517,836
Housing Benefit	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum

Minimum requirements: An appropriate B-degree in Pharmacy or Supply Chain Management at NQF Level 7 plus nine (9) years appropriate experience.

Additional requirements: Candidate must have approximately five (5) years appropriate experience in Supply Chain Management with experience in pharmaceutical commodity management or Warehouse management and logistics. Knowledge of logistics software or transport management systems is an added advantage.

Key performance areas:

- Supervise in-country warehousing, inventory management, and distribution of public health commodities for the central & regional medical stores and the Ministry of Health & Social Services (MoHSS), and the Government of the Republic of Namibia (GRN).
- Developing strategies, setting standards, and monitoring the progress of implementation of country supply chain operations.
- serve as a member of the senior management team and will develop and communicate the vision and strategic direction of the division.
- Provide oversight of all administrative systems to ensure quality control of warehouses, distribution, fleet management and administration and ensure adherence to Namibian government regulations & policies

Applications must be submitted on form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, identity document, detailed CV and academic records. All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify the application. No documents will be returned.

**PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023,
CLOSING DATE 07- MARCH 2023**

Candidates employed in the Public Service must attach letter of confirmation and those from outside the public service must attach proof of their current job level, failure to attach will automatically disqualify the application.

Enquires: Ms E. Andreas, HRM Office, Head Office, Tel.No. 203 2179 or 203 2189

Applications must be addressed to:

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

Hand delivery to:

**Ministry of Health and Social Services
Division Human Resource Management
Harvey Street, Head office
Windhoek.**

MANAGEMENT CADRE
KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: PLANNING AND DEVELOPMENT
DIVISION: TECHNICAL SERVICES

Post Designation	:	Deputy Director Grade 4 (Engineer Civil) (Re-Advertisement)
1x Post	:	Rundu
Scale Salary	:	N\$492,567 - N\$517,836
Housing Benefit	:	N\$68,184 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum

Minimum Requirements: An appropriate B. Degree at NQF Level 7 in Civil Engineering, plus approximate six (6) years appropriate experience plus Registration as a Professional Engineer with the Engineering Council of Namibia. Preference will be given to Namibian Citizens.

Main Duties:

- The Deputy Director will be responsible for overseeing technical and maintenance policy implementation in the region and for ensuring work is completed within the required standard of quality, cost and time.
- Establishing regional technical policies, standards and guidelines for the provision of new infrastructure and maintenance of existing structures. These should be in line with national policies, standards and guidelines.
- Executing, facilitating and guiding development planning, design, contract administration and inspection services for new infrastructure in the region.
- Executing, facilitating and guiding development planning, design, contract administration and inspection services for maintaining and executing minor renovations to existing infrastructure in the region.
- Providing, coordinating and advising on engineering inputs needed for the planning and design of the technical infrastructure.
- Facilitating the receipt of the functions/activities identified for decentralisation to the subdivision from sector ministries/offices/departments in accordance with the agreed upon time frame.
- Recommend applications for rezoning for submission to the Ministry of Urban and Rural Development.
- Oversee the compilation of town planning and amendment schemes in the region.
- Monitor and guide inspections of infrastructures repaired, rehabilitated or constructed.
- Monitor and conformance of town planning scheme regulations and title conditions.
- Monitor and guide improvements to construction, maintenance and minor renovations to infrastructure within tender guidelines.
- Oversee provision of maintenance services to all Government movable and immovable assets.
- Oversee that that assistance and advice is provided to local authorities with township establishment and determination of title conditions.
- Prepare, recommend, control and account for all technical projects of the Kavango East Regional Council.
- Verify payment certificates in respect of actual performance, output of goods procured or services rendered against the claims and budget.
- Prepare, recommend, control and account for all technical projects of the Regional Council.
- Carry out any other duties as may be lawfully assigned by the Director of Development Planning, Monitoring and Evaluation and the Chief Regional Officer.

To Candidates

PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023, CLOSING DATE 07- MARCH 2023

- Applications must be accompanied by a comprehensive curriculum vita, testimonials and certified copies of educational qualifications, academic records/transcript.
- All Public Servant applicants should send their applications through their O/M/A Human Resource offices and confirmation letters must be attached.
- All foreign qualifications must be evaluated and certify letter(s) from Namibia Qualification Authority (NQA) to be attached.
- Complete a latest revised application for of employment in full. Any parts of the application form that do not apply to you please indicate as such by writing N/A.

NB: Women and person with disabilities who meet appointment requirements are encouraged to apply.

Failure to complete all items on the application form for employment (latest revised) and not attaching the necessary documents will disqualify the application. Only shortlisted candidates will be considered and no personal documents will be returned.

Faxed applications and applications received after the closing date will not be considered.

The possibility is not excluded that errors might have been made in compilation of the request for advertising of this vacancy, or that a post has been advertised, which should not have been so advertised. If such errors occurred and later discovered, the **Council reserves the right not to fill such post.**

Application must be submitted to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
RUNDU**

OR

**Human Resource Office No. 15
Kavango East Regional Council
Maria Mwengere Street
RUNDU**

Enquiries: Mr. Ambrosius T. Makongwa; 066-266000; Ms. Anna – Rosa Muyeu, 066-266000

OFFICE OF THE PRESIDENT

NATIONAL PLANNING COMMISSION DIRECTORATE: ADMINISTRATION DIVISION: FINANCE AND ADMINISTRATION SUBDIVISION: FINANCE

Post Designation	: Senior Accountant Grade 7
1x Post	: Windhoek
Salary Scale	: N\$277,264 – N\$331,358
Salary Notch	: N\$277,264 per annum
Housing Allowance	: N\$14,520 per annum
Transport Allowance	: N\$8,640 per annum

Minimum Requirements: An appropriate Diploma on NQF Level 6, majoring in Accounting or Financial Management plus at least five (5) years working experience as an Accountant Grade 8.

Additional Requirements: A Bachelor's Degree on NQF Level 7 or 8 in Accounting or Financial Management. Extensive knowledge and experience in modules of the Integrated Financial Management System (IFMS) (Payroll, DSA, Accounts Payable, Accounts Receivable, General Ledger), budgeting, compilation of financial statements, reconciliation of suspense accounts, computer literacy and a valid driver's license will serve as advantages.

IMPORTANT NOTES TO ALL APPLICANTS

The "Application for Employment"-form (new format) as well the "Health Questionnaire" (both forms are available at all Offices/Ministries/Agencies) should be properly completed and signed. Please note that fax- and email-applications will not be considered. "Application for Employment"-forms should be accompanied by certified copies of all the applicant's qualifications and certificates of service from all previous employers. The required certificates of service should reflect very clearly the type of experience/field in which experience was gained in each position at such previous employer(s), your exact date of appointment and termination of service and whether such experience was gained on managerial level or not. Please keep in mind that, without service certificates, the experience an applicant claims to have cannot be confirmed which will cause such an applicant not to meet the advertised requirement as far as "proven appropriate experience" is concerned. Failure to properly complete all items on the "Application for Employment"-form and not attaching the necessary/required documents to the application form will disqualify the application. Previous employers might be called at random to confirm the field in/level on which specific indicated experience was obtained.

Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PoN and IUM are excluded from this requirement.)

Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.

NO APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL BE ACCEPTED.

An attractive range of benefits includes pension- and medical aid fund, a housing-/rental allowance and or housing subsidy, transport allowance as well as ample vacation- and sick leave.

PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023, CLOSING DATE 07- MARCH 2023

Women and persons with disabilities who meet the requirements are encouraged to apply.

Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to the following address:

**The Executive Director
National Planning Commission
Private Bag 13356
WINDHOEK**

OR

Hand-deliver to:

**The Human Resource Office
National Planning Commission
Room 151/ 153
1st Floor_Government Office Park**

Enquiries: Ms Loide N. Shikongo at 061-283 4096

OFFICE OF THE PRIME MINISTER

DEPARTMENT PUBLIC SERVICE E-GOVERNMENT MANAGEMENT DIRECTORATE TECHNICAL SUPPORT AND NETWORK SERVICES SUBDIVISION SECURITY & NETWORKING

Post Designation	:	Chief System Administrator Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,984– N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,640 per annum

Minimum Requirements: A B-degree (at NQF Level 7) in Computer Science, Information System Management / Cyber security, System Administration, Network Engineering or equivalent, plus six (6) years appropriate experience.

Job Description

- Defining the networking requirements of the GRN and participate in the acquisition of the services of Telecommunication service providers to install, extend and commission the Government Wide Networks with redundant and failover facility;
 - Monitoring, maintaining, troubleshooting and upgrade the different components of the GRN network, including Local area Networks (LAN), Wide area networks (WAN), Virtual LANs, firewalls, IP addressing, DNS, load balancing, and related networking technologies
 - Supporting Domain and LAN/WAN services. Configure and maintain DHCP services. Plan, test, and maintain Access Policies.
 - Troubleshooting network devices that include PCs, printers, tablets and other mobile devices, routers and switches; desktop operating systems and virtual machines
 - Developing and communicating security strategies and plans to stakeholders,
 - Maintaining systems Security. Identify and resolve known vulnerabilities across the GRN ICT Infrastructure and networks;
 - Monitoring penetration testing and vulnerability scans. Install/Maintain enterprise security solutions.
 - Developing, tracking, and controlling the security services staffing, and operations, and ensure that facilities, premises, and equipment adhere to all applicable laws and regulations.
 - Recommend and implement changes in security policies and practices in accordance with changes in local or international laws; creatively and independently provide resolution to security problems;
 - Keeping abreast with trends and issues that exist within the security community, including current and emerging technologies.
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DIVISION DATA CENTRE AND NETWORKS

SUBDIVISION DATA CENTRE AND DISASTER RECOVERY

Post Designation	:	Senior System Administrator Grade 7
1x Post	:	Windhoek
Scale of Salary	:	N\$288,466 – N\$331,358 (P)
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,640 per annum

Minimum Requirement: A Degree in Information Technology on NQF L7 plus at least three (3) years appropriate experience.

