



## REPUBLIC OF NAMIBIA

### OFFICE OF THE PRIME MINISTER

Tel.: (+264 61) 287 3061

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

Enquiries: Mr Samuel Guruseb

E-mail: [Samuel.Guruseb@opm.gov.na](mailto:Samuel.Guruseb@opm.gov.na)

Department Public Service Management

BPI House, Independence Avenue

PO Box 1117

**WINDHOEK**

**26 March 2024**

**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. C OF 2024**

#### **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](mailto:Margaret.Sezuni@opm.gov.na), not later than the 10<sup>th</sup> 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

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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).

## **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 to if the situation so dictates (*vide* PSSR BVII/IX on secondment)

### **(b) 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.

### **(d) 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: 25 APRIL 2024**

***Signed by Tuyakula Haiping***  
**TUYAKULA HAIPINGE**  
**DEPUTY EXECUTIVE DIRECTOR: DPSM**

**MANAGEMENT CADRE**  
**PARLIAMENT**  
**NATIONAL ASSEMBLY SECRETARIAT**  
**DIRECTORATE: LEGAL SERVICES**

<b>Post designation</b>	:	Director Grade 3
<b>1xPost</b>	:	Windhoek
<b>Salary</b>	:	N\$528,193 – N\$560,522
<b>Motor Vehicle Allowance</b>		
<b>Capital costs</b>	:	N\$94,178 per annum
<b>Running costs</b>	:	N\$29,455 per annum
<b>Housing benefit</b>	:	N\$131,280 per annum

**Minimum requirements:** A B-Degree in Law on NQF Level 7 plus no less than 9 years post graduate experience in law of which **at least three years must be in a managerial position.**

**Additional requirements:** Candidates must be-

- Admitted as legal practitioner in Namibia for a period of **not less than 3 (Three) years;**
- Namibian Citizen and **proof of citizenship.**

**The following will be regarded as an added advantage:**

- A Master's Degree majoring in law will be an added advantage;
- A valid Namibian Driver's License.

**Main duties and skills required for the job:**

- Managing and controlling the administration of the Directorate of Legal Services;
- Perform oversight and control of the staff within the Directorate;
- Provide legal, both substantive and procedural and administrative assistance to the Secretary to the National Assembly;
- Oversight on official correspondence, speeches and press release emanating from the office of the speaker;
- Provide professional and legal service in relation to Parliament and other such related activities while on official trips;
- Responsible for the provision of in-house legal advice to the Secretary and the Speaker of the National Assembly;
- Ensure the provision of direct legal advice to the Speaker of the National Assembly, including advice on Parliament procedure, practice and any other matters related thereto;
- Scrutiny and proofreading of all legislative pieces, documents and bills presented to the National Assembly;
- Review Bills returned by the National Council to the National Assembly on legal disputes and matters arising therefrom;
- Drafting opinions on matters relating Parliament, the Constitution and legislative matters in general;
- Drafting opinions and position papers on matter relating to the office of the Speaker and such topics as are presented to the Hon. Speaker for his attention by citizenry at large;
- Assist Attorneys and Counsel in representing Parliament in litigation and dispute resolution;
- Coordinate and advise the Members of the National Assembly on parliamentary procedures, policies, rules and practices during sittings of the Assembly and its committees;
- Perform any other tasks as may be required by the Secretary of the National Assembly;

**A detailed job description will be made available on request.**

**Enquiries:** Ms. Lydia T. Kandetu, Tel 2889111 x 2503 / HR Practitioners at Tel 2889111 x 2517/2606/2659

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**DIVISION: RESEARCH, PUBLICATION AND EDITORIAL SERVICES**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Windhoek
<b>Salary</b>	:	N\$492,567 x P – N\$517,836
<b>Motor Vehicle Allowance</b>	:	
<b>Capital costs</b>	:	N\$83,106 per annum
<b>Running costs</b>	:	N\$27,811 per annum
<b>Housing benefit</b>	:	N\$121,560 per annum

**Minimum requirement:** An appropriate B-degree on NQF Level 7 plus nine (9) years appropriate experience.

**Additional Requirements:** The incumbent should have relevant experience in the Media Environment, Journalism and Public Relations/Communication fields of which 5 years should be on the supervisory/middle management level.

**Functions and Duties**

- Plan, organize and coordinates the activities, supervise and control the resources of the division;
- Responsible for the preparation and the execution of the division' budget;
- Responsible for the development and implementation of the Action Guiding Plan for the division;
- Ensure delegation of tasks and skills transfer takes place within the division;
- Responsible for the procurement of the material resources necessary for the division to meet its objectives
- Maintains professionalism and a high standard of discipline in the division;
- Approves and oversee the implementation of project proposals;
- Identifies staff training and development in line with the strategic plan;
- Responsible for the drafting of annual reports and edits in-house publications;
- Develops the policy for publications, public relations and research reports;
- Assist in the design of special training programs for the staff in the division;
- Identifies, establishes and maintains links with professional institutions in related fields for networking;
- Conduct research on a given topic requested by a Member, especially Members of various Parliamentary Standing Committees in a timely, impartial and confidential manner.
- Carry out any work related tasks delegated by the supervisor.

**Enquiries:** Ms. Lydia T. Kandetu, Tel 2889111 x 2503 / HR Practitioners, Tel 2889111x 2517/2606/2659

**Please take note of the following additional compulsory requirements for these positions:**

Application forms for employment **must be completed in full and signed**. Application forms for employment (form 156043 & 156094) should be accompanied by comprehensive curriculum vitae, certified copies of Identity Document, Qualifications and academic records as well as 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.

Confirmation of probation in the current position in case of Public Servants must be attached. National Assembly is an equal opportunity employer. Women and people with **PSM CIRCULAR NO. C OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MARCH 2024, CLOSING DATE 25 APRIL 2024**

disabilities meeting the advertisement requirements 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.

**All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation.** Applicants who fail to attach such proof will not be considered for shortlisting.

Only shortlisted candidates will be contacted and no personal documents will be returned.

Applications for employment must be addressed to:

**The Secretary  
National Assembly  
Private Bag 13323  
WINDHOEK**

**Attention: The Human Resource Offices**

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## MANAGEMENT CADRE

### OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL SERVICES  
DIRECTORATE: LOWER COURTS

<b>Post designation</b>	:	Director Grade 3
<b>1xPost</b>	:	Windhoek
<b>Scale of salary</b>	:	N\$ 554, 603 – N\$ 588, 548
<b>Housing benefit</b>	:	N\$ 131, 280 per annum
<b>Motor Vehicle Allowance</b>	:	N\$ 123, 633 per annum

**Minimum Requirements:** An appropriate B-Degree at NQF Level 7 or equivalent qualification plus **nine (9)** years' appropriate.

#### **Additional requirements:**

- Preference will be given to candidates with qualifications in Law, Police Science , Criminal Justice in Policing and Public Management;
- Candidates must have proven experience in judicial, quasi-judicial and court administration.

**NB: Please note that this post is vettable in respect of the shortlisted candidates.**

#### **Key Accountabilities**

- Manage the budget and activities of the Directorate;
- Approve requisitions for materials & services;
- Certify subsistence & travelling allowances;
- Compile budget estimates for the Directorate;
- Represent the Directorates at the events held by the Office of the Judiciary ;
- Attend Meetings, strategic plan review, annual conference and hold meetings for the Directorate;
- Compile reports for the Directorate, Annual report contribution, Legal year contribution ;
- Recommend/Approve applications for leave, training & transfers for Deputy Directors and for staff below the level of Deputy Director;
- Check & verify correspondences sent to the Executive Director for the approval of the Minister of Justice, Refund for bail forfeiture, Appointment for appraisers, Appointment for Commissioner of Oath;
- Draft circulars to be issued to the offices; and
- Execute any other tasks assigned by the Executive Director, and Deputy Executive Director: Judicial Services or any other authorised persons.

#### **Key Competencies:**

- Must be able to work with figures i.e. accounting, paralegal studies;
- Understand and know the operation of the court administration;
- Leadership/ Managerial Competencies namely: direction, result-driven leadership, managing people and organisational transformational, and
- Written and oral communication;



**DEPARTMENT: JUDICIAL MANAGEMENT  
DIRECTORATE: ADMINISTRATION**

<b>Post designation</b>	:	Director Grade 3
<b>1xPost</b>	:	Windhoek
<b>Scale of salary</b>	:	N\$ 554,603 – N\$ 588, 548
<b>Housing benefit</b>	:	N\$ 131, 280 per annum
<b>Motor Vehicle Allowance</b>	:	N\$ 123, 633 per annum

**Minimum Requirements:** An appropriate B-Degree at NQF Level 7 or equivalent qualification plus **nine (9)** years' appropriate experience.

**Additional requirements:**

- Preference will be given to candidates with qualifications in Public Management/ Administration, Human Resources Management, Commerce and Business Administration and Information Technology.
- Candidates must have proven experience in Financial-, Human Resources, Strategic-, Fleet Management-, Project Management, Procurement and Information Technology;

**NB: Please note that this post is vettable in respect of the shortlisted candidates.**

**Purpose of the position:**

- To assist the deputy Executive Director: Department Judicial Management in fulfilling his / her mandate;
- To manage the functions of the Directorate Administration which is mainly responsible for the administration and support services to the Office of the Judiciary.

**Key Accountabilities**

- To assist the deputy Executive Director: Department Judicial Management in performing his / her core-function;
- Lead and manage Finance, Human Resources Management and Development, Information Technology, and Auxiliary Services divisions, subdivisions, and sections;
- Coordinate and drive the strategic- and Annual Plan for the Office of the Judiciary;
- Monitor and control the budget process of the Office of the Judiciary;
- Oversee the implementation of the Performance Management System;
- Advise the Executive Director and the Deputy Executive Director: Judiciary Management on the policy and operational matter relating to Human Resources Management, Financial Management, Technical Support Services, Training and Development and Information Technology ;
- Ensure the compliance of the Judicial Act, Public Service Act, Labour Act, State Finance Act, and other relative legislations and regulations;
- Liaise and track progress of capital projects in conjunction with the Ministry of Justice and coordinate Office and Staff accommodation needs of the Office of the Judiciary;
- Train, coaches, and mentors staff; and
- Execute any other tasks assigned by the Executive Director, and Deputy Executive Director: Judicial Management or any other authorised persons.

**Key Competencies:**

- Sound knowledge of the Government Accounting Systems, Public Administrations, Financial Management and Project Management;
- Leadership/ Managerial Competencies namely: direction, result-driven leadership, managing people and organisational transformational ; and
- Solid writing , communication and presentation skills;

**DIRECTORATE: ADMINISTRATION  
DIVISION: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT**

<b>Post designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Windhoek
<b>Scale of salary</b>	:	N\$ 517, 195 – N\$ 543, 728
<b>Housing benefit</b>	:	N\$ 121, 560 per annum
<b>Motor Vehicle Allowance</b>	:	N\$110, 917 per annum

**Minimum Requirements:** An appropriate B-Degree majoring in Human Resources Management on NQF Level 7 or equivalent qualification plus **nine (9)** years' experience in Human Resources Management and Development.

**NB: Please note that this post is vettable in respect of the shortlisted candidates.**

**Purpose of the position**

- To direct and coordinate all human resources strategies, policies and procedures in accordance with the office of the Judiciary's strategic objectives.

**Key Accountabilities**

- To provide necessary Strategic Leadership in the implementation of the Human Resource Management Strategy of the Office of the Judiciary;
- Plan, develop, and manage human resources for the optimal organisational performance;
- Facilitate the implementation of the Performance Management System;
- Facilitate the execution of the Office of the Judiciary's Affirmative Action Plans;
- Facilitate the achievement of the Office of the Judiciary's strategic goal by providing the effective Human Resources Strategies, Administration and Management of Labour Relations;
- To strategically shape both culture and leadership in the Office of the Judiciary;
- To formulate and design plans to develop new leaders in the Office of the Judiciary;
- Advise management on best practices how to attract , develop, enhance and retain talent ;
- Provide a conducive working environment;
- Improve organisational competencies through training and development strategies;
- To implement wellness programmes to enhance the well-being of employees;
- Train, coaches, and mentors staff; and
- Execute any other tasks assigned by the Director: Administration, Executive Director, and Deputy Executive Director: Judicial Management or any other authorised persons.

**Key Competencies:**

- Sound knowledge of the Government Accounting Systems, Public Administrations, Financial Management and Project Management;
- Leadership/ Managerial Competencies namely: direction, result-driven leadership, managing people and organisational transformational ; and
- Solid writing , communication and presentation skills;

**APPLICANTS SHOULD NOTE THE FOLLOWING:**

- Applicants within the Public Service **must** attach proof of confirmation of probation to their application for employment;
- Applicants with foreign qualifications **must** attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);

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- The activities of the Office of the Judiciary are sensitive and of strategic importance, thus candidate must be aware that a security clearance in respect of shortlisted candidates may be required at any time and their co-operation in that regard will be expected;
- Applicants who only partially complete and /or do not sign application forms, or who do not attach originally certified ID, Qualifications and CVs will be disqualified. Hence applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable; and
- Please note all documentation **must** be originally certified and **must** be attached to the application form.

**Applicants in designated groups especially women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply.**

**Please further note:**

Only Shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents shall be returned to the applicants.

**The following officials may be contacted at the** Human Resources Management Division in the event that further enquiries or information is required.

**Enquiries:** Ms. Aletta Emvula, Tel: 061- 435 3603, Mr. Pinehas T. Shivute, Tel: 061- 435 3605

Applications (Form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director  
Office of the Judiciary  
Private Bag 13412  
WINDHOEK**

**OR**

**Hand delivered at the Office of the Judiciary, Schönlein Building, Schönlein Street, Windhoek West.**

**FAXED APPLICATIONS WILL NOT BE CONSIDERED.**

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**MANAGEMENT CADRE**  
**MINISTRY OF WORKS AND TRANSPORT**

**DEPARTMENT OF TRANSPORT**  
**DIRECTORATE: MARITIME AFFAIRS**

<b>Post Designation</b>	:	Director Grade 3
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 528, 193 – N\$ 560,522
<b>Housing Benefit</b>	:	N\$ 131 280 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital Costs</b>	:	N\$ 94 178 per annum
<b>Running Costs</b>	:	N\$ 29 455 per annum
<b>Total Allowance</b>	:	N\$ 123 633 per annum

**Minimum Requirement:** A Bachelor Degree at NQF Level 7 Transport **OR** Maritime **OR** Shipping Law **OR** International Law plus nine (9) years appropriate experience with at least five (5) years must be spent at middle management level.

**Additional requirements:** Specialization in verifiable legal drafting experience will be a distinct advantage. Any other Professional and/or Competency Certification in the field of Maritime/Fishing with appropriate Sea going experience will be an added advantage. Computer literacy is essential.

**Enquiries:** Mr. J P H Sheelongo +264 61-208 8803/ Ms. T L Moelenyane Tel: +264 61 -208 8133

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**DEPARTMENT OF TRANSPORT**  
**DIRECTORATE OF TRANSPORTATION INFRASTRUCTURE**  
**DIVISION: TRANSPORTATION INFRASTRUCTURE AND PLANNING**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 492, 567 – N\$ 517,836
<b>Housing Benefits</b>	:	N\$ 121, 560 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital Costs</b>	:	N\$ 83, 106 per annum
<b>Running Costs</b>	:	N\$ 27 811 per annum
<b>Total Allowance</b>	:	N\$ 110, 917 per annum

**Minimum Requirement:** A Bachelor's Degree in Civil Engineering at NQF Level 7 plus 9 years' appropriate experience with four (4) years after registration with at least four (4) years must be spent at middle management level. Registration as a Professional or Incorporated Engineer with the Namibian Engineering Council.

**Additional requirements:** Candidate must have intense experience in the fields of design, construction project management and maintenance of transportation infrastructure. Computer literacy is essential.

**Enquiries:** Ms. A Nasheya +264 61-208 8411/ Ms. T L Moelenyane Tel: +264 61 -208 8133

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**DEPARTMENT OF TRANSPORT**  
**DIRECTORATE OF CIVIL AVIATION**  
**DIVISION: METEOROLOGICAL SERVICES**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 492, 567 – N\$ 517,836
<b>Housing Benefits</b>	:	N\$ 121, 560 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital Costs</b>	:	N\$ 83, 106 per annum
<b>Running Costs</b>	:	N\$ 27, 811 per annum
<b>Total Allowance</b>	:	N\$ 110, 917 per annum

**Minimum requirements:** A B-Degree in Meteorology at NQF Level 7 plus nine (9) years appropriate experience with at least five (5) years must be spent at middle management level.

**Additional requirements:** Nine (9) years progressive working experience in one or more areas of meteorology (forecasting, climate, agro-meteorology, research, meteorological instruments). Understanding of Government Policies, Advanced familiarity and experience of the operations of WMO and ICAO and their technical documents of relevance to meteorological practices, international negotiating skills relevant to meteorology. Must have the ability to make short and long term plans for infrastructure development, and delivery of services, management of the National Meteorological Service.

**Enquiries:** Mr. J PH Sheelongo: +264 61- 208 803 / Ms. T Moelenyane: +264 61-208 8133

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**DEPARTMENT OF TRANSPORT**  
**DIRECTORATE OF TRANSPORTATION POLICY AND REGULATIONS**  
**DIVISION: TRANSPORTATION LEGISLATION**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 492, 567 – N\$ 517,836
<b>Housing Benefits</b>	:	N\$ 121, 560 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital Costs</b>	:	N\$ 83, 106 per annum
<b>Running Costs</b>	:	N\$ 27, 811 per annum
<b>Total Allowance</b>	:	N\$ 110, 917 per annum

**Minimum Requirement:** A Bachelor's Degree at NQF Level 7 in Law (LLB) plus nine (9) years' appropriate experience.

**Enquiries:** Dr. C M Limbo +264 61–208 8411/ Ms. T L Moelenyane Tel: +264 61 -208 8133

Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Applications (on form 156043 and health questionnaire form 156094) obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications. Staff members in the Public Service must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level. Applications must be submitted to the following address:

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**The Executive Director**  
**Ministry of Works and Transport**

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**Private Bag 13341  
Windhoek**

**OR hand delivered to: Registry Office Room 101, First floor Ausspannplatz**

**NB! Only shortlisted candidates will be contacted and documents will not be return back. All supporting documents (ID's, Qualifications, and References) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents will disqualify the application**

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## MANAGEMENT CADRE

### //KHARAS REGIONAL COUNCIL

<b>Post Designation</b>	:	Chief Regional Officer Grade 2
<b>1xPost</b>	:	Keetmanshoop
<b>Salary Scale</b>	:	N\$571,732 – N\$606, 726
<b>Salary Notch</b>	:	N\$ 571, 732
<b>Housing Allowance</b>	:	N\$142, 104 per annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital Cost</b>	:	N\$116, 340 per annum
<b>Running Cost</b>	:	N\$ 33, 011 per annum
<b>Duration of Contract</b>	:	Five (5) Years

**Requirements:** An appropriate Bachelor Degree or equivalent qualification at NQF level 7 plus nine (9) years' appropriate experience.

**Additional Requirements:** Preference will be given to applicants at the level of Director Grade 3 or equivalent with proven Managerial abilities with emphasis on planning, cooperative and general administration will receive preference.

**Competitive field:** Candidates from outside the Public Service must have experience in related fields on Management Level.

**Responsibilities:** The Chief Regional Officer who is also the Accounting Officer shall, subject to the control and direction of the Council, be responsible for the carrying out of the decisions of the Council and administering the affairs of the Council.

#### **Main Duties:**

- Accountable for development and implementation and economically sustainable performance-driven administration of the Regional Council.
- Adhere to and implement the duties of the Accounting Officer as prescribed by the relevant Acts.
- Present the Regional Council's Annual Budget to the Management Committee for approval.
- Ensure efficient management of resources, rationalization and optimization of service delivery and skills change management.
- Ensure and implement the Regional Council's Strategic Plan that will have a positive output on the organizational performance to ultimately ensure maximum service delivery.
- Interacting closely with the Chairperson, Management Committee members and the Governor.
- Ensure the drawing up of the budget and compilation of the financial reports thereof.
- Ensure that the Regional Council's Policies and by-laws are developed and implemented.
- Advice the Council on administrative policy matters.
- Liaise with the Ministry of Justice and Office of the Government Attorney on legal matters.
- Ensure the economic management and transparent utilization of Regional Council resources.
- Ensure the formulation, implementation and Monitoring & Evaluation of the strategic plans
- Ensure the development and overseeing of the implementation of policies, systems, procedures and standards of the Regional Council.
- Implement, manage and account for all decentralized functions.
- Liaise with Central Government, other Regional Councils, Local Authorities and relevant stakeholders on developmental programmes

**Enquiries:** Mrs. M. Ushunga 063 – 221 930 or Mr Dawid Konjore 063 – 221 929

Applications must be submitted on the revised application form 156043 (obtainable at all Government offices) and should be accompanied by a detailed CV and originally certified supporting documents (**ALL supporting documents should be originally certified by NAMPOL**). **Public Servants should attach certified confirmation letter of probation.** All foreign qualifications must be submitted together with evaluation of qualification by Namibia Qualification Authority (NQA). Applicants who fail to complete **ALL** items on the application form (**Incomplete Applications**) and not attaching the necessary documents will disqualify the application. **NB: In terms of the Affirmative Action Act, Act 29 of 1998 qualifying woman and persons with disabilities are encouraged to apply. NO fax applications will be accepted.** Applications should be forwarded to the following address:

**The Acting Chief Regional Officer  
//Kharas Regional Council  
Private Bag 2184  
KEETMANSHOOP**

**Or Hand delivery at:**

**//Kharas Regional Council  
Human Resources Division  
Wheleer Street  
Education Building  
KEETMANSHOOP**

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## OFFICE OF THE PRIME MINISTER

**DEPARTMENT: ADMINISTRATION, INFORMATION AND TECHNOLOGY MANAGEMENT,  
DIRECTORATE: HUMAN RESOURCES, ADMINISTRATION AND FINANCE  
DIVISION: HUMAN RESOURCES  
SUBDIVISION: HUMAN RESOURCES ADMINISTRATION AND WELLNESS**

**Post designation** : Senior Human Resources Practitioner Grade 7  
**1xPost** : Windhoek  
**Salary Scale** : N\$291,128 – N\$347,926  
**Transport Allowance** : N\$10,512 per annum  
**Housing Allowance** : N\$17,424 per annum

**Advertisement Requirement:-** A National Diploma in Human Resources Management or equivalent qualification at NQF Level 6 plus three (3) years' experience in Human Resources field.