Job Summary: This job category includes personnel involved at advanced Operational level with installing, testing and relocating of computer systems and network components. Monitoring network performance. Coordinating installations, upgrades or enhancements to computer and network systems

Key Performance Area:-

- Advising on and implementing enhancements for efficiency.
- Participating in evaluation of new products and network upgrades.
- Providing front-line support to end-users and provide field/administrative support of computer systems in offices, ministries and agencies.
- The support includes assistance with system installations, data retrieval, process operation and application system software commands, performs diagnostics to determine system failures/faults, initiates or performs routine repairs.
- Assistance covers hardware, software, licensing and networking used in the offices, ministries and agencies.
- Preventative maintenance, diagnosis of machine problems and repair computer equipment, including peripherals.
- Must be qualified to install and operate equipment on the premises of the customer.
- Advanced operational level with the same functions as above but of a more complicated and involved nature and supervises occupationally related staff and support staff where necessary.

Enquiries: Mr Samuel Amutenya, Tel: 061-205 6233, Ms Ernstine Dama Tel: 061-2872477

DIRECTORATE QUALITY ASSURANCE, STANDARDS, SKILLS DEVELOPMENTS & COORDINATION

SUBDIVISION RESERCH & SKILLS DEVELOPMENT

Job Designation	:	Senior Systems Analyst, Grade 7
1x Post	:	Windhoek
Scale of Salary	:	N\$288,465 – N\$331,358 (P)
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,640 per annum

Minimum Requirements: A B-degree (at NQF Level 8) in Computer Science, Management Information System/ Business Computing, Information System Auditing or equivalent plus three (3) years appropriate experience.

Job Summary: This job category involved with advanced operational level with investigating and analysing of and advising on appropriate computer hardware and software, the designing of functional specific system from data collected and analysed in a more

complicated and involved nature supervises occupationally staff and support staff where necessary.

Duties and Responsibilities

- Carrying out research and benchmarking studies in collaboration with the Academics and National Commission on Research Science & Technology to keep abreast of latest trends in e-Government initiatives and practices and provide recommendation for adoption of technologies and practices appropriate for Namibia.
- Working with OMAs for profiling of their officials and suggesting a training roadmap for them in line with the roles they play for e-Government.
- Designing and reviewing courses, learning plans and certification plans for:
- ICT Resources of GRN for capacity building to support the e-Government initiatives
- Officials of GRN (Executives, Management, Staff) for capacity building to be able to participate in the e-government initiatives
- Citizen for change management and adoption of e-services
- Interacting with training institutions to define collaborative arrangements for the execution of the training programs.
- Coordinating the execution of training programs and assess the delivery of the training programs through collection and analysis of feedback forms.
- Promoting the e-Government agenda through presentations, radio talk shows and TV program. Newspaper articles and articles for magazines.
- Planning events for the e-Government promotion
- Undertaking any other duties which may be assigned by the Supervisor.

Enquiries: Ms. Ennethe Murotua, Tel: 061-205 6243, Ms Ernstine Dama Tel: 061-2872477

DIVISION ENTERPRISE SOFTWARE AND PORTAL DEVELOPMENT SUBDIVISION ENTERPRISE SOFTWARE DEVELOPMENT

Post Designation	:	Senior Analyst Programmer Grade 7
1x Post	:	Windhoek
Scale of Salary	:	N\$277,264 – N\$331,358 (P)
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,640 per annum

Minimum requirement: A Diploma in Programming on NQF L6 (or equivalent) plus three (3) years appropriate experience.

Job Summary: This job category includes personnel involved at operational level with analysing and modifying existing systems and developing new ones to resolve problems based on the needs of the office, ministry or agency. Developing functional specifications.

Job Description: Designing, testing and implementing new systems, maintaining and modifying existing applications to meet needs within the limitations of current or proposed computer systems. Supervising the installation, testing and modification of application systems. (ii) Designing, defining, testing, installing and maintaining software to improve efficiency in the office, ministry or agency. Supporting systems recovery processes in the event of major problems. Diagnosing and resolving major system problems. Identifying and evaluating new software products and techniques to improve service quality. Analysing system performance, make and implement recommendations regarding system improvements and system tuning. Conducting operating systems/DBMS product installations support and upgrades. Managing of supplies and software versions and licenses and, planning for software acquisitions.

SUBDIVISION PORTAL DEVELOPMENT

Job Designation	:	Analyst Programmer Grade 9
1x Post	:	Windhoek
Scale of Salary	:	N\$205,681 – N\$246,204
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,640 per annum

Minimum Requirements: An appropriate Diploma in Programming on NQF L6 or equivalent qualification.

Enquiries: Ms. Minikuee Kasaona, Tel: 061-205 6211, Ms Ernstine Dama Tel: 061-2872477

DIVISION APPLICATION AND ARCHIVE SUPPORT SUBDIVISION ARCHIVAL COMPLIANCE

Job Designation	:	Archivist, Grade 9
1x Post	:	Windhoek
Scale of Salary	:	N\$185,920 – N\$222,994
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,640 per annum

Advertised Requirements: Minimum Requirements: An appropriate Degree in Archives management on NQF L7 or equivalent qualification.

Job Description: The incumbent will be responsible for the administration, monitoring and provision of support services to OMA users on the Electronic Document and Records Management System (EDRMS). Assistance and Support will be provided to OMAs in the administration, management and archiving of their electronic documents, records and contents (reports, files, letters, contracts and media files).

Enquiries: Yolande Rijarua, Tel: 061-2872193, Ms Ernstine Dama Tel: 061-2872477

DIRECTORATE OF PUBLIC SERVICE INNOVATION AND REFORM

Post	:	Chief Policy Analyst Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum requirements: A B. Degree in Economics; Population Studies; Statistics; Knowledge Management at NQF Level 7 plus 6 years appropriate experience in public sector innovation; policy analysis; research and development; and citizen's engagement. Expertise and credentials in monitoring and evaluation, project management, innovation and organisational psychology will serve as an added advantage.

Key Performance Area:-

Public service innovation; public service reform; citizen engagement (viz. conducting period surveys; focus groups and reviews); policy analysis; efficiency scrutinies; knowledge management; institutional development and organisational strengthening; research and development; monitoring and evaluation; impact assessment studies and development of remedial actions.

Enquiries: Mr Licius Mbaindjikua Tel: +264 61 287 2186/2180; Mr. Nelson Kashinduka Tel: +264 61 287 2141

DIRECTORATE OF PUBLIC SERVICE INNOVATION AND REFORM

2x Posts	:	Policy Analyst Grade 7
Duty Station	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum requirements: A B. Degree in Economics; Population Studies; Statistics; Knowledge Management at Level 7 plus three (3) years appropriate experience in Economics; Population Studies; Statistics; Knowledge Management at NQF Level 7 plus three (3) years of appropriate experience in policy analysis; public sector innovation; research and development; citizen's engagement; and institutional development and organisational strengthening. Expertise and credentials in monitoring and evaluation; project management; and organisational psychology will serve as an added advantage.

Key Performance Area:

Public service innovation; public service reform; citizen engagement (viz. conducting period surveys; focus groups and reviews); policy analysis; efficiency scrutinies; knowledge management; institutional development and organisational strengthening; research and development; monitoring and evaluation; impact assessment studies and development of remedial actions.

Enquiries: Mr Licius Mbaindjikua Tel: +264 61 287 2186/2180; Mr. Nelson Kashinduka Tel: +264 61 287 2141

DEPARTMENT ADMINISTRATION INFORMATION AND TECHNOLOGY MANAGEMENT, DIVISION FINANCE, SUB-DIVISION BUDGET MANAGEMENT

Post Designation	:	Account Assistant Grade 11
1x Post	:	Windhoek
Salary Scale	:	N\$126,654 – N\$151,910
Housing Allowance	:	N\$11,616 Per annum
Transport Allowance	:	N\$8,760 per annum

Minimum requirements: A Grade 12 certificate with 20 points in five (5) Subjects and an E-Symbol in English or equivalent qualification (NQF Level 3).

Generic Job Category Description: The Account Assistant is responsible for the administration of routine financial activities related to creditors and debtors and ensures that the outstanding payments are made and customers well attended to:-

Key Performance Area:-

- Processing salary deductions for the Month.
- Processing of 3rd party payments electronically/ manually.
- Fax the confirmation of payment to suppliers (3rd parties).
- Attach General expenses forms to individual electronic payments and their reference numbers and file according to their respective files.
- Printing of payslips for the month and distribute.
- Filing of all salary supporting documents.
- Register and file documents, returned cheques from banks and orders according to invoice numbers.
- Administer the computerized accounting systems e.g.
 - (i) Record payments in the appropriate books

- (ii) Issue invoices to creditors/debtors
- Handle claims for subsistence and traveling allowances accordingly.
- Compilation of monthly and financial reports as well as financial statements.
- Perform any work related duties that may be assigned from time to time by the immediate supervisor.