### **Key Performance Areas:**

- Provide advice on the interpretation of Public Service Staff Rules, Regulations and ensuring the proper application thereof.
- Ensure that Human Resource Staff records are updated on time.
- Ensure accuracy in the remuneration and overtime calculations of OPM.
- Handling the Recruitment and Selection function for the Office of the Prime Minister
- Handling grievances, misconduct/disciplinary and labour related issues
- Advise on compilation of requests or proposals regarding the adjustment of organizational and post establishments and overtime remuneration.
- Supervise subordinates which include organizing, controlling, verifying, distributing, delegating, coordinating and supplementing of their work
- Assist with the compilation of Annual Plans and Reports and other Human Resources related reports.
- Ensure compilation of Affirmative Action Plans and Reports.
- Compilation and reviewing of Performance agreements of Human Resource Practitioners.
- Perform any other tasks as may be assigned.

Applications form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated 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, and no documents will be returned

**Enquiries:** Ms Ellie Ndungula/ Ms Chrissie Kaakunga 061-287 2148/2412

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### **DEPARTMENT PUBLIC SERVICE E-GOVERNMENT MANAGEMENT SUBDIVISION: AUXILIARY AND SUPPORT SERVICES**

**Post Designation** : Senior Administrative Officer, Grade 10  
**1xPost** : Windhoek  
**Salary Scale** : N\$159,505 – N\$191,312  
**Housing Allowance** : N\$13,944 Per annum  
**Transport Allowance** : N\$17,424 Per annum

**Minimum requirement:** A Grade 12 Certificate on NQF Level 3 or equivalent qualification plus three (3) years appropriate experience, or a National Diploma in Business

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Administration/Public Administration on NQF Level 6 or equivalent qualification plus One (1) year appropriate experience.

**Additional Competencies required:** The candidate is expected to have thoroughly understanding and knowledge of Government budgetary process, Tender Board procedures, experience in Transport, Stock & Procurement, supervision and Communication skills. A valid driver licence will serve as an added advantage.

**Key Performance Area:-**

- Prepare monthly, quarterly and annual section reports
- Procure items in accordance with delegated authority
- Supervise subordinates in the Section
- Responsible for the up keep of commitment register
- Issuing of Requisition and purchase orders
- Oversee the functions of stock taking and stock control (official in charge)
- Care-taker of the properties maintenance, repairs and cleanliness of interior and exterior of building)
- Any other relevant duties assigned

**Applications forms 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educations, detailed CV and other documents. All foreign qualifications must be evaluated 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 and no documents will be returned.**

**Application forms should be addressed to:-**

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

**Enquiries:** Ms Ernstine Dama, Tel: 0612872477, Ms. Anna-Marie Edwards Tel: (061) 2056224

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**PARLIAMENT**  
**NATIONAL ASSEMBLY SECRETARIAT**

**DIRECTORATE: LEGAL SERVICES**

<b>Post designation</b>	:	Chief Legal Officer Grade 4
<b>1xPost</b>	:	Windhoek
<b>Salary</b>	:	N\$492,567 x P – N\$517,836
<b>Motor Vehicle Allowance</b>	:	
<b>Capital costs</b>	:	N\$83,106 per annum
<b>Running costs</b>	:	N\$27,811 per annum
<b>Housing benefit</b>	:	N\$121,560 per annum

**Minimum requirements:** A B. Juris Degree plus six (6) years in-service as an Assistant/Legal Officer plus certificate of satisfactory performance **OR** BA LLB Degree plus 3 years in-service experience as a Legal Officer plus certification of satisfactory performance **OR** BA LLB Degree plus Registration as provided for in the appropriate legislation

**Additional requirements:** Candidates in possession of a Master's degree majoring in Constitutional and Administrative Law or Parliamentary Procedures and who are admitted as Legal Practitioners of the High Court shall receive preference.

**Main duties and skills required for the job:**

- Knowledge and experience in the scope and implementation of legislation guiding the work of the National Assembly Secretariat
- Knowledge and experience in drafting bills and subordinate legislation.
- Research skill and experience with a view to reform policies and laws.
- Strong interpersonal, verbal and written communication skills.
- Able to work independently.
- Scrutinize all legislation, documents and Bills presented to the National Assembly to ensure accuracy, constitutionality and legal legitimacy;
- Review Bills returned by the National Council to the National Assembly and advise on legal disputes and matters arising therefrom;
- Provide legal advice to the Speaker of the National Assembly (including advice on Parliamentary Procedures, practice and any matter related thereto);
- Provide legal advice to the National Assembly in general, including legal issues arising from internal disciplinary actions or labour related disputes;
- Provide legal advice to Parliamentary Standing Committees of the National Assembly as and when needed
- Request legal opinions from the Attorney-General on matters relating to Parliament, the Constitution and Legislative matters in general;
- Responsible for drafting legal opinions and position papers on matters relating to the Office of the Speaker and such topics as are presented to the Hon. Speaker for his attention by the citizenry at large;
- Provide general legal and procedural advice to the Hon. Speaker when addressing the public and during regional visits, on matters concerning Parliament and the people;
- Provide professional and administrative assistance to the Secretary of the National Assembly;
- Perform any other tasks as may be required by the Director, Secretary, and the Speaker of the National Assembly.

**Enquiries:** Ms. Lydia T. Kandetu, Tel 2889111 x 2503 / HR Practitioners at Tel 2889111 x 2517/2606/2659

**A detailed job description will be made available on request.**

**Enquiries:** Ms. Lydia T. Kandetu, Tel 2889111 x 2503 / HR Practitioners at Tel 2889111 x 2517/2606/2659

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**DIVISION: RESEARCH, PUBLICATION AND EDITORIAL SERVICES**

<b>Post Designation</b>	:	Senior Information Officer Grade 7
<b>1xPost</b>	:	Windhoek
<b>Salary</b>	:	N\$277,264– N\$331,358
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum requirement:** A B-degree on NQF Level 7 in Journalism or Media Studies or Communication plus 3 years appropriate experience.

**Functions and Duties**

- Supervise and direct subordinates within the Division.
- Assist with the planning of the division's activities toward major Parliamentary events such as Official Opening of Parliament, State of the Nation (SONA).
- Assist in organizing the Division's outreach programs such as the Shows and Trade Fairs and Public Education in Schools.
- Assist with protocol duties during important events at Parliament.
- Carry out research on specific topics for the Parliamentary Newsletter.
- Carry out research (primary/secondary) for ad hoc publications.
- Cover National Assembly events and activities for social media, website and Parliament Journal.
- Responsible for taking pictures of events taking place at Parliament and do graphic design and video production.
- Assist in editing Parliamentary Publications;
- Responsible for the distribution of Parliamentary Publications;
- Carry out any other work related duties as assigned by the supervisor

**Enquiries:** Mr. Vincent Sinalumbu Tel 288 9111 x 2603/ HR Practitioners at Tel: 2889111 x /2606/2659/2514

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<b>Post Designation</b>	:	Information Officer Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary</b>	:	N\$227,453– N\$271,828
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

**Minimum requirement:** A B-degree on NQF Level 7 in Journalism or Media Studies or Communication

**Functions and Duties**

- Assist with the planning of the division's activities toward major Parliamentary events such as Official Opening of Parliament, State of the Nation (SONA).
- Assist in organizing the Division's outreach programs such as the Shows and Trade Fairs and Public Education in Schools.
- Assist with protocol duties during important events at Parliament.
- Carry out research on specific topics for the Parliamentary Newsletter.
- Carry out research (primary/secondary) for ad hoc publications.
- Cover National Assembly events and activities for social media, website and Parliament Journal.
- Responsible for taking pictures of events taking place at Parliament and do graphic design and video production.

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- Assist in editing Parliamentary Publications;
- Responsible for the distribution of Parliamentary Publications;
- Carry out any other work related duties as assigned by the supervisor

**Enquiries:** Mr. Vincent Sinalumbu Tel 288 9111 x 2603/ HR Practitioners at Tel: 2889111 x /2606/2659/2514

**Please take note of the following additional compulsory requirements for these positions:**

Application forms for employment must be completed in full and signed. Application forms for employment (form 156043 & 156094) should be accompanied by comprehensive curriculum vitae, certified copies of Identity Document, Qualifications and academic records as well as 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.

Confirmation of probation in the current position in case of Public Servants must be attached. National Assembly is an equal opportunity employer. Women and people with disabilities meeting the advertisement requirements 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.

**All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation.** Applicants who fail to attach such proof will not be considered for shortlisting.

Only shortlisted candidates will be contacted and no personal documents will be returned.

**Applications for employment must be addressed to:**

**The Secretary  
National Assembly  
Private Bag 13323  
WINDHOEK**

**Attention: The Human Resource Offices**

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## OFFICE OF THE JUDICIARY

**DEPARTMENT: JUDICIAL SERVICES**  
**DIRECTORATE: SUPREME AND HIGH COURTS**  
**DIVISION: HIGH COURT (WINDHOEK)**

<b>Post designation</b>	:	Chief Administrative Officer Grade 8
<b>1xPost</b>	:	High Court Windhoek
<b>Scale of salary</b>	:	N\$227,453 - N\$271,828
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** National Diploma or equivalent qualification on NQF Level 6 plus five (5) years appropriate experience of which three (3) must be at a level of Senior Administrative Officer Grade 10.