Interested applicants must complete the Public Service application form obtainable from all government offices. Failure to complete all items correctly on the application forms and on health Questionnaire 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. All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA).

Enquiries: Mr Simon Paulus Tel 061-287 2097/Mr Lineekela Hihepa Tel 061-287 2096

**DIRECOTRATE: HUMAN RESOURCES, ADMINISTRATION AND FINANCE
DIVISION: GENERAL ADMINISTRATION AND MAINTENANCE
SUB-DIVISION: PROCUREMENT AND TRANSPORT**

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 - N\$271,828
Transport Allowance	:	N\$7,680 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum requirements: A National Diploma in Public Administration, Logistic or Business administration studies or equivalent qualification on NQF Level 6 plus 6 years experience in Government procurement system and contract management. Good writing, verbal communication and presentation skills; as well as computer skills in pastel, excel, access and power point are a prerequisite. A valid driver's license will be added advantage.

Key Performance Areas:

He/she must 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 System, Office Support Services; Integrated Financial Management System (IFMS) and Fleet Management.

- Prepare Annual procurement plans for the Subdivision
- Develop and review specifications with initiating divisions
- Prepare bidding documents in respect of maintenance services through the procurement Committee in accordance with Procurement Act, 2015 (Act No. 15 of 2015).
- Service as member of Stocktaking Board Members.
- Prepare and review Performance Agreements of staffs.
- Manage contract between OPM and service providers.
- Manage procurement commitments and produce monthly reports
- Supervise cleaning and switchboard services
- Serve as a member of the Ministerial Procurement Management Unit
- Prepare annual Audit Report.
- Manage MTC and Telecom Namibia Contract.
- Reconcile and compile GRN vehicles monthly expenditure invoices from Government Garage.

PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023, CLOSING DATE 07- MARCH 2023

- Manage the issuing of GRN vehicles Trip Authority Petrol Cards and log sheet.
- Liaise with Government Garage on maintenance GRN vehicles.
- Draft and compile GRN vehicles accident report and submit to Government Attorney.
- Undertake any other assignment/ duties as required from time to time Supervisor

In terms of Affirmative Action plan, qualifying women and persons with disabilities, are encouraged to apply.

Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. Qualifications obtained from foreign education institutions must be evaluated by NQA.

Applications (on form 156043) must be accompanied by a comprehensive CV and certified copies of Birth Certificate, ID and Educational Qualifications. Applications with foreign obtained qualification are encouraged to attach copies of the Evaluation of qualifications. Public servants should attach confirmation of probation period

Applications must be addressed to:

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

Or

Hand deliver at Division Human Resources, 5th Floor, Theo Ben Gurirab Building

Enquiries: Ms. Rosina Marenga **Tel:** 06 –287 2046 / Mr Jesaya Kangandjo **Tel:** 06-287 2093

MINISTRY OF AGRICULTURE, WATER AND LAND REFORM

DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION DIVISION LANDS SUB-DIVISION: RESETTLEMENT

Post Designation	:	Development Planner Grade 8
2x Posts	:	(Post A) Zambezi Region (Katima Mulilo) (Post B) Oshana Region (Oshakati)
Scale of Salary	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate B-Degree in Land Management / Land Administration or related Degree with land administration subjects. Candidates must be computer literate with knowledge in Geographical Information System (GIS). **A code B valid driver's license is compulsory.**

Main Duties

- Manage Resettlement Programme in the Region
- Serve as Secretary to Regional Resettlement Committees.
- Implementation of Resettlement Committee and the Land Reform Advisory Commission resolution.
- Receiving and filing of applications; updating of the Resettlement Database; revenue collection from resettlement leases and; logistics pertaining to the resettlement committee.
- Conduct monitoring for compliance to lease conditions and investigations on resettlement farms
- Awareness creation on the Agriculture Commercial Land Reform Act. (No. 6 of 1995)
- Perform any other official duties as assigned by supervisor.

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

Women and people with disabilities are encouraged to apply.
Incomplete applications will not be considered.

Enquiries: Mr. Alfred M. Sikopo, Telephone: Cell No: 0811410556

DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION DIVISION LANDS (OSHANA) SECTION: ADMINISTRATIVE SUPPORT

Post Designation	:	Administrative Officer Grade 12
1 x Post	:	Oshakati
Scale of Salary	:	N\$102,622 – N\$123 086
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum Requirements: A Grade 12 Certificate with 20 points over 5 subjects PLUS an E-symbol in English. Candidate must be computer literate and a code B valid driver's license is compulsory. Experience in Procurement Management will be a definite advantage.

Main Duties

- Provide Administrative Support Services to Regional Offices,
- Ensure the orderly keeping of files/records and databases;
- Management of stores

**PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023,
CLOSING DATE 07- MARCH 2023**

- Perform any other official duties as assigned by supervisor.

NB: Due to the decentralization, the successful candidate must be prepared to be seconded to Regional Councils. Women and people with disabilities are encouraged to apply. Incomplete applications will not be considered.

Enquiries: Mr. Alfred M. Sikopo, Telephone: Cell No: 0811410556

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISIONS LANDS: ZAMBEZI REGION**

Post Designation	:	Chief Valuer Grade 5
1x post	:	Zambezi Region (Katima Mulilo)
Scale of Salary	:	N\$412, 001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF Level 7 plus five (5) years appropriate experience in valuations of real estates. A code B valid driver's license is compulsory.

Main Duties

- Supervise the gathering, recording, analysis of quality property sales data and maintenance of a digital database of property sales and ensure updates of market values;
- Conduct consultations workshops and advice local authorities, village council and settlement areas on property valuations as well as the valuations for compensations and rating valuation
- Supervise the gathering, recording and analysis of quality property rentals;
- Supervise the gathering, recording and analysis of quality cost data for buildings cost, farm infrastructure, commercial buildings, industrial buildings and plant and machinery and maintain and ensure the proper update of this information;
- Supervise projects assigned to the sub-division and work closely with Regional Council, Town Councils, Village Councils and Settlement Offices
- Supervise the production of timely monthly, quarterly and annual property indicators for real estate properties according to zoning attributes;
- Ensure that the Directorate of Valuation and Estate Management is supplied with up-to-date market data for the day-to-day execution of valuation assignments;
- Ensure the timely and quality production of monthly, quarterly and annual reports of the sub-division. Prepare budget for the sub-division of valuation
- Prepare and submit valuation request from clients to office of the Valuer General for approval and if directed negotiate on behalf of the clients
- Ensure the safe keep of all reports prepared by the sub-division both electronically and manually
- Perform and any other duties as may be assigned by the Deputy Director Division Lands: or Valuer General from time to time.
- Attend to Land Tax queries and serve as a team member for commercial agriculture land tax rating valuation

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

Enquiries: Mr. Alfred M. Sikopo, Telephone: Cell No: 0811410556

**DIRECTORATE RESETTLEMENT & REGIONAL PROGRAMME IMPLEMENTATION
DIVISIONS LANDS: OSHANA**

Job Designation	:	Valuer Grade 7
1x Post	:	Oshakati (Oshana Region)
Scale of Salary	:	N\$277,264 – N\$331,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF Level 7 plus three (03) years appropriate experience in valuations of real estates. A code B valid driver's license is compulsory.

Main Duties

- Gathering, recording, analysis of quality property sales data and maintenance of a digital database of property sales and ensure updates of market values;
- Advice local authorities, village council and settlement areas on property valuations as well as the valuations for compensations and rating valuation
- Gathering, recording and analysis of quality property rentals;
- Gathering, recording and analysis of quality cost data for buildings cost, farm infrastructure, commercial buildings, industrial buildings and plant and machinery and maintain and ensure the proper update of this information;
- Ensure that the Directorate of Valuation and Estate Management is supplied with up-to-date market data for the day-to-day execution of valuation assignments;
- Prepare and submit valuation request from clients to office of the Valuer General for approval and if directed negotiate on behalf of the clients
- Ensure the safe keep of all reports prepared by the sub-division both electronically and manually
- Perform and any other duties as may be assigned by the Deputy Director Division Lands: or Valuer General from time to time.
- Attend to Land Tax queries and serve as a team member for commercial agriculture land tax rating valuation

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

Enquiries: Mr. Alfred M. Sikopo; **Telephone:** Cell No: 0811410556

**DIRECTORATE DEEDS REGISTRY
DIVISION: DEEDS EXAMINATION
SECTION: CENTRAL SOUTH AND NORTH**

Job Designation	:	Chief Deeds Examiner Grade 8
1x Post	:	Windhoek
Scale of Salary	:	N\$227,453 – N\$271,828
Salary Notch	:	N\$227,453 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A Diploma in Land Management/Registration/Administration (specializing in Deeds Registration) on NQF Level 6 or Diploma in Deeds Registration Law (NQF Level 6) PLUS 8 years appropriate experience. Advance Computer literacy or B-Tech Degree in Land Management will serve as a definite advantage.

Main Duties

- Provide Administrative support to the Directorate of Deeds Registry and implementation ministerial policies, plans and programmes at Unit level;
- Knowledge of different sectional/deeds documents types and functionalities as prepared by Conveyancer/Notaries;
- Knowledge on accounting management (creditors control)
- Knowledge on information communication technology different software functionality
- Competence in controlling, managing electronic system
- Liaise with IT personal and information management developers
- Control quality on all captured and scanned deeds information;
- Perform/Examine sectional/deeds in efficient manner at the final level before registration and able to reject and pass after determine compliance;
- Ensure quality checked on real properties rights records before extract local authorities monthly reports;
- Serve as link between the Deeds Registry Office and Real Right Estate Stakeholders;
- Assist deeds clients with deeds information as contemplated by sectional/deeds Acts;
- Prepare to work under pressure and to plan for the Section activities with regard to PMS;
- Act as an overall Deeds Examiner Supervisor, mentor and provide capacity building to the staff members under Computer Section
- Perform any other duty as assigned by supervisor or Registrar of Deeds.

NB: Further due to different type of examination format, the successful candidate should be prepared to be assigned to the unit-sectional titles or flexible land tenure.

Enquiries: Ms Ipawa Shitute or Njahi Mushe; **Telephone:** 061-2965328

**DIRECTORATE DEEDS REGISTRY
DIVISION: DEEDS EXAMINATION
SECTION: CENTRAL SOUTH AND NORTH**

Job Designation	:	Senior Deeds Examiner Grade 10
1 x Post	:	Windhoek
Scale of Salary	:	N\$151,910 – N\$182,202
Salary Notch	:	N\$151, 910 per annum
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A Diploma in Land Management/Registration/Administration (specializing in Deeds Registration) on NQF Level 6 or Diploma in Deeds Registration Law (NQF Level 6) PLUS 6 years appropriate experience. Advance Computer literacy or B-Tech Degree in Land Management will serve as a definite advantage.

Main Duties

- Perform/Examine sectional/deeds in efficient manner at the second level before pass or reject after determine compliance;
- Knowledge of different nature of sectional/deeds documents types and functionalities as prepared by Conveyancer/Notaries;
- Scrutinize Sectional/Deeds titles for accuracy, completeness and conforming to deeds legal requirements, estate acts and other administrative laws;
- Knowledge on different deeds endorsements and their functionality and the interpretation thereof;
- Provide Administrative support to the division deeds examination;
- Assist deeds clients with deeds information as contemplated by sectional/deeds Acts;
- Serve as link between the Deeds Registry Office and Real Right Estate Stakeholders;
- Prepare to work under pressure and plan for the unit activities with regard to PMS;
- Act as supervisor, mentor and provide capacity building;
- Perform any other duty as assigned by supervisor or Registrar of Deeds.

Applications must be forwarded to:

PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023, CLOSING DATE 07- MARCH 2023

**The Executive Director
Ministry of Agriculture, Water and Land Reform
Private Bag 13343
Windhoek**

OR

**Hand Delivered
Ministry of Agriculture, Water and Land Reform
No 55 Robert Mugabe Avenue
Windhoek**

Enquiries: Ms Ipawa Shitute or Njahi Mushe; **Telephone:** 061-2965328

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: HUMAN RESOURCES DIVISION: HUMAN RESOURCE MANAGEMENT SUBDIVISION: CONDITIONS OF SERVICE

Post Designation	:	Chief Human Resource Practitioner Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$337,984 – N\$403,922
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum requirements: A National Diploma majoring in human resources on NQF L6 plus approximately six (6) years appropriate experience in Human Resource Management of which four (4) years must be at a level of Grade 7.

Additional requirements: Candidate must have an appropriate Degree on NQF level 7 or higher majoring in Human Resources. Must be computer literate.

DIRECTORATE: HUMAN RESOURCES DIVISION: HUMAN RESOURCE MANAGEMENT SUBDIVISION: PERFORMANCE MANAGEMENT

Post Designation	:	Chief Human Resource Practitioner Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$337,984 – N\$403,922
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum requirements: A National Diploma majoring in human resources on NQF L6 plus approximately six (6) years appropriate experience in Human Resource Management of which four (4) years must be at a level of Grade 7.

Additional requirements: Candidate must have an appropriate Degree on NQF level 7 or higher majoring in Human Resources. Preference will be given to candidates with experience in performance management. Must be computer literate.

DIRECTORATE: HUMAN RESOURCES DIVISION: HUMAN RESOURCES DEVELOPMENT SUBDIVISION: HUMAN RESOURCES TRAINING & STAFF DEVELOPMENT COORDINATION SECTION: STAFF DEVELOPMENT COORDINATION

Post Designation	:	Chief Health Programme Officer Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$337,984 – N\$403,922
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: An appropriate B-Degree or equivalent qualification on NQF Level 7 in health-related field plus approximately five (5) years appropriate experience in health education or training or staff development.

Additional requirements: Preferences will be given to candidate with experience in facilitating Fellowship/Training policies and guidelines activities.

DIRECTORATE: HUMAN RESOURCES
DIVISION: HUMAN RESOURCES DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES TRAINING & STAFF DEVELOPMENT COORDINATION
SECTION: STAFF DEVELOPMENT COORDINATION

Post Designation	:	Senior Health Programme Officer Grade 7
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$277,264 – N\$331,358
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: An appropriate B-Degree or equivalent qualification on NQF Level 7 in health related field plus approximately four (4) years appropriate experience in health education or training or staff development.

Additional requirements: Preferences will be given to candidate with experience in facilitating Fellowship/Training policies and guidelines activities.

DIRECTORATE: HUMAN RESOURCES
DIVISION: HUMAN RESOURCES DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES TRAINING & STAFF DEVELOPMENT COORDINATION
SECTION: HUMAN RESOURCE TRAINING COORDINATION

Post Designation	:	Chief Health Programme Officer Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$337,984 – N\$403,922
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: An appropriate B-Degree or equivalent qualification on NQF Level 7 in health-related field plus approximately five (5) years appropriate experience in health education or training or staff development.

Additional requirements: Preferences will be given to candidate with experience in facilitating Fellowship/Training policies and guidelines activities.

DIRECTORATE: HUMAN RESOURCES
DIVISION: HUMAN RESOURCES DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES TRAINING & STAFF DEVELOPMENT COORDINATION
SECTION: HUMAN RESOURCE TRAINING COORDINATION

Post Designation	:	Senior Programme Officer Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$277,264 – N\$331,358
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: An appropriate B-Degree or equivalent qualification on NQF Level 7 in health-related field plus approximately four (4) years appropriate experience in health education or training or staff development.

Additional requirements: Preferences will be given to candidate with experience in facilitating Fellowship/Training policies and guidelines activities.

Enquiries: Mr. L. Doeseb, HRM office, Head office, Tel. No. 2032218 or 2032189.

DIRECTORATE: PHARMACEUTICAL SERVICES
DIVISION: PHARMACEUTICAL SUPPORT SERVICES
SUBDIVISION: PHARMACEUTICAL POLICY AND STANDARDS DEVELOPMENT

Post Designation	:	Chief Pharmacist Grade 5
1x Post	:	Windhoek
Salary scale	:	N\$412,001 – 492,567
Fixed overtime	:	N\$214,066 per annum
Transport allowance	:	N\$8,760 per annum
Housing allowance	:	N\$14,520 per annum

Minimum requirements: Registration with HPCNA as a Pharmacist with approximately six (6) years of relevant work experience.

Additional requirements: Bachelor's degree in Pharmacy at NQF level 7. Approximately six (6) years' experience in pharmaceutical policy development process and in coordinating the implementation of national medicines policies in developing countries setting. Post-graduate degree in a relevant pharmaceutical field, or public health or policy development.

DIRECTORATE: PHARMACEUTICAL SERVICES
DIVISION: QUANTIFICATION AND PROCUREMENT
SUBDIVISION: QUANTIFICATION

Post Designation	:	Chief Pharmacist Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$412, 001 – 492,567
Fixed Overtime	:	N\$214,066 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum requirements: Bachelor's degree in Pharmacy at NQF level 7. Substantial Operational experience in managing a supply chain. Approximately five (5) years of hands-on experience in forecasting and supply planning.

Additional requirements: Postgraduate qualification in Supply Chain Management or related field. Qualifications in statistics and/ or Project Management will be an added advantage.

DEPARTMENT: HEALTH & SOCIAL WELFARE POLICY

Post Designation	:	Chief Health Programme Officer Grade 6
1x Post	:	Windhoek, Quality Assurance (Head office)
Salary Scale	:	N\$337,984 – N\$403,922
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: An appropriate B-Degree or equivalent qualification on NQF Level 7 in health-related field.

Additional requirements: Must be registered with Health Professions Council of Namibia with three (3) years appropriate experience in health-care setting. Preferences will be given to candidate with qualification in Infection Prevention Control.

Enquiries: Ms. E. Andreas, HRM Office, Head office, Tel. No. 2032179 or 2032189.

DIRECTORATE: ATOMIC ENERGY
DIVISION: RADIATION PROTECTION REGULATOR
SUBDIVISION: INSPECTION, LICENCING & REGULATOR

Post Designation	:	Chief Radiation Physicist Grade 5
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$412,001 – 492,567 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum requirements: An appropriate B.Science degree in Physics or Chemistry or Radiobiology or Engineering on NQF L8.

Additional requirements: Candidate must have a postgraduate qualification in Radiation Protection with approximately three (3) years appropriate experience in the system of authorization of radiation sources and facilities. Knowledgeable in radiation safety principles and applications.