### **Additional Requirements**

- Preference will be given to candidates with extensive knowledge and experience in court administration
- Proficiency in Microsoft Word, Excel and PowerPoint is a requirement

### **Key performance areas:**

#### **Administer and Manage Transport, Vehicles and Trip Authorities**

- Conduct daily and regular inspections of vehicle
- Verify Log Books
- Prepare trip authority or requisition to obtain approval;
- Liaise with stakeholders on transport matters;
- Report accidents to the loss control committee;
- Administer, manage and control maintenance of vehicles;
- Prepare and/or verify monthly vehicle reports

#### **Administer, Manage and Control Assets and Stock**

- Deal with stock and asset management;
- Administer the procurement of goods and services to ensure the smooth running of the court operations;
- Clear outstanding commitments on procured good and services;
- Execution of Treasury Instruction
- Investigation of stock discrepancies
- Disposal of worn and damaged Government Property

#### **Administer, Manage and Control Office Accommodation**

- Record, report and manage maintenance issues reported
- Ensure that Office accommodation, including court and chambers are well maintained
- Conduct regular maintenance inspections

#### **Develop, mentor and coach staff assigned to administration**

- Develop Policies for the various sub-divisions, sections and operational units in the administration;
- Supervise, monitor and provide guidance to staff members in the execution of their duties;
- Provide and/or arrange for operational training
- Assess and complete reports in respect of staff assigned to administration

#### **Report writing and Payment of Creditors**

- Compile reports where and when necessary, asked or directed;
- Verify Creditor Payments , and

**Execute any other duties assigned by the supervisor or any other authorised person.**

## JUDICIAL SERVICES

### DIRECTORATE: SUPREME AND HIGH COURTS DIVISION: HIGH COURT (WINDHOEK)

<b>Post designation</b>	:	Senior Private Secretary Grade 8
<b>1xPost</b>	:	High Court Windhoek
<b>Scale of salary</b>	:	N\$227,453 - N\$271,828
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF Level 6 plus **three (3)** years' appropriate experience.

#### **Additional requirement**

- Preference will be given to candidates with qualification in Secretarial and Office Management or Law; and
- Preference will be given to candidates with proven experience in the field of office administration and management.
- Proficiency in Microsoft Word, Excel and Powerpoint is a requirement

#### **Purpose of the post**

The incumbent of this post will assist the Judges of the High and Supreme Courts to make the best use of their time by providing effective and efficient administrative and secretarial support.

#### **Key performance areas:**

- Acting as Private Secretary to one or more judges of the High or Supreme Court;
- Responsible for general typing duties and office administration of the Judge(s) to whom he or she is assigned
- Keeping of all registers and court books pertaining to his or her judge(s)' chambers
- Keeping of all statistics pertaining to his or her judge(s)' chambers
- Assist any judge in court and performing all duties relevant thereto;
- Annotation and corrigenda of all legal publications assigned to judges' chambers;
- Typing of Court orders, judgments, court records and court rolls
- Performing administrative duties on behalf and on instruction of the judges;
- Communicating with legal counsel regarding case management and other administrative issues;
- Type and draft official letters and other correspondences;
- Screen and channel telephone calls and visitors;
- Order of office supplies;
- Facilitate travel arrangements abroad and locally;
- Facilitate meetings and taking minutes;
- Handle office filling;
- Manage the diary of the Judge;
- Accompany the judge to court when and if so required; and
- Attending to any other assignment, duty and/or function, assigned or delegated by the Chief Registrar or any other authorized person, to him or her.

**DEPARTMENT: JUDICIAL SERVICES**

**DIRECTORATE: LOWER COURTS**

**DIVISION: COURT ADMINISTRATION LOWER COURTS, SUBDIVISION: KEETMANSHOOP**

<b>Post designation</b>	:	Chief Legal Clerk Grade 8
<b>1xPost</b>	:	Magistrate's Office Aranos
<b>Scale of salary</b>	:	N\$227,453 - N\$271,828
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate National Diploma in Accounting, Business Administration, Public Management/Administration, Human Resource Management and Para-Legal Studies on NQF Level 6 or equivalent qualification plus **five (5)** years' experience in quasi-judicial functions and court administration at Magistrates' Offices.

**Key performance areas:**

- Daily Checking of financial transactions;
- Perform quasi-judicial functions;
- Receive State revenue in respect of bail, court fines and traffic fines;
- Perform administrative duties as prescribed in the Codified and Treasury Instructions and other relevant legal instruments;
- Reconcile the monthly electronic cashbook and cash account and submitting it to Division Financial Management of Office of the Judiciary and Treasury at the Ministry of Finance;
- Reconcile MDSA (Magistrate's Deposit Suspense Account) on a monthly basis;
- Submit monthly expenditure cash account for commercial bank account to Division Financial Management;
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Courts;
- Provision of advice to all staff members in accordance with the Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc;
- Perform bookkeeping functions;
- Balance/Reconcile revenue accounts/ registered;
- Compile and submit monthly reports in respect of revenue returns;
- Assess the performance agreements of junior staff members;
- Supervise and train staff; and
- Execute any other duties assigned by the supervisor or any other authorised persons.

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**DEPARTMENT: JUDICIAL SERVICES**

**DIRECTORATE: LOWER COURTS**

**DIVISION: COURT ADMINISTRATION LOWER COURTS, SUBDIVISION: RUNDU**

<b>Post designation</b>	:	Senior Legal Clerk Grade 10
<b>2xPosts</b>	:	Magistrate's Office Rundu
<b>Scale of salary</b>	:	N\$159, 505 – 191, 312
<b>Housing Allowance</b>	:	N\$10, 512 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum requirements:** A Grade 12 (or Equivalent) certificate on NQF Level 3 Plus three (3) years' experience in quasi-judicial functions and court administration at Magistrates' Offices.

**Additional requirements:** An appropriate National Diploma on NQF Level 6 or equivalent qualification in Accounting, Business Administration, Public Management/Administration, Human Resources Management and Para-Legal Studies will be **added advantage**;



**Key performance areas:**

- Supervise and train junior administrative staff;
- Perform quasi- judicial functions;
- Receive State revenue in respect of court fines and traffic fines;
- Receive trust funds such as bail and maintenance monies;
- Perform administrative duties as prescribed in the Codified and Treasury Instructions;
- Perform duties as imposed by the Domestic Violence Act, Administration of Estates Act and other relevant legal instruments;
- Perform bookkeeping functions;
- Balance/Reconcile the Magistrate's Suspense Account;
- Compile and submit monthly expenditure cashbook and cash accounts;
- Assess the performance agreements of junior staff members;
- Execute any other duties assigned by the supervisor or any other authorized persons.

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**DEPARTMENT: JUDICIAL SERVICES**  
**DIRECTORATE: LOWER COURTS**  
**DIVISION: COURT ADMINISTRATION LOWER COURTS, SUBDIVISION: KEETMANSHOOP**

<b>Post designation</b>	:	Senior Legal Clerk Grade 10
<b>1xPost</b>	:	Magistrate's Office Maltahohe
<b>Scale of salary</b>	:	N\$ 159, 505 – N\$191, 312
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** A Grade 12 (or Equivalent) certificate on NQF Level 3 Plus three (3) years' experience in quasi-judicial functions and court administration at Magistrates' Offices.

**Additional requirements:** An appropriate National Diploma on NQF Level 6 or equivalent qualification in Accounting, Business Administration, Public Management/Administration, Human Resources Management and Para-Legal Studies will be **added advantage**;

**Key performance areas:**

- Supervise and train junior administrative staff;
- Perform quasi- judicial functions;
- Receive State revenue in respect of court fines and traffic fines;
- Receive trust funds such as bail and maintenance monies;
- Perform administrative duties as prescribed in the Codified and Treasury Instructions;
- Perform duties as imposed by the Domestic Violence Act, Administration of Estates Act and other relevant legal instruments;
- Perform bookkeeping functions;
- Balance/Reconcile the Magistrate's Suspense Account;
- Compile and submit monthly expenditure cashbook and cash accounts;
- Assess the performance agreements of junior staff members;
- Execute any other duties assigned by the supervisor or any other authorized persons.

**APPLICANTS SHOULD NOTE THE FOLLOWING:**

- Applicants within the Public Service **must** attach proof of confirmation of probation to their application for employment;
- Applicants with foreign qualifications **must** attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- The activities of the Office of the Judiciary are sensitive and of strategic importance, thus candidate must be aware that a security clearance in respect of shortlisted candidates may be required at any time and their co-operation in that regard will be expected;
- Applicants who only partially complete and /or do not sign application forms, or who do not attach originally certified ID, Qualifications and CVs will be disqualified. Hence applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable; and
- Please note all documentation **must** be originally certified and **must** be attached to the application form.

**Applicants in designated groups especially women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply.**

**Please further note:**

Only Shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents shall be returned to the applicants.

**The following officials may be contacted at the** Human Resources Management Division in the event that further enquiries or information is required. Ms. Aletta Emvula, Tel: 061- 435 3603, Mr. Pinehas T. Shivute, Tel: 061- 435 3605

Applications (Form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director  
Office of the Judiciary  
Private Bag 13412  
WINDHOEK**

**OR**

**Hand delivered at the Office of the Judiciary, Schönlein Building, Schönlein Street, Windhoek West.**

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## MINISTRY OF EDUCATION, ARTS AND CULTURE

DIRECTORATE: GENERAL SERVICE

DIVISION: ADMINISTRATION AND SUPPORT SERVICES

SUBDIVISION: SUPPORT SERVICES

SECTION: MAIN REGISTRY

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 151, 910 - N\$182,202
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>Housing Allowance</b>	:	N\$ 13, 944 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 or equivalent (NQF Level 3) plus 3 years' appropriate experience.

**Supplementary Selection Requirements:**

- Preference will be given to candidates who have a Grade 12 certificate (or equivalent) with a minimum of 20 points over 5 subjects including an E symbol in English;
- Diploma in Record Management/ Archive or 4 years' experience;
- Experience in Record Management/Archives, and
- Computer Literacy will serve as an advantage.

**Enquiries:** Ms Regina Puteho at (+26461) 293-3056/3036

**All applications should be addressed to:**

**Ministry of Education, Arts and Culture**

**Private Bag 13186**

**Windhoek**

**Or hand delivered at Government Office Park, Luther Street.**

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## MINISTRY OF GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE

### DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION

#### DIVISION: GENDER ADVOCACY AND MOBILIZATION

##### SUBDIVISION: REGISTRATION

<b>Post Designation</b>	:	Chief Development Planner Grade 6
<b>1xPost</b>	:	Head Office (Windhoek)
<b>Scale of salary</b>	:	N\$337, 984 – N\$403, 922
<b>Housing Allowance</b>	:	N\$ 17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum

**Minimum Requirement:** A B-Degree or equivalent qualification on NQF Level 7 PLUS 6 years' appropriate experience.

**Additional Requirements:** Computer skills and a valid Driver's license. **Candidates with Law qualifications are encouraged to apply**

#### Key responsibilities:

- Reporting to the Deputy Director.
- Critically analyze legal and policy documents: for gender sensitivity.
- Promote image of the Ministry at all levels.
- Draft comments and propose amendments to existing legislation, bills and policies.
- Provide legal advice.
- Organize, attend and represent the ministry at both national and international seminars, workshops, forums and meetings.
- Conduct capacity building through legal awareness programs.
- Liaise with Government institutions and other stakeholders on legal issues.
- Identify and initiate project/programs pertaining to women's rights, legal issues, etc.
- Compile activities/work progress monthly reports; quarterly, annually and/or as required by the supervisor
- To perform any other duties assigned by immediate supervisor.