Key performance areas:

- Perform general functions relating to human resource development and management
- Develop and maintenance of notification system
- Develop and maintain a system for review and assessment of applications
- Develop and oversee the implementation of an inspection programme.
- Develop and oversee the implementation of a system of authorization, licencing and registration
- Development and maintenance of enforcement programme
- Maintain a register of the regulatory activities
- Assess performance of regulatory activities in relation to international standards and develop action plan to address gaps
- Assist in capacitating the subdivision with appropriate technical competency
- Facilitate resources mobilisation for the subdivision (recruitment, budgeting, procurement)

Enquiries: Mr. W. Karuhumba, HRM Office, Head office, Tel. No. 2032187 or 2032189.

DIRECTORATE: INANCE AND PROCUREMENT
DIVISION: FINANCE
SUBDIVISION: TENDER AND CONTRACT ADMINISTRATION

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek (Head Office)
Salary scale	:	N\$151,910– N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760.00 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1-year appropriate experience OR A Grade 12 Certificate (NQF Level 3) plus 3 years' appropriate experience.

Additional requirements: Must have a National Diploma in Business Administration or Public Administration or Business Management at NQF level 6. Candidate must have served in the internal procurement structure of a Public entity.

**DIRECTORATE: FINANCE AND PROCUREMENT
DIVISION: STORES AND ASSET MANAGEMENT
SUB-DIVISION: DONATIONS AND REQUISITION**

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$151,910– N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience OR A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

Additional requirements: Candidate must be computer literacy and must have a valid driver's license code 08. Basic Stock Control Course Certificate will serve as an added advantage.

**DIRECTORATE: FINANCE AND PROCUREMENT
DIVISION: STORES AND ASSET MANAGEMENT
SUB-DIVISION: WAREHOUSING AND INVENTORY MANAGEMENT**

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum requirements: A National Diploma in Business Management or Public Administration or Public Management at (NQF Level 6) plus six (6) appropriate years of experience of which three (3) years should be at the level of Chief Administrative Officer Grade 8 or equivalent.

Additional requirements: Preference will be given to candidate with Bachelor Degree in Business Management or Business Administration or Public Administration (or equivalent qualification) at NQF level 7, and with working experience in Warehousing and/or Inventory Management field. Candidate must be computer literate. Basic Stock Control Course Certificate will be an added advantaged.

Key Performance Areas:

- Ensure the effective and efficient planning, organizing, directing, controlling, coordinating and safe guarding of stock items at the warehouses.
 - Management and administration of the subdivision.
 - Responsible for all management support functions pertaining to stores functions.
 - Organize, liaise, and co-ordinate stores functions pertaining to submissions, correspondences, circulars etc.
 - Preparing of draft budget for subdivision: Warehousing and Inventory Management and control over the expenditure thereof;
 - Conduct annual stocktaking
 - Responsible for all submissions to Treasury, Auditor General and other Government institutions;
 - Responsible for compiling and submitting of the annual report for the subdivision.
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**DIRECTORATE: FINANCE AND PROCUREMENT
DIVISION: STORES AND ASSET MANAGEMENT
SUB-DIVISION: WAREHOUSING AND INVENTORY MANAGEMENT**

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$151,910– N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification NQF Level 6 plus one (1) year appropriate experience OR A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience.

Additional requirements: Candidate must be computer literate and, have a valid driver's license code 08. Candidates in possession of a Basic Stock Control Course Certificate shall receive preference.

**DIRECTORATE: FINANCE AND PROCUREMENT
DIVISION: EXPENDITURE SUBDIVISION: ACCOUNTS PAYABLE**

Post Designation	:	Accounts Assistant Grade 11
2x Posts	:	Windhoek (Head Office)
Salary Scale	:	N\$126,654 – N\$151,910
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum requirements: A Grade 12 Certificate on NQF L3 or equivalent Qualification.

Additional requirements: Preference will be given to candidates with an Accounting subject in Grade 12. Must be computer literate.

Applications must be submitted on form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, Identity document, detailed CV and academic records. **All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).** Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify the application. No documents will be returned.

Candidates employed in the Public Service must attach letter of confirmation and those from outside the public service must attach proof of their current job level, failure to attach will automatically disqualify the application.

Applications must be addressed to:

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

Hand delivery to:

Ministry of Health and Social Services

**PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023,
CLOSING DATE 07- MARCH 2023**

Division Human Resource Management
Harvey Street, Head office
Windhoek.

Enquiries: Mrs. Ester. N. Nashiku, HRM office, Head office, Tel: 061 2032188.

DIRECTORATE: OMUSATI REGION
DIVISION: GENERAL AND FACILITY MANAGEMENT
SUD-DIVISION: HEALTH CARE TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: HEALTH CARE TECHNOLOGY AND MANAGEMENT

Post Designation	:	Engineer Grade 6
1x Post	:	Outapi (Regional Office)
Salary Scale	:	N\$337,984 – N\$403,922
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum requirements: Registration as Professional Engineer/Incorporated Engineer with Engineering Council of Namibia.

Please note: Only shortlisted candidates will be contacted and no personal documents will be returned. **Applicants with foreign obtained qualifications should attach copies of the evaluation of qualifications of NQA.**

Applications (on form 156043) obtainable from all government offices, must be accompanied by a comprehensive CV, ID, educational qualifications and other relevant documents. Public Service employees must attach proof of confirmation of probation. Applications not complying with the above procedures may be disqualified.

Forward application to:

The Regional Director
Ministry of Health and Social Services
Private Bag 504
Outapi
Omusati Region

Enquiries: Ms. Maghanaem Nakasole, Tel: 065 – 251809 or Ms. Monika Shilunga, Tel: 065 – 251812.

ERONGO REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS & CULTURE

Post Designation	:	Principal Grade 5
8x Posts	:	1 Narraville Primary School (Walvis Bay Circuit)
	:	2 High Hope Primary School (Walvis Bay Circuit)
	:	3 Flamingo Secondary School (Walvis Bay Circuit)
	:	4 Atlantic Combined School (Swakopmund Circuit)
	:	5 Willem Borchard Primary School (Omaruru Circuit)
	:	6 Walfrieden Primary School (Omaruru Circuit)
	:	7 Karibib Junior Secondary School (Omaruru Circuit)
	:	8 S.I. !Gobs Secondary School (Omaruru Circuit)
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) qualification plus 7 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Supplementary Selection Requirements:

- Candidate must possess at least 5 years (or more) experience at the functional level Grade 6 (or higher).
 - Candidate must have a professional teaching qualification that would enable him/her to teach at appropriate phase (Primary, Junior Secondary and Senior Secondary Phase).
-

Post Designation	:	Head of Department Grade 6 (Re-advert) Area of specialization Languages (Khoekhoegowab), Grade 4 -7
1x Post	:	Vrede Rede Primary School (Swakopmund Circuit)
Salary Scale	:	N\$337,984 – N\$403 922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The short listing of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
-

Post Designation	:	Head of Department Grade 6 (Re-advert) Area of specialization Junior Primary, (English and Afrikaans)
1x Post	:	Tamariskia Primary School (Swakopmund Circuit)
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The short listing of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
-

Post Designation	:	Head of Department Grade 6 (Re-advert) Area of specialization Languages (English and Afrikaans) Grade 8 –AS Level
Duty Station	:	Namib High School (Swakomund Circuit)
Salary Scale	:	N\$337,984 XP- N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The short listing of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
-

Post Designation	:	Head of Department Grade 6 (Re-advert) Area of specialization Languages (English and Khoekhoegowob) Grade 8-10
1x Post	:	Kamwandi Combined School (Swakopmund Circuit)
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The short listing of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
-

Post Designation : Head of Department Grade 6 (**Re-advert**)
Area of specialization Mathematics and Sciences
(Mathematics and Physical Science) Grade 8 – AS Level

1x Post : Kolin Foundation Secondary School (Swakomund
Circuit)

Salary Scale : N\$337,984 - N\$403,922

Housing Allowance : N\$14,520 per annum

Transport Allowance : N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The short listing of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
-

Post Designation : Head of Department Grade 6
Area of specialization Mathematics and Sciences
(Mathematics and Physical Sciences) Grade 8 - 11

1x Post : Kamwandi Combined School, (Swakomund
Circuit)

Salary Scale : N\$337,984 - N\$403,922

Housing Allowance : N\$14,520 per annum

Transport Allowance : N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The short listing of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
-

Post Designation	:	Head of Department Grade 6 Area of specialization Mathematics and Sciences (Mathematics and Natural Science and Health Education (NSHE) Grade 4-7
1x Post	:	Otjimbingwe Primary School (Omaruru Circuit)
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The short listing of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
-

Post Designation	:	Head of Department Grade 6 Area of specialization Commerce (Accounting and Business Studies) Grade 8 –AS Level
1x Post	:	Martin Luther High School (Omaruru Circuit)
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14 520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The short listing of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
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Post Designation	:	Head of Department Grade 6 Area of specialization Mathematics and Sciences (Mathematics and Physical Sciences) Grade 8 - 11
1x Post	:	Petrus Ganeb Secondary School (Omaruru Circuit)
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The short listing of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
-

Post Designation	:	Head of Department Grade 6 Area of specialization Social Sciences, (Geography and History) Grade 8- 11
1x Post	:	Otjiperongo Junior Secondary School, (Omaruru Circuit)
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The short listing of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.

- Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
-

Post Designation	:	Head of Department Grade 6 Area of specialization Mathematics and Sciences (Mathematics and Physical Sciences) Grade 8 – 11
1x Post	:	Usakos Junior Secondary School, (Omaruru Circuit)
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The short listing of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
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Post Designation	:	Head of Department Grade 6 Area of specialization Junior Primary (English and Afrikaans)
1x Post	:	Totaleni Primary School, (Walvis Bay Circuit)
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The short listing of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
-

Post Designation	:	Head of Department Grade 6 Area of specialization Mathematics and Sciences (Mathematics and Natural Science and Health Education (NSHE) Grade 4-7
1x Post	:	High Hope Primary School, (Walvis Bay Circuit)
Salary Scale	:	N\$337,984 XP- N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The short listing of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
-

Post Designation	:	Head of Department Grade 6 Area of specialization Mathematics and Sciences (Mathematics and Physical Sciences) Grade 8-AS
1x Post	:	Duinesig High School, (Walvis Bay Circuit)
Salary Scale	:	N\$337,984 XP- N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements:

- The short listing of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
-

Post Designation	:	Chief Hostel Matron Grade 12
1x Post	:	Usakos Junior Secondary School
Salary Scale	:	N\$102,622 - N\$123,086
Housing Allowance	:	N\$11 616 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A Grade 10 or equivalent qualification on (NQF L2) with 24 points over 7 subjects and D symbol in English.

Additional requirements: Candidates must have three (3) working experience as Hostel Matron Grade 13.

Application for employment form 156043 and Health Questionnaire 156094 with original certified copies of qualification (s) and **academic records/transcript of qualification is compulsory** (s), Identity Document, testimonials, confirmation of probation and CV. **All foreign qualifications must be accompanied by an evaluation report from NQA.**

Failure to complete all items on the application form for employment and not attaching necessary documents will disqualify the application. Please note that only shortlisted candidates will be contacted.

NO FAXED OR EMAILED DOCUMENTS WILL BE ACCEPTED:

Application must be posted/Hand delivered to;

Send applications on prescribed forms to:

**The Regional Director
Directorate of Education, Arts & Culture
Human Resources Administration
Private Bag 5024
Swakopmund**

Or

Hand delivery

**Office No: 124
Regional Office
Swakopmund**

Enq: Ms Elizabeth Shikongo/ Mr Andreas Nakanyala/Ms Justina O. Kapolo Tel: 064 4105141/064 4105143/064 4

HARDAP REGIONAL COUNCIL

DIRECTORATE: INFRASTRUCTURE DEVELOPMENT DIVISION: TECHNICAL SERVICES SUBDIVISION: TECHNICAL SERVICES

Post Designation	:	Engineer Grade 6
1x Post	:	Mariental
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520.00 per annum
Transport Allowance	:	N\$8,760.00 per annum

Appointment Requirements: Registration as a Professional Engineer/Incorporated Engineer with the Engineering Council of Namibia.

Note: Proof of Registration must be submitted within 12 calendar months after the date of appointment.

Main Duties:

- Interpret and ensure implementation of policy frameworks at the Regional Council in line with approved legislation.
- Provide technical input in Directorate and Divisional operational planning, ensuring that the outcome support the strategic plan and decentralization.
- Oversee the establishment of procedures for controlling, monitoring and progress reporting of activities of work programmes in the Division.
- On a monthly, quarterly and annual basis, review progress against individual and divisional plans and against budgets.
- Ensure that work plans are drawn up, provide advice to the Regional Council on matters pertaining to planning.
- Compile monthly, quarterly and annual reports of the Regional Council, Monitor and evaluate annual workplan and report to the Council.
- Monitor and prepare progress reports on Capital projects for Regional Council.
- Prepare development budget for the division and engineering services for settlement areas.
- Deal with consultants and contractors for services in Regional Councils and settlement areas.
- Carry out any other official duties assigned from time to time.

Enquiries: Mrs. K. B. Van Wyk Tel. 063 245800

DIRECTORATE: INFRASTRUCTURE DEVELOPMENT DIVISION: TECHNICAL SERVICES SUBDIVISION: CAPITAL PROJECTS/ INFRASTRUCTURE DEVELOPMENT

Post Designation	:	Town and Regional Planner Grade 6
1x Post	:	Mariental
Salary Scale	:	N\$337,984 – N\$403, 922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: Registration as Town and Regional Planner.

PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023, CLOSING DATE 07- MARCH 2023

Main Duties:

- Liaise with relevant statutory bodies on policy issues pertaining to Town and Regional Planning.
- Assist in the interpretation and implementation of policy frameworks at Regional level in line with approved legislation.
- Provide technical input on operational planning of the Subdivision. Implementation of plans within the time and resource limits.
- Prepare monthly, quarterly and annual work plan of the Subdivision. Participate in the planning process and consultation with Constituency Development Committees and Settlement Development Committees in respect of the budget.
- Ensure that consultants and contractors adhere to set standards.
- Provide strategic advice to the Deputy Director on matters pertaining to town and regional planning.
- Prepare layout plans for settlement areas; prepare submissions to Namibia Planning Advisory Board and the Townships Board for declaration and proclamation of settlement areas.
- Coordinate the process of identification of growth points and negotiations with relevant stakeholders for settlement development.
- Prepare criteria for the declaration of settlement areas (needs and desirability studies).
- Prepare Project identification forms for town planning projects (layout plans, town planning schemes and structure plans).
- Prepare reports on the status of planning in settlement areas for Council regarding how many erven are available and recommend action.
- Verify and certify payment requests. Ensure the existence of proper storage and filling facilities for plans and maps.
- Monitor progress of projects and provide feedback.
- Ensure adherence to relevant policies and procedures.
- Carry out any other official duties assigned from time to time.

Enquiries: Mrs. K. B. Van Wyk Tel. 063 245800

DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION**DIVISION: DEVELOPMENT PLANNING****SUBDIVISION: DEVELOPMENT PLANNING**

Post Designation	:	Chief Development Planner Grade 6
1x Post	:	Mariental
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate B. Degree on NQF Level 7.

Main Duties:

- Interpret and ensure implementation of development policy frameworks at regional level and line with approved legislation.
- Provide technical input in the Directorate operational plan in line with the strategic plan.
- Consolidate the inputs from CDCs in the development budget.
- Formulation, monitoring, implementation and analysis of the regional development and capital budget and its trends.
- Assess PIFs and Appraise Project proposals.
- Liaise with project consultants on project implementation.

PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023, CLOSING DATE 07- MARCH 2023

- Liaise with NPCS and line Ministries on sectoral issues or plans which impacts on regional economic development.
- Coordinate development issues with other relevant offices.
- Coordinate development of settlement areas.
- Compile monthly, quarterly and annual reports of the subdivision.
- Ensure adherence to relevant policies and procedure.
- Ensure that the work schedule of subordinates is supervised and program targets are met.
- Appraise staff and make recommendations.
- Identify staff training and development needs and make recommendations.
- Monitor and evaluate projects and report progress to the supervisor.
- Ensure ongoing consultation with consultants under contract to the Regional Council.
- Carry out any other official duties assigned from time to time.

Enquiries: Mrs. K. B. Van Wyk Tel. 063 245800

**DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: HUMAN RESOURCE MANAGEMENT
SUBDIVISION: PERSONNEL**

Post Designation	:	Chief Human Resource Practitioner Grade 6
1x Post	:	Mariental
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A National Diploma majoring in human resources on NQF L6 plus six (6) years appropriate experience in Human Resource Administration of which 3 years must be on the level of Senior Human Resource Practitioner Grade 7.

Additional Requirements: Knowledge in Pastel Evolution and VIP systems. A valid driver's.

Main Duties:

- Liaise with relevant line ministries and the Ministry of Finance and the Office of the Prime Minister in particular on Policy issues pertaining to fiscal and personnel decentralization.
- Interpret and ensure implementation of policy frameworks at regional and local authorities in line with approved legislation.
- Ensure communication, coordination and awareness of HR policies and procedures impacting on decentralization amongst line ministries, Regional Councils and Local Authorities.
- Facilitate implementation of plans within defined timeframe and limited resources. On a monthly, quarterly and annual basis, review progress against individual and divisional plans and against budgets.
- Provide strategic guidance and leadership to the administration of the Regional Council.
- Supervise, control and coordinate the implementation of Regional Councils decisions and programmes. Ensure that assessment for institutional review and capacity building are undertaken for the Regional Council.
- Determine staffing needs, evaluate and recommend staff appointment.
- Coordinate and facilitate staff movement. Interview and/or select for appointments/promotion.
- Advise on (or assisting with) the compiling of request/proposals. Program and coordinate the activities of the HR office with that of the Council.
- Assess the staffing needs of the Regional Council and have the necessary establishment proposal drafted for consideration by the Office of the Prime Minister. Plan manpower to cater for long- and short-term needs.

PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023, CLOSING DATE 07- MARCH 2023

- Handle grievances, representations, misconducts and labour related issues.
- Provide counseling and guidance, regarding the maintenance and development of human resources. Liaise and consulting directly with the OPM / MRLGHRD on all HR administration matters. Budget or controlling of expenditure applicable to HR offices.
- Determine deviations from current rules and regulations and submit proposals to OPM. Interpret and apply: Policies, Cabinet Directives/Delegations, rules and regulations.
- Audit and approve salary advices to Division Finance. Responsible for presentation of monthly report to the Deputy Director: Human Resources. Assist HRP 3AL2 with coordination of in-house training for the HR Division.
- Assist the Deputy Director Human Resources Management with the compilation of monthly, quarterly and annual reports of the Regional Council. Responsible for day-to-day running / operation of the subdivision HR.
- Monitor and evaluate annual work plan and report progress to the Deputy Director Human Resources Management. Monitor and evaluate HR budget.
- Ensure the recovering of departmental debt. Administer compensation, benefits and performance management system. Identify staff vacancies and recruit, interview and select suitable candidate. Advice CRO and other line managers on organizational HR policy and matters. Ensure compliance with legal requirements.
- Plan, direct, supervise and coordinate work activities of the subordinates.
- Analyze training needs to design employee development, health and safety programmes. Maintain staff record and compile statistical reports concerning personnel related data such as hires, transfers, performance appraisals and absenteeism rates. Carry out any other official duties assigned from time to time.

Enquiries: Mrs. K. B. Van Wyk Tel. 063 245800

**DIRECTORATE: COMMUNITY HEALTH
SECTION: HIV/AIDS**

Post Designation	:	Senior Community Liaison Officer Grade 8
1x Post	:	Mariental
Salary Scale	:	N\$227,264 – N\$271,828
Salary Notch	:	N\$227,264 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirement: An appropriate National Diploma at NQF L6

Main Duties:

Actively popularize the National HIV Policy, promote, strengthen and implement a multi-sectoral approach to HIV/AIDS. Coordinate regional HIV / AIDS activities and provide secretarial functions to RACOC Secretariat. Collaborate with other institutions on workplace programmes. Supervising the implementation of HIV programmes in the region. Prepare and present HIV/AIDS Annual Plan and Budget to RACOC and to the Regional Council for approval. Responsible for writing proposals for funding of HIV/AIDS activities, prepare quarterly and financial reports for submission to the Supervisor. Monitor and evaluate the HIV/AIDS activities in the region through System for Program Monitoring. Coordinate relevant events within the region in corroboration with Directorate of Special Programmes in MOHSS. Establish distribution points of condoms and literature. Facilitate the provision of logistical and technical support to national events in collaboration with the stakeholders. Recommend requisitions for procurement and submit to the Supervisor. Carry out any other official duties assigned from time to time.

NB: All *foreign qualifications* must be submitted with an *evaluation report of qualifications from Namibia Qualifications Authority*. All applications must be done on the *new employment application* form 156043 and 156094 obtainable at all Government Offices together with a *comprehensive CV and certified copies of educational qualifications, proof*

PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023, CLOSING DATE 07- MARCH 2023

of identification, testimonials and any other relevant documents. **Note must be taken that competitions for vacancies in the Public Service have been limited. Public Servants must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level. Failure to complete all items** on the application form for employment and **not attaching the necessary documents** will **disqualify the application. People with disabilities are encouraged to apply.** Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

Applications must be addressed to:

**The Acting Chief Regional Officer
Hardap Regional Council
Private Bag 2017
Mariental**

Or

**Hand delivered
The Human Resources Offices
Mariental
First Floor, West Wing**

Enquiries: Mrs. K. B. Van Wyk **Tel:** 063 – 245800

KUNENE REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE SECTION: HUMAN RESOURCE ADMINISTRATION

Post Designation	:	Principal Grade 5
3x Posts	:	1. Grootberg Primary School – (Pre-Primary - Grade 7)
	:	2. Edward //Garoeb Primary School - (Pre-Primary-Grade7)
	:	3. Otjapitjapi Primary School – (Pre-Primary- Grade 7)
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Incentives	:	As applicable to the duty station

Appointment requirements: A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognised 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus 7 years teaching experience

Supplementary Selection Requirements:

- A candidate must be at the level of Grade 6 or higher at schools or in a related work environment
- Competition is limited. Staff members must have completed their probation successfully and may only compete for a vacancy which is on the next higher grade
- Candidates must ensure that copy of their confirmation of probation in their current position is attached
- Candidates must have a teaching qualification that would enable him/her to teach at Primary Phase
-

Post Designation	:	Head of Department Grade 6
12x Posts	:	1. Otuzemba Primary School – (Opuwo Circuit) (Mathematics & Natural Science Grade 4-7)
	:	2. Elias Amxab Combined School – (Epupa Circuit) (Mathematics & Physical Science Grade 8-11)
	:	3. Opuwo Junior Primary School – (Epupa Circuit) (Mathematics & Natural Science Grade 4-7)
	:	4. Omuhonga Combined School – (Epupa Circuit) (Languages - English and Otjiherero Grade 8-11)
	:	5. Otjomuru Combined School – (Epupa Circuit) (Social Sciences - Grade 4-9)
	:	6. Etosha Poort Junior Sec. School (Outjo Circuit) (Mathematics & Physical Science Grade 8-10)
	:	7. Cornelius Goreseb Sen. Sec. School – (Outjo Circuit) (Mathematics & Physical Science Grade 8-12-AS)
	:	8. K. M. Maundu Primary School – (Opuwo Circuit) (Social Science – Grade – 4-7)

- : **9.** Katutura Primary School – (Epupa Circuit)
(Junior Primary Phase – Pre-primary – Grade 3)
- : **10.** Kamanjab Combined School – (Outjo Circuit)
(History & Geography or History & Development Studies
Grade 8-11)
- : **11.** Welwitschia Junior Secondary School – (Outjo Circuit)
(Mathematics & Physical Science Grade 8-11)
- : **12.** Warmquelle Primary School – (Epupa Circuit)
(Languages – English & Otjiherero Grade 4-7)

Salary Scale : N\$337,984 – 403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum
Remoteness Incentives: **As applicable to the duty station**

Appointment requirements: A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognised 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus 6 years teaching experience

Supplementary selection requirements:

- The short listing of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialisation, major field of study and appropriate years of experience.
- Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he or she applies for.

Application Procedure:

All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable from any Government Offices. **Failure to complete all items of the application for employment form including part B.11/12 and not attaching all the necessary documents will disqualify the application.**

Originally certified copies of Qualifications, Identity Document (ID), Curriculum Vitae (CV), service certificate/ two testimonials (not older than 2 years) must be attached to the applications. All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA). In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted. No documents will be returned.

Applications must be addressed to the following address:

**Human Resource Office
 Kunene Regional Council
 Directorate of Education, Arts & Culture
 Private Bag 2007
 Khorixas**

PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023, CLOSING DATE 07- MARCH 2023

OR

Hand Delivery
Directorate of Education, Arts & Culture
Human Resource Office
Khorixas

Enquiries: Mrs. Alensia Karabo **Tel:** 067-335000

OMUSATI REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE

CIRCUIT: ANAMULENGE

Post Designation	:	Principal Grade 5 (Grade 8 – 12)
1x Post	:	Onawa Secondary School
Salary Scale	:	N\$412, 001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$9,000 per annum

Appointment requirements: A recognized 3 years' tertiary qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 7 years teaching experience

CIRCUIT: OTAMANZI

Post Designation	:	Principal Grade 5 (Pre – Grade 7)
1x Post	:	Iiyekya Primary School
Salary Scale	:	N\$412,001– N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$13, 800 per annum

Appointment requirements: A recognized 3- years' tertiary qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 7 years teaching experience.

CIRCUIT: ETAYI

Post Designation	:	Principal Grade 5 (Pre– Grade 7)
1x Post	:	Dr. Benhard S. Haufiku Primary School
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$9,000 per annum

Appointment requirements: A recognized 3- years' tertiary qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 7 years teaching experience.

CIRCUIT: OGONGO

Post Designation	:	Principal Grade 5 (Grade 1 – 7)
1x Post	:	Eenkondo Primary School
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$9,000 per annum

Appointment requirements: A recognized 3- years' tertiary qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 7 years teaching experience

CIRCUIT: OKAHAO

Post Designation	:	Principal Grade 5 (Grade 1–7)
1x Post	:	Okeeholongo Primary School
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$21,000 per annum

Appointment requirements: A recognized 3 years' tertiary qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 7 years teaching experience.

CIRCUIT: ONESI

Post Designation	:	Principal Grade 5 (Grade 1 –7)
1x Post	:	Ondjodhi Primary School
Salary Scale	:	N\$412,001– N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$9,000 per annum

Appointment requirements: A recognized 3- years' tertiary qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 7 years teaching experience

CIRCUIT: TSANDI

Post Designation	:	Principal Grade 5 (Grade 1 – Grade 7)
1x Post	:	Mbongolo Primary School
Salary Scale	:	N\$412,001– N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$9,000 per annum

Appointment requirements: A recognized 3- years' tertiary qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 7 years teaching experience

CIRCUIT: TSANDI

Post Designation	:	Principal Grade 5 (Pre – Grade 3)
1x Post	:	Amaupa Primary School
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$21,000 per annum

Appointment requirements: A recognized 3 years' tertiary qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 7 years teaching experience

CIRCUIT: OUTAPI

Post Designation	:	Principal Grade 5 (Pre – Grade 3)
1x post	:	Oukwatelo Primary School
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$9,000 per annum

Appointment requirements: A recognized 3- years' tertiary qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 7 years teaching experience

CIRCUIT: RUACANA

Post Designation	:	Head of Department Grade 6 (Pre – Grade 3) Mol: Oshindonga/Otjiherero
1x Post	:	IK Tjimuhiva Combined School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520-00 per annum
Transport Allowance	:	N\$8,760-00 per annum
RH Allowance	:	N\$21,000-00 per annum

Appointment requirements: A recognized 3 years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience.