**NB: Candidates with disabilities and from the Marginalized Communities who meet the requirements are strongly encouraged to apply.**

**Enquiries:** Ms. Penoshinge Shillilifa Tel: 061-2833114 or Ms Ester Shindinge, Tel: 061-2833170

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### DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION

#### DIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS

##### SUBDIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS

##### SECTION: AFTER SCHOOL CENTRE

<b>Post Designation</b>	:	Children's Home Superintended Grade 8
<b>1xPost</b>	:	Namibia Children's Home (Windhoek)
<b>Scale of salary</b>	:	N\$337, 984 – N\$403, 922
<b>Housing Allowance</b>	:	N\$ 17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum

**Minimum requirement:** An appropriate National Diploma on NQF L6 PLUS four (4) years appropriate experience.

**Additional Requirements:** Computer literacy.

#### The Key responsibilities:

- Motivate children to participate in sporting events

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- Plan programmes of the children with regard to sport and other activities and discuss with Chief Superintendent for approval.
- Accompany children on tours.
- Manage transport at the Centre.
- Assist in the organizing of study control.
- Organize programs during holidays.
- Accompany children to sporting events with the assistance of the Child Care Officers.
- Evaluate house committee meetings and give guidance.
- Arrange meetings with the house committees and Chief Superintendent.
- Drive children to sporting events if a driver is not available.
- Perform certain duties on weekends e.g. street visits, picking and dropping children at schools
- Assist Child Care Officers with disciplinary functions.
- Act as Chief Superintendent whenever the Chief Superintendent is on leave or not available.
- Inform schools of children not attending school because of sickness and or any other reason.
- Do inspection during the afternoons and evenings to ensure that Child Care Officers abide by the prescribed regulations concerning study time.
- Attend to crises situations that may occur at the Centre.
- Perform any other duties deemed necessary.

**Enquiries:** Ms Rosida Pelema 061-283 3181 OR Ms Ester Shindinge at 061-283 3170

**DIRECTORATE : SOCIAL PROTECTION SERVICES  
DIVISION: GRANTS MANAGEMENT AND RECONCILIATION  
SUBDIVISION: GRANTS MANAGEMENT AND REVIEWS**

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1xPost</b>	:	Head Office (Windhoek)
<b>Scale of salary</b>	:	N\$337, 984 – N\$403, 922
<b>Housing Allowance</b>	:	N\$ 17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum

**Minimum requirement:** An appropriate National Diploma or Equivalent qualification on NQF Level 6 plus 6 years appropriate working experience of which four (4) years should be served on a Chief Administrative Officer Grade 8 level in the Public Sector or equivalent in the Private Sector.

**Key Responsibilities:**

- Ensure the implementation of the National Pension Act, Act 10 of 1992 as well as the administrative processes of the Funeral Benefits.
- Responsible for overall Supervisor for the Subdivision Grant Management and Review Staff members including the approval of back pays / unclaimed money of Old Age and Disability Grants and report monthly on the progress made.
- Liaise with stakeholders for relevancy of required documents to validate back pay claims and certify them.
- Ensure investigation Old Age and Disability Grant cases i.e to conduct requisite investigations and follow up via correspondences.
- Approve / reject Old Age and Disability Grant back pays / unclaimed money for beneficiaries on the Integrated Social Assistance System i.e to review documents,

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recommend and verify amount calculated, requesting more recent documents and make required adjustment.

- Conduct Supervisory Support Visit at the Regional Offices.
- Ensure the enabling environment for high culture and service delivery.
- Ensure that all administrative procedures are adhered to.
- Ensure that the training needs for staff under supervision has been identified.
- Ensure provision of on-the-job training of staff within the Subdivision on a continuous basis.

**Enquiries:** Ms Lourencia Tjiho 061-283 3111 OR Ms Ester Shindinge at 061-283 3170

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**DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION  
DIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS  
SUBDIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS  
SECTION: AFTER SCHOOL CARE AND INTERIM NIGHT SHELTER**

<b>Post Designation</b>	:	Children's Home Superintend Grade 8
<b>1xPost</b>	:	Windhoek (After School Centre and Interim)
<b>Scale of salary</b>	:	N\$227, 453 – N\$271, 828
<b>Housing Allowance</b>	:	N\$ 17,424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum

**Minimum Requirement:** A National Diploma or equivalent qualification at NQF Level 6 plus five (5) years appropriate experience.

**Additional requirement:** Computer literacy

**The Key responsibilities:**

- Motivate children to participate in organized sport events
- Plan programs of the children with regard to sporting and other activities
- Assist in organizing of study control
- Stimulate the cultural development of the child
- Evaluate house committee meeting and give guidance
- Control functions: Stock control, Inventory for cleaners and Laundry control
- Undertake constructive disciplinary steps for Childcare Officers
- Do inspections during evenings to ensure that house parents abide by the prescribed regulations.
- Control transport duties
- Attend to crises situations that may occur

**Enquiries:** Ms Rosida Pelema, Tel No: 061-283 3181 OR Ms Ester Shindinge Tel no: 2833170

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**DIRECTORATE: COMMUNITY DEVELOPMENT AND POVERTY ERADICATION PROGRAMMES  
DIVISION: INCOME GENERATING ACTIVITIES  
SUBDIVISION: INCOME GENERATING ACTIVITIES MANAGEMENT**

<b>Post Designation</b>	:	Senior Community Liaison Officer Grade 8
<b>1xPost</b>	:	Head Office (Windhoek)
<b>Scale of salary</b>	:	N\$227, 453 – N\$271, 828
<b>Housing Allowance</b>	:	N\$ 17, 424.00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512.00 per annum

**Minimum Requirement:** A National Diploma or equivalent qualification at NQF Level 6 plus four (4) years appropriate experience in Community development programmes and projects or experience in Income Generating Activities or micro enterprises

**Additional requirement:** Computer literate and a Valid Driver's License Code B.

**Key Responsibilities:**

- Record recommended Income Generating Activities (IGAs) from the regions and facilitate the transfer of IGAs budgets/funds to the regions;
- Co-administer the IGAs database: update and keep IGA's statistics and other relevant information on IGAs;
- Keep the public informed about the procedures to apply for IGA's grants;
- Contribute to the development of advocacy and mobilization materials on IGAs and related content;
- Travel to regions and assess/evaluate supported IGA's and prepare reports;
- Assist with the establishment of Women in Business Associations (WBAs);
- Provide support to regions with the training of IGAs beneficiaries on business management;
- Provide administrative services to the section;
- Perform any other relevant function as may be assigned by official the immediate supervisor.

**NB: Candidates with disabilities and from the Marginalized Communities who meet the requirements are strongly encouraged to apply.**

**Enquiries:** Ms. Anastacia Shiviya: Tel no. 061-283 3219 and Ms. Ester Shindinge, Tel no. 061-283 3170

Applicants must be Namibian citizens. Application forms, obtainable from all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Id. Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation and confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the necessary documents, including confirmation of probation letter will disqualify the application. Only short-listed candidates will be contacted and no application forms and documents will be returned. Application forms should be hand-delivered or addressed to:

**The Executive Director**

**Attention: Human Resource Management  
Ministry of Gender Equality, Poverty Eradication and Social Welfare,  
Juvenis Building  
Independence Avenue  
Private Bag 13359  
WINDHOEK**

## MINISTRY OF HEALTH AND SOCIAL SERVICES

### DIRECTORATE: KAVANGO WEST DIVISION: DISTRICT HEALTH & SOCIAL SERVICES

<b>Post Designation</b>	:	Pharmacist Grade 7
<b>1xPost</b>	:	Nkurenkuru PHC Clinic
<b>Salary Scale</b>	:	N\$ 291, 128 – N\$ 331, 347
<b>Housing allowance</b>	:	N\$ 17, 424 per annum
<b>Transport allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** Registration as a Pharmacist with the Health professions Council of Namibia.

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<b>Post Designation</b>	:	Senior Registered Nurse Grade 7
<b>1x Post</b>	:	Nkurenkuru PHC Clinic
<b>Salary Scale</b>	:	N\$ 291, 128 – N\$ 331, 347 926
<b>Housing allowance</b>	:	N\$ 14, 520 per annum
<b>Transport allowance</b>	:	N\$ 8, 760 per annum

**Minimum requirements:** Bachelor of Nursing Science or Diploma in General Nursing and midwifery science. Registration as a Registered Nurse with the Nursing Council of Namibia.

**Additional requirements:** Preference will be given to candidates with Three (3) years' experience as a Registered Nurse. Must attach a Confirmation of probation.

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<b>Post Désignation</b>	:	Pharmacist Assistant Grade 10
<b>3xPosts</b>	:	Nkurenkuru District
<b>Salary Scale</b>	:	N\$ 159, 505 – N\$ 191, 312
<b>Housing allowance</b>	:	N\$ 13, 944 per annum
<b>Transport allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** Registration as a Pharmacist Assistant with the Health Professional Council of Namibia.

Applications must be submitted on form 156043 (obtainable at all Government offices) and should be accompanied by originally certified copies of educational qualifications, Identity document and detailed CV. **All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).** Applicants who fail to complete all items on the application form (incomplete applications) and not attaching the necessary documents will disqualify the application.

**Enquiries:** Human Resources Division at Tel No: 066-270045/258043

**Applications must be addressed to:**  
**The Regional Director**  
**Kavango West Health Directorate**  
**Private Bag 2099**  
**Nkurenkuru**

**Or Hand deliver at Nkurenkuru RMT HR Office**

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**ZAMBEZI HEALTH DIRECTORATE  
DIVISION DISTRICT KATIMA MULILO HEALTH AND SOCIAL WELFARE  
SUBDIVISION DISTRICT HOSPITAL KATIMA MULILO  
SECTION PROFESSIONAL SERVICES  
SUBSECTION DENTAL SERVICES**

<b>Post Designation</b>	:	Dental Therapist Grade 8
<b>1xPost</b>	:	Katima Mulilo Hospital
<b>Salary Scale</b>	:	N\$227,453 - N\$271,828
<b>Housing Allowance</b>	:	N\$ 14, 520 per annum
<b>Transport</b>	:	N\$ 8, 760 per annum

**Minimum Requirements:** Registration with the Allied Health Professional Council of Namibia.

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**DIVISION DISTRICT KATIMA MULILO HEALTH AND SOCIAL WELFARE  
SUBDIVISION DISTRICT HOSPITAL KATIMA MULILO  
SECTION NURSING SERVICES**

<b>Post Designation</b>	:	Registered Nurse Grade 8
<b>8x Posts</b>	:	Katima Mulilo Hospital
<b>Salary Scale</b>	:	N\$227,453 - N\$271,828
<b>Housing Allowance</b>	:	N\$ 14, 520 per annum
<b>Transport Allowance</b>	:	N\$ 8, 760 per annum

**Minimum Requirements:** Diploma in Nursing Science and Midwifery or equivalent qualification on NQF Level 6. Registered with the Nursing Council of Namibia.

Application must be made on the Government application form (156043) obtainable at all Government offices and must be accompanied by original certified copies of educational qualifications, detailed CV and other documents. Applications to be hand delivered at HRM Offices, RMT building or addressed to:

**The Acting Regional Director  
Zambezi Health Directorate  
Private Bag 1081  
Katima Mulilo**

**Enquiries:** Ms. Yolanda N Lisho Ms. Esnard Matongo, Acting Regional Director: Chief Health Programme Officer: HRM, Tel: 066 – 251400

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**DIRECTORATE: HEALTH INFORMATION AND RESEARCH  
DIVISION: HEALTH INFORMATION SERVICES**

<b>Post Designation</b>	:	Senior Medical Officer Grade 4
<b>1x Post</b>	:	Windhoek (Head Office)
<b>Salary Scale</b>	:	N\$ 517, 195 – N\$ 543, 728
<b>Housing Allowance</b>	:	N\$ 121, 560 per Annum
<b>Motor Vehicle Allowance</b>	:	
<b>Capital costs</b>	:	N\$83, 106 per annum
<b>Running costs</b>	:	N\$27, 811 per annum
<b>Fixed Overtime</b>	:	N\$ 258, 600 per annum

**Minimum Requirements:** Registration as Medical Practitioner with Health Professions Council of Namibia (HPCNA) plus three (3) years appropriate experience in clinical setting.

**Additional requirements:** Applicants must have a postgraduate qualification in Public Health or Epidemiology or Health Information Systems or Biostatistics. Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service should provide evidence of their current job level. Failure to include these required documents will result in the application not being considered.

**Key Performance Areas**

- Provide technical support on the development and implementation of internationally recognized standards for reporting mortality and morbidity events. This includes, but is not limited to, standards such as ICD-11 and ICF.
- Provide technical support to the development and delivery of training courses for various target audiences on disease coding.
- Provide clinical support and expert guidance on the revision of data collection tools including the definition of indicator datasets
- Support data quality improvement efforts by overseeing the accuracy and completeness of Medical Certification for the Causes of Death.
- Monitor country-specific diseases and conditions and recommend for inclusion in the FIC WHO.
- Actively participate in the Technical Working Groups and forums for Health Information Systems and Steering Committees for Civil Registration and Vital Statistics (CRVS).
- Provide support routine data analysis aimed at generating relevant statistical reports

**Enquiries** Ms. E. Andreas or Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032179 or 2189.

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**DIRECTORATE: HEALTH INFORMATION AND RESEARCH  
DIVISION: HEALTH INFORMATION SERVICES  
SUBDIVISION: INTEGRATED INFORMATION MANAGEMENT**

<b>Post Designation</b>	:	Chief Statistician Grade 6
<b>1x Post</b>	:	Windhoek (Head Office)
<b>Salary Scale</b>	:	N\$ 354, 883 – N\$424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate B. degree on NQF L7 or equivalent qualification, majoring in Statistics or Demography plus five (5) years of appropriate experience. Three (3) years of which should be at Grade 7 or equivalent within a statistical environment.

**Additional Requirements:** Preference will be given to candidate with a postgraduate qualification at a Master's level in Statistics or Biostatistics or Epidemiology or Demography.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. Candidate outside the Public Service should provide evidence of their current job level. Failure to include these required documents will result in the application not being considered.

### Key Performance Areas

- Support the development and implementation of statistical methods, guidelines, and methodology for data collection and analysis
- Spearhead the regular production of statistical reports and analytical activities.
- Promote the use of best practices in statistical production and dissemination
- Provide technical guidance and quality assurance in the production of and dissemination of indices for the division.
- Support the development and actual undertaking of capacity building initiatives in statistical compilation and data analysis.
- Implement feedback mechanisms to regions on the accuracy, validity, and quality of data.

**Enquiries:** Ms. E. Andreas or Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032179 or 2189.

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**DIRECTORATE: HEALTH INFORMATION AND RESEARCH**  
**DIVISION: HEALTH INFORMATION SERVICES**  
**SUBDIVISION: INTEGRATED INFORMATION MANAGEMENT**

<b>Post Designation</b>	:	Senior Statistician Grade 7
<b>1x Post</b>	:	Windhoek (Head Office)
<b>Salary Scale</b>	:	N\$ 291, 128 – N\$347, 926
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate B. degree on NQF L7 or equivalent qualification, majoring in Statistics or Demography plus three (3) years of appropriate experience within a statistical environment.

**Additional Requirements:** Preference will be given to candidates with a postgraduate qualification at a Master's level in Statistics or Biostatistics or Epidemiology or Demography.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. Candidate outside the Public Service should provide evidence of their current job level. Failure to include these required documents will result in the application not being considered.

### Key Performance Areas

- Support the development and implementation of statistical methods for data collection and analysis guidelines and methodology.
- Provide training and regular feedback to the end-users on data quality.
- Assist with data analysis to identify trends and patterns of diseases and compilation of quarterly and annual health information statistical reports.
- Respond to ad-hoc data requests from internal and external stakeholders.

**Enquiries:** Ms. E. Andreas or Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032179 or 2189.

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**DIRECTORATE: PRIMARY HEALTH CARE  
DIVISION: PUBLIC & ENVIRONMENTAL HEALTH SERVICES  
SUBDIVISION: OCCUPATIONAL HEALTH SERVICES**

<b>Post Designation</b>	:	Chief Medical Officer Grade 3
<b>1x Post</b>	:	Windhoek (Head Office)
<b>Salary Scale</b>	:	N\$ 554, 603 – N\$588, 548
<b>Motor Vehicle allowance</b>	:	
<b>Capital costs</b>	:	N\$94, 178 per annum
<b>Running costs</b>	:	N\$29, 455 per annum
<b>Housing benefit</b>	:	N\$ 131, 280 per annum
<b>Fixed overtime</b>	:	N\$ 278, 643 per annum

**Minimum Requirements:** Registration as Medical Practitioner with Health Professions Council of Namibia (HPCNA) plus five (5) years appropriate experience.

**Additional Requirements:** Must have postgraduate qualification in Occupational Medicine or Public Health.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. Candidate outside the Public Service should provide evidence of their current job level. Failure to include these required documents will result in the application not being considered.

**Primary responsibilities**

Plan, develop, organize, monitor and evaluate incidences associated with occupational injuries and diseases by enforcing and monitoring the regulations related to health and safety of employees at work.

**Enquiries:** Ms. D. Kisting/Ms. N. Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032108 or 2189.

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**DIRECTORATE: PRIMARY HEALTH CARE  
DIVISION: DIVISION FAMILY HEALTH  
SUBDIVISION: COMMUNITY-BASED HEALTH CARE AND SCHOOL HEALTH**

<b>Post Designation</b>	:	Senior Health Programme Officer Grade 7
<b>1x Post</b>	:	Windhoek (Head Office)
<b>Salary Scale</b>	:	N\$ 291, 128 – N\$347, 926
<b>Housing allowance</b>	:	N\$ 14, 520 per annum
<b>Transport allowance</b>	:	N\$ 8,760 per annum

**Minimum Requirements:** An appropriate B-degree or equivalent qualification on NQF L7 plus four (4) years appropriate experience.

**Additional Requirements:** Must be computer literate with sound knowledge of Microsoft Office (Word, Excel, PowerPoint). Preference will be given to applicants with experience in Community -Based health Care or School Health Care or Adolescents Health Care. Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include confirmation probation letter. Candidate outside the Public Service should provide evidence of their current job level. Failure to include these required documents will result in the application not being considered.

**Primary responsibilities**

At supervisory and operational level to plan, develop, organize, monitor and evaluate school and adolescents Health Programmes and to facilitate training and education activities at regional and national levels. To draft protocols and directives to initiate, coordinate and liaise with intra-and inter-ministerial Scholl Health and Adolescents programmes.

Applications must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications. Applications (on form 156043) must be addressed to:

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

**Hand delivery to:** Human Resources Management office, Ministerial Building (Head Office) Harvey Street, Windhoek.

**Enquiries:** Ms. D. Kisting or Ms. Tauya Human Resource Management Office, Head office, Tel. No.: 061-2032108 or 2189.

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# MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

## DIVISION: GENERAL SERVICES SUBDIVISION: AUXILIARY SERVICES

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1xPost</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$227,453 - N\$271,828
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum Requirements:** A National Diploma in Public Management/ Administration, Business Management / Administration, Procurement Management, Logistics and Supply Chain Management at (NQF level 6), plus Six (6) years appropriate experience of which three (3) should be at the level of Senior Administrative Officer Grade 10.

**Additional Requirements:** Candidate must be currently serving as a member of a Procurement Management Unit (PMU) at their current place of employment (*Certified copy of the appointment letter must be attached*).

**Enquiries:** Ms. Mirjam Hamana, Tel. 061 283 2382 **OR** Mr. Edward Ndjamba, Tel. 061-283 2385

**Note:** All applications should be done on Form 156043, (obtained at any government office) and accompanied by a comprehensive CV and original certified copies of qualification (s) and ID. All foreign obtained qualification (s) must be accompanied by an evaluation letter from the Namibia Qualification Authority (NQA). Candidates within the Public Service must attach proof of probation confirmation letter on the current position. **Proof of experience (testimonials or certificate of service) must be attached. Failure to submit all required document(s) will automatically disqualify the applicant.**

**NB: In terms of Affirmative Action Plan, qualifying women and persons with disabilities are encouraged to apply.**

**The application forms must be addressed to:**

The Executive Director  
Ministry of Information and Communication Technology  
Private Bag 1334  
Windhoek

**OR HAND DELIVERY AT:**

The Human Resources Office  
First City Center Building, 3rd floor,  
Independence Avenue, Windhoek

**Enquiries:** Mr. Edward Ndjamba, Tel No: 061 – 283 2385

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# MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

## DIRECTORATE: PLANNING AND ADMINISTRATION DIVISION: GENERAL SERVICES SUBDIVISION: AUXILIARY SERVICES

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 337, 984 – N\$403, 922
<b>Transport Allowance</b>	:	N\$ 10,512 per annum
<b>Housing Allowance</b>	:	N\$ 17,424 per annum

**Minimum requirements:** A National Diploma in Public Administration/ Management, Business Administration/Management or equivalent qualification on NQF Level 6 plus six (6) years of appropriate experience in administration of which three (3) years must be at the supervisory level.

**Additional Requirements:** Preference will be given to candidates with a Bachelor Degree in Business Administration/Management, Public Administration/Management or equivalent qualification on NQF Level 7 with experience in Transport, Cleaning and Maintenance. Exposure in Performance Management System of the Public Service will be an added advantage. Candidates must have a valid driver's license older than two (2) years as per the National Fleet Management Policy.