CIRCUIT: RUACANA

Post Designation	:	Head of Department Grade 6 (Languages: English & Oshindonga/ Otjiherero Grade 8-12)
1x Post	:	Ruacana High School
Salary Scale	:	N\$337,139 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3 years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience

CIRCUIT: RUACANA

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 8-12)
1x Post	:	Ruacana High School
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3 years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience

NB: Candidate should be able to teach Mathematics, Physics and Chemistry Grade 8-12

PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023, CLOSING DATE 07- MARCH 2023

CIRCUIT: ONESI

Post Designation	:	Head of Department Grade 6 (Mathematics & Science 4-9)
1x Post	:	Ontoko Combined School
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$9,000 per annum

Appointment requirements: A recognized 3 years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience.

NB: Candidate should be able to teach Mathematics and Physical Science at Grade 8-9

CIRCUIT: TSANDI

Post Designation	:	Head of Department Grade 6 (Mathematics & Science 8-12)
1x Post	:	Shikongo Ipinge Secondary School
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$9,000 per annum

Appointment requirements: A recognized 3- years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience

NB: Candidate should be able to teach Mathematics and Biology Grade 10-12

CIRCUIT: TSANDI

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshindonga Grade 8-12)
1x Post	:	Shikongo Ipinge Secondary School
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$9,000 per annum

Appointment requirements: A recognized 3 years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023, CLOSING DATE 07- MARCH 2023

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience

CIRCUIT: TSANDI

Post Designation	:	Head of Department Grade 6 (Languages: English & Oshiwambo Grade 8-12)
1x Post	:	Mwaala Secondary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$9,000 per annum

Appointment requirements: A recognized 3 years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience

NB: Candidate should be able to teach the two languages (English and Oshindonga/Oshikwanyama Grade 8-12)

CIRCUIT: OKAHAO

Post Designation	:	Head of Department Grade 6 (Commerce 8-12)
1x Post	:	Niilo Taapopi Secondary School
Salary Scale	:	N\$337, 984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3 years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience

NB: Candidate should be able to teach Economics and Accounting on Advance level (Grade 12)

CIRCUIT: OKAHAO

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshindonga Grade 8-9)
1x Post	:	Oiva Shivute Combined School
Salary Scale	:	N\$337,984 – N\$403,922

PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023, CLOSING DATE 07- MARCH 2023

Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3- years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience

CIRCUIT: OUTAPI

Post Designation	:	Head of Department Grade 6 (Commerce Grade 10-12)
1x Post	:	David Sheehama Secondary School
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3- years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience

NB: Candidate should be able to teach any of the Commerce Subjects Grade 10-12

CIRCUIT: OUTAPI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 10-12)
1x Post	:	David Sheehama Secondary School
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3 years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience

NB: Candidate should be able to teach Physics and Chemistry Grade 10-12)

CIRCUIT: ANAMULENGE

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshindonga Grade 4-7)
1x Post	:	Ondeka Combined School

PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023, CLOSING DATE 07- MARCH 2023

Salary Scale	:	N\$337,984 – N\$402,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$9,000 per annum

Appointment requirements: A recognized 3 years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience

CIRCUIT: ANAMULENGE

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 4-11)
1x Post	:	Ondeka Combined School
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$9,000 per annum

Appointment requirements: A recognized 3- years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience

NB: Candidate should be able to teach Biology Grade 10- 11, Agricultural Science Grade 8-11 and Life Science Grade 8-9

CIRCUIT: ELIM

Post Designation	:	Head of Department Grade 6 (Pre – Grade 3) Mol: Oshindonga
1x Post	:	Onampira Combined School
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$9,000 per annum

Appointment requirements: A recognized 3- years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience.

CIRCUIT: OUTAPI

Post Designation	:	Head of Department Grade 6 (Mathematics and Natural Science & Health Education Grade 4-7
1x Post	:	Outapi Primary School
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3 years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience

CIRCUIT: OGONGO

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 8-11)
1x Post	:	Ombathi Combined School
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
RH Allowance	:	N\$9,000 per annum

Appointment requirements: A recognized 3- years' tertiary qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3 years tertiary non-teaching qualification (or equivalent) on NQF 6 Level in relation to the school subject to be taught plus a 1 year teaching qualification plus 6 years teaching experience

NB: Candidate should be able to teach Mathematics and Biology Grade 8- 11

NB: Candidates must ensure that copy of confirmation of probation in their current position is attached. All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/ transcript of their qualifications. Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

Public Service application form for employment 156043 and health questionnaire form 156094 together with comprehensive curriculum vitae and all relevant certified copies of all educational / academic qualifications and the proof of Namibian citizenship must be addressed to:

**The Regional Director
Directorate of Education, Arts & Culture
Private Bag 529
OUTAPI**

PSM CIRCULAR NO. B OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 FEBRUARY 2023, CLOSING DATE 07- MARCH 2023

Or

Hand Delivery to:

Outapi Regional Office Reception

Enquiries: Ms. Anna Andumba/Ms. Ndiyana Dominikus Tel: 065-251700

//KHARAS REGIONAL COUNCIL

**DIRECTORATE: EDUCATION, ARTS AND CULTURE
DIVISION: INFORMATION, ADULT AND LIFE LONG LEARNING, ARTS AND CULTURE
SUBSECTION: ADULT EDUCATION AND LIFE LONG LEARNING**

Post Designation	:	Education Officer Grade 8
1x Post	:	Keetmanshoop Regional Office
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

Supplementary Requirements: Preference will be given to applicants with a valid driver,s license.

- A 4 year qualification majoring in Adult Education and Life Long Learning or Community Development.
- Experience in project management will be an added advantage.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Computer literacy in Microsoft Word, Excel and Power Point.
- Knowledge of Education Act 2001 (Act no. 16 of 2001).

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili **063 227029/227075**

**DIVISION: INFORMATION, ADULT AND LIFE LONG LEARNING, ARTS AND CULTURE
SUBSECTION: ADULT EDUCATION AND LIFE LONG LEARNING**

Post Designation	:	Education Officer Grade 8
1x Post	:	Warmbad (Rebekka Dierstaan CLDC)
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

Supplementary Requirements: Preference will be given to applicants with a valid driver,s license.

- A 4 year qualification majoring in Adult Education and Life Long Learning or Community Development.
- Experience in project management will be an added advantage.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Computer literacy in Microsoft Word, Excel and Power Point.
- Knowledge of Education Act 2001 (Act no. 16 of 2001).

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DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SUBSECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Inclusive Education)
1x Post	:	Keetmanshoop Regional Office
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Requirements: Preference will be given to applicants whose probation is confirmed, with a valid driver's license.

- A 4 year teaching qualification majoring **Learning Support**.
- Recent testimonials should accompany the application form as proof of teaching Life Skills.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Computer literacy in Microsoft Word, Excel and Power Point.
- Knowledge of Education Act 2001 (Act no. 16 of 2001)

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili **063 227029/227075**

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SUBSECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Biology and Agricultural Science)
1x Post	:	Keetmanshoop Regional Office
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Requirements: Preference will be given to applicants whose probation is confirmed on Grade 8 level, with a valid driver's license.

- A 4 year teaching qualification majoring in **Biology and Agricultural Science**.
- Recent testimonials should accompany the application form as proof of teaching Biology and Agricultural Science to AS level.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Computer literacy in Microsoft Word, Excel and Power Point.
- Knowledge of Education Act 2001 (Act no. 16 of 2001)

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili **063 227029/227075**

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SUBSECTION: TEACHERS RESOURCE CENTRE

Post Designation	:	Education Officer Grade 8
1x Post	:	Luderitz
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

Supplementary Requirements: Preference will be given to applicants whose probation is confirmed with a valid driver's license.

- A 4 year teaching qualification plus 5 years' experience as a Teacher.
- Recent testimonials should accompany the application form as proof of teaching experience.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Computer literacy in Microsoft Word, Excel and Power Point.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili **063 227029/227075**

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SUBSECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Examinations and Assessment)
1x Post	:	Keetmanshoop Regional Office
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Requirements: Preference will be given to applicants whose probation is confirmed, with a valid driver's license.

- Candidate must have **three (3) years' experience as Head of Centre of Examinations at School level.**
- Recent testimonials should accompany the application form as proof of experience as Head of Centre for Examinations.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Computer literacy in Microsoft Word, Excel and Power Point.
- Knowledge of Education Act 2001 (Act no. 16 of 2001) and National Standards and Performance Indicators.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili **063 227029/227075**

SUBSECTION: BUILDING AND MAINTENANCE

Post Designation	:	Senior Works Inspector Grade 8
1x Post	:	Keetmanshoop Regional Office
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6

OR

An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience

OR

A appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience.

Supplementary Requirements: Preference will be given to applicants with a valid driver's license.

- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Computer literacy in Microsoft Word, Excel and Power Point.

The Regional Director
Directorate of Education, Arts and Culture
| | **Kharas Regional Council**
Private Bag 2160
Keetmanshoop

OR

Hand deliver at the Directorate of Education, Arts and Culture
Wheeler Street, Keetmanshoop: | | Kharas Region.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili **063 227029/227075**