**Enquiries:** Ms. Michelle Pieters | Mr. Simon Amupolo, Tel: 061-206 6111

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## DIVISION: GENERAL SERVICES SUBDIVISION: PROCUREMENT AND STOCK CONTROL SECTION: SUPPORT, REGISTRY AND CLEANING SERVICES SUBSECTION: SUPPORT SERVICES

<b>Post Designation</b>	:	Private Secretary Grade 9
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 185,920 – N\$222,994
<b>Transport Allowance</b>	:	N\$ 10,512 per annum
<b>Housing Allowance</b>	:	N\$ 13,944 per annum

**Minimum requirements:**

An appropriate National Diploma or equivalent qualification on NQF Level 6 in Office Administration/Management and Technology, Business and Information Administration, Business Administration/Management or Secretarial Studies.

**Additional Requirements:**

- Excellent computer skills especially in Microsoft Excel will be an added advantage.
- Strong analytical, interpersonal and communication skills (both orally and written format).
- Self-driven, organized, focused and ability to work independently with other professionals.
- Proven ability to independently do research and propose solutions on office administration issues.

**Enquiries:** Mr. S. Amupolo | Ms. D. Ndafenongo, Tel: 061- 206 6111

**APPLICANTS SHOULD NOTE THE FOLLOWING:**

**Applicants in designated groups especially women and persons living with disabilities who are able to perform the required duties are strongly encouraged to apply.**

- Applicants within the Public Service **must attach proof of confirmation of probation** to their application for employment and those outside the Public Service must attach **testimonial (s) / certificate of service** from former and current employers in respect of work experience.
- **All foreign qualifications must be submitted with proof of evaluation from the Namibia Qualification Authority (NQA).**
- **Failure to complete all items or sections on the application form for employment and health questionnaire and not attaching the necessary/required documents to the application form will disqualify the application. Any parts of the application form that do not apply to you please indicate as such by writing N/A.**
- Please take note that only shortlisted candidates will be contacted and no personal documents will be returned to unsuccessful applicants.
- Applications received after the closing date will not be accepted.
- Completed application form for employment 156043 and health questionnaire form 156094 (obtainable at all Government Offices) together with comprehensive curriculum vitae, original certified copies of educational qualifications as well as academic records, testimonial (s) or/ certificate of service and identity document must be submitted to:

**The Executive Director  
Ministry of Labour, Industrial Relations and Employment Creation  
Private Bag 19005  
Khomasdal  
WINDHOEK**

**OR**

**Hand-delivered at the:** Ministry of Labour, Industrial Relations and Employment Creation  
32 Mercedes Street,  
Khomasdal,  
Windhoek  
Human Resource Office

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## MINISTRY OF URBAN AND RURAL DEVELOPMENT

DIRECTORATE: REGIONAL AND LOCAL GOVERNMENT, AND TRADITIONAL  
AUTHORITIES COORDINATION

DIVISION: LOCAL AUTHORITIES COORDINATION

SUBDIVISION: DISASTER RISK MANAGEMENT COORDINATION

<b>Post designation</b>	:	Chief Administrative Officer Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 227,453 – N\$271,828
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** A National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience

**Additional Requirements:** A National Diploma on NQF Level 6 in Public Management, Business Management / Administration or Disaster Risk Management or related field plus four (4) years appropriate experience in Disaster and Emergency Risk Management will serve as an added advantage. Applicants must be in a possession of a valid Driving license.

### **Main Duties of the job**

- Engage key stakeholders in emergency management at Local Authorities;
- Keeping database for subsidy, trainings and emergency equipment provided to Local Authorities;
- Prepare submissions and attend to any queries on issues pertaining to disaster and emergencies in Local Authorities;
- Assist in planning and budgeting for the Sub-division;
- Assist in the preparation of plans , programs and strategies for the Sub- division;
- Attend to Directorate, Divisional and Sub-division meeting or as requested;
- Assist in developing and conducting of training for Local Authorities Disaster Risk Management Committee members, and any other emergency activities;
- Writing reports;
- Liaise with Emergency and Disaster stakeholders when necessary;
- Assist Local Authorities to establish Disaster/Emergency Committees;
- Conduct Monitoring and Assessments for emergency units and firefighting equipment;
- Assist in the identification of training needs for Fire Fighters and Volunteers;
- Identify training institutions for firefighters and coordinate such trainings;
- Assist Local Authorities in the recruitment process of Fire Fighters;
- Coordinating the procurement of emergency equipment for Local Authorities;
- Represent the Ministry on various Disaster Committee and Task Force as per the Ministry recommendations;
- Advise Local Authorities on any Fire Brigade services issue;
- Attend to any other duties as directed by Management and/or Superiors

**Enquiries:** Ms. Frederika Shigwedha, Tel: 061-2975238/37

### **NOTES TO CANDIDATES:**

1. Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
2. **Failure to complete all items or sections of the application form for employment and not attaching the necessary required documents will disqualify the application.**

PSM CIRCULAR NO. C OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MARCH 2024, CLOSING DATE 25 APRIL 2024

3. Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms. Applicants outside the Public Service must attach testimonial or confirmation letter of the current employment to their application forms.
4. Emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
5. The prescribed Application form (form 156043 obtainable at all Government Offices, Ministries and Agencies) must be used/completed fully and together with a comprehensive Curriculum Vitae and originally certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director  
Ministry of Urban and Rural Development  
Private Bag 13289  
WINDHOEK**

**OR**

**Hand delivered to:**  
Human Resources Division  
Ministry of Urban and Rural Development  
First Floor, Office No. 108  
Government Office Park, Luther Street

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## MINISTRY OF WORKS AND TRANSPORT

### DIRECTORATE: CIVIL AVIATION DIVISION: METEOROLOGICAL SERVICES SECTION: RESEARCH & REMOTE SENSING

<b>Post Designation</b>	:	Chief Meteorologist Grade 5
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 412, 001 – N\$492, 567
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10,512 per annum

**Minimum requirements:** An appropriate Degree or equivalent qualification on NQF L7 plus six (6) years appropriate experience.

**Enquiries:** Mr. J PH Sheelongo: +264 61- 208 8803 /Ms. P Simataa: +264 61-208 8126

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### DEPARTMENT OF WORKS DIRECTORATE OF MAINTENANCE DIVISION: TECHNICAL AND MAINTENANCE SERVICES SECTION: MAINTENANCE AND INSPECTIONS: OMUSATI

<b>Post Designation</b>	:	Artisan Foreman Grade 9 (Multi)
<b>1 x Post</b>	:	Outapi
<b>Scale of Salary</b>	:	N\$ 185, 920 – N\$222, 994
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** Completed apprenticeship **OR** a Trade Diploma **OR** a National Vocational Diploma (IV) **OR** a Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

**Enquiries:** Mr. F Nghatanga: +264 65-244400/Ms. H Amwiigidha: +264 61-208 8103

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### DEPARTMENT OF WORKS DIRECTORATE: MAINTENANCE DIVISION: TECHNICAL AND MAINTENANCE SERVICES SECTION: MAINTENANCE & INSPECTIONS: HARDAP

<b>Post Designation</b>	:	Artisan Grade 10 (Electrical)
<b>1 x Posts</b>	:	Mariental
<b>Scale of salary</b>	:	N\$ 151, 910 – N\$182, 202
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** Completed apprenticeship **OR** a Trade Diploma **OR** a National Vocational Diploma (IV) **OR** a Certificate Level III issued in terms of existing legislation in Electrical.

**Enquiries:** Mr. G Mumbango +264 63 345150 /Ms. A Namupala: +264 61-208 8139

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**DEPARTMENT OF WORKS  
DIRECTORATE: MAINTENANCE  
DIVISION: TECHNICAL AND MAINTENANCE SERVICES  
SECTION: MAINTENANCE & INSPECTIONS: OTJOZONDJUPA**

<b>Post Designation</b>	:	Artisan Grade 10 (Plumber)
<b>1 x Posts</b>	:	Otjiwarongo
<b>Scale of salary</b>	:	N\$ 151, 910 – N\$182, 202
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** Completed apprenticeship **OR** a Trade Diploma **OR** a National Vocational Diploma (IV) **OR** a Certificate Level III issued in terms of existing legislation in Plumbing.

**Enquiries:** Mr. S Hatutale +264 67 308100/Ms. S Kalukolo: +264 61-208 8113

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**DEPARTMENT OF WORKS  
DIRECTORATE; MAINTENANCE  
DIVISION; TECHNICAL AND MAINTENANCE SERVICES  
SECTION: MAINTENANCE & INSPECTIONS: KAVANGO-EAST**

<b>Post designation</b>	:	Chief Works Inspector Grade 7 (Mechanical)
<b>1x Post</b>	:	Rundu
<b>Salary Scale</b>	:	N\$ 277,264 – N\$331, 358
<b>Housing allowance</b>	:	N\$14, 520 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF L6 plus four (4) years appropriate experience **OR** an appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience **OR** an appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years' appropriate experience.

**Additional requirements:** An appropriate National Vocational Diploma (IV) **OR** a Certificate Level III in (Mechanical) plus a Certificate Level II plus eight (8) years appropriate experience.

**Enquiries:** Mr. G Sikoka: +264 812413899/Ms. B Malambo: +264 61-208 8125

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**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES  
DIRECTORATE: CENTRALISED SUPPORT SERVICES  
DIVISION: FINANCE  
SECTION: MINISTERIAL ASSET CONTROL**

<b>Post designation</b>	:	Chief Administrative Officer Grade 8
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 227, 453 – N\$271, 828
<b>Housing Allowance</b>	:	N\$ 17, 454 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 3 years' appropriate experience in misconduct, investigations and forensic investigations.

**Additional requirements:** Computer literate. A code B Driver's Licence and a Certificate of conduct from the Namibian Police will be an added advantage.

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**Enquiries:** Ms. J W Mukubi: +264 61- 208 8813 /Ms. F Bock: +264 61-208 8123

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**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES**  
**DIRECTORATE: CENTRALISED SUPPORT SERVICES**  
**DIVISION: FINANCE**  
**SECTION: MINISTERIAL ASSET CONTROL**

**Post designation** : Senior Administrative Officer Grade 10  
**1x Post** : Windhoek  
**Salary Scale** : N\$ 151, 910 – N\$182, 202  
**Housing Allowance** : N\$ 13, 944 per annum  
**Transport Allowance** : N\$ 10, 512 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 in misconduct, investigations and forensic investigations.

**Additional requirements:** Computer literate. A code B Driver's Licence and a Certificate of conduct from the Namibian Police will be an added advantage.

**Enquiries:** Ms. J W Mukubi: +264 61- 208 8813 /Ms. F Bock: +264 61-208 8123

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**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES**  
**DIVISION: GOVERNMENT GARAGE**  
**SUBSECTION: WORKSHOP**

**Post Designation** : Artisan Grade 10 (Auto Mechanic)  
**1 x Post** : Katima Mulilo  
**Scale of salary** : N\$ 151, 910 – N\$182, 202 per annum  
**Housing Allowance** : N\$ 13, 944 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

**Minimum requirements:** Completed apprenticeship **OR** a Trade Diploma **OR** a National Vocational Diploma (IV) **OR** a Certificate Level III issued in terms of existing legislation in Auto Mechanic.

**Additional Requirements: Additional Requirements:** A valid driver's licence and computer literacy will be an added advantage.

**Enquiries:** Mr. M Ameya: +264 61- 294 6205/Ms. B Amukwaya: +264 61-208 8116

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**DIRECTORATE CIVIL AVIATION**  
**DIVISION METEOROLOGICAL SERVICES**  
**SUBDIVISION: ADVISORY AND SUPPORT SERVICES**

**Post Designation** : Control Meteorological Technician Grade 6  
**1 x Post** : Windhoek  
**Scale of Salary** : N\$ 337, 984 – N\$403,922  
**Housing Allowance** : N\$ 17,424 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

PSM CIRCULAR NO. C OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MARCH 2024, CLOSING DATE 25 APRIL 2024

**Minimum requirements:** An appropriate National Diploma on NQF L6 or equivalent qualification plus six (6) years' appropriate experience in meteorology.

**Enquiries:** Mr. J PH Sheelongo: +264 61- 208 8803 /Ms. P Simataa: +264 61-208 8126

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**DIRECTORATE: CIVIL AVIATION  
DIVISION: METEOROLOGICAL SERVICES  
SECTION: RESEARCH & REMOTE SENSING**

**RE-ADVERTISEMENT**

**Post Designation** : Chief Meteorological Technician Grade 7  
**1 x Post** : Windhoek  
**Salary Scale** : N\$ 377,264 – N\$331, 358  
**Housing Allowance** : N\$ 17,424 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

**Minimum requirements:** An appropriate Degree or equivalent qualification on NQF L8 plus four (4) years' appropriate experience in meteorology.

**Enquiries:** Mr. J PH Sheelongo: +264 61- 208 8803 /Ms. P Simataa: +264 61-208 8126

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**DEPARTMENT OF TRANSPORT  
DIRECTORATE: TRANSPORTATION POLICY AND REGULATIONS  
DIVISION: TRANSPORTATION LEGISLATIONS**

**Post Designation** : Control Administrative Officer Grade 6  
**1 x Post** : Windhoek  
**Scale of salary** : N\$ 337, 984 – N\$403,922  
**Housing Allowance** : N\$ 17,424 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

**Minimum requirements:** National Diploma in Law or equivalent qualification (NQF Level 6) plus six (6) years appropriate experience.

**Additional requirements:** An appropriate Bachelor's Degree or equivalent qualification (NQF Level 7) in Law.

**Enquiries:** Dr. C M Limbo: +264 81 1505858/ Ms. P Simataa: +264 61-208 8126

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**DEPARTMENT OF TRANSPORT  
DIRECTORATE TRANSPORTATION POLICY AND REGULATIONS  
DIVISION TRANSPORTATION AUXILIARY SUPPORT SERVICES**

**Post Designation** : Control Administrative Officer Grade 6  
**1 x Post** : Windhoek  
**Scale of salary** : N\$ 337, 984 – N\$403,922  
**Housing Allowance** : N\$ 17,424 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

**Minimum requirements:** National Diploma in Business Administration **OR** Public Administration or equivalent qualification (NQF Level 6) plus six (6) years appropriate experience in

administration of which three (3) should be on the level of Chief Administrative Officer Grade 8.

**Additional requirements:** An appropriate Bachelor's Degree in Business Administration **OR** Public Administration or equivalent qualification (NQF Level 7). The ideal candidate must have basic knowledge of State Finance Act 31 of 1991, Treasury instructions, Public Service Act 13 of 1995), Uniform stock control system and Public Fleet Management.

**Enquiries:** Ms. H Bronn: +264 61 208 8163/Ms. P Simataa: +264 61-208 8126

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**DEPARTMENT OF TRANSPORT  
DIRECTORATE: TRANSPORTATION POLICY AND REGULATIONS  
DIVISION: TRANSPORTATION POLICY**

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1 x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 227, 453 – 2 N\$71, 828
<b>Housing Allowance</b>	:	N\$ 17, 454 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate National Diploma in Economics **OR** Business Administration **OR** Law **OR** Transport Logistics or equivalent qualification (NQF Level 6) plus four (4) years appropriate experience.

**Additional requirements:** An appropriate Bachelor's Degree or equivalent qualification (NQF Level 7) in Economics **OR** Business Administration **OR** Law **OR** Transport Logistics. Knowledge in Transport Industry and Bilateral Agreements will be an added advantage.

**Enquiries:** Ms. C T Haimbodi: +264 61 208 8712/Ms. P Simataa: +264 61-208 8126

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**DEPARTMENT OF TRANSPORT  
DIRECTORATE: TRANSPORTATION POLICY AND REGULATIONS  
DIVISION: TRANSPORTATION LEGISLATIONS**

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1 x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 227, 453 – N\$271, 828
<b>Housing Allowance</b>	:	N\$ 17, 454 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate National Diploma in Law or equivalent qualification (NQF Level 6) plus four (4) years appropriate experience.

**Additional requirements:** An appropriate Bachelor's Degree or equivalent qualification (NQF Level 7) in Law.

**Enquiries:** Dr. C M Limbo: +264 81 1505858/Ms. P Simataa: +264 61-208 8126

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**DEPARTMENT OF TRANSPORT  
DIRECTORATE OF TRANSPORTATION INFRASTRUCTURE  
DIVISION: TRANSPORTATION INFRASTRUCTURE MANAGEMENT**

<b>Post Designation</b>	:	Chief Engineer Grade 5
<b>1 x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 412, 001 – N\$492, 567
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** Registration as Professional Engineer/Incorporated Engineer with the Engineering Council of Namibia plus approximately 2 years' appropriate experience after registration.

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

**Enquiries:** Ms. A Nasheya: +264 61 208 8624/ Ms. P Simataa: +264 61-208 8126

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**DEPARTMENT OF TRANSPORT  
DIRECTORATE: MARITIME AFFAIRS  
DIVISION: MARITIME POLLUTION CONTROL SEARCH AND SURVEYING**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1 x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 151, 910 – N\$182, 202
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 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 three (3) years appropriate experience.

**Enquiries:** Ms. B Siseho: +264 61 448502/Ms. P Simataa +264 61-208 8126

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**DEPARTMENT OF TRANSPORT  
DIRECTORATE: MARITIME AFFAIRS  
DIVISION: INSPECTIONS AND SURVEYING**

<b>Post Designation</b>	:	Chief Ship Surveyor Grade 5
<b>1 x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 412, 001 – N\$492, 567
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** A 4-year tertiary qualification in Mechanical Engineering (NQF Level 8) plus approximately four (4) years' appropriate experience **OR** A Certificate of Competence as Chief Engineers Officer (Special degree) plus two (2) years appropriate experience.

**Additional requirements:** A Certificate of Competency as Desk or Engineer Officer, preferable Class 1 or 2 or equivalent with appropriate seagoing experience. A naval architecture graduate, any type of Engineering related to the Marine Industry, Class 3 or 4 Deck or Engineering Certificate of Competency with seagoing experience as Watch-Keeping Officer, Fisherman High Grade or Marine Motorman Higher Grade or Class 5 Deck or

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Engineer Officer with long seagoing experience on vessels and that such candidate is ready to undergo further extensive training on surveys and inspection of vessels.

**Enquiries:** Ms. B Siseho: +264 61 448502/ Ms. B Malombo +264 61-208 8126

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**DIRECTORATE: AIRCRAFT ACCIDENT AND INCIDENT INVESTIGATIONS**

**Post Designation** : Assistant Aircraft Accident Investigators Grade 8  
**1 x Post** : Windhoek  
**Scale of Salary** : N\$ 227 453 (Fixed)

**Minimum requirements: Aircraft Maintenance Engineer:** A BSc. Degree in Aeronautical Engineering (or equivalent qualification) plus three years' appropriate experience

**Or**

An appropriate National Diploma in Aviation Maintenance for Technicians (or equivalent qualification) plus three years' appropriate experience;

**Or**

A completed apprenticeship plus ten (10) years appropriate experience in aviation maintenance

**Plus**

A valid Aircraft Maintenance valid License endorsed for the relevant group or type ratings under any of A and C, or B, or D.

A valid Code B or BE drivers license.

**Enquiries:** Mr. Magnus Abraham: +264 61-208 8411/Ms. P Simataa Tel: +264 61 -208 8126

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**DEPARTMENT OF WORKS  
DIRECTORATE: CAPITAL PROJECT MANAGEMENT  
DIVISION: ENGINEERING SERVICES  
SUBDIVISIO: ELECTRO AND MECHANICAL ENGINEERING**

**RE-ADVERTISEMENT**

**Post designation** : Chief Engineer Grade 5 (Mechanical)  
**1 x Post** : Windhoek  
**Salary Scale** : N\$ 412, 001 – N\$492, 567  
**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

**Minimum requirements:** An appropriate Bachelor Degree in Mechanical Engineering at NQF Level 7 and Registration as a Professional Engineer/Incorporated Engineer with the Engineering Council Namibia plus approximately three (3) years appropriate experience. First priority will be given to Namibian citizens.

**Enquiries:** Mr. N lileka: +264 61- 208 8711/Ms. S Tjiwemu: +264 61-208 8129

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## DEPARTMENT OF WORKS

**DIRECTORATE: CAPITAL PROJECT MANAGEMENT**  
**DIVISION: ENGINEERING SERVICES**  
**SUBDIVISION: ELECTRO AND MECHANICAL ENGINEERING**

### RE-ADVERTISEMENT

<b>Post designation</b>	:	Chief Engineer Grade 5 (Electrical)
<b>1 x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 412, 001 – N\$492, 567
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate Bachelor Degree in Electrical Engineering at NQF Level 7 and Registration as a Professional Engineer/Incorporated Engineer with the Engineering Council Namibia plus approximately three (3) years appropriate experience after registration. First priority will be given to Namibian citizens.

**Enquiries: Mr. N Iileka: +264 61- 208 8711/Ms. S Tjiwemu: +264 61-208 8129**

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**DEPARTMENT OF WORKS**  
**DIRECTORATE: CAPITAL PROJECT MANAGEMENT**  
**DIVISION: ARCHITECTURAL SERVICES**  
**SUBDIVISION: ARCHITECTURE**

### RE-ADVERTISEMENT

<b>Post designation</b>	:	Chief Architect Grade 5
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 412, 001 – N\$492, 567
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate Bachelor Degree in Architecture or equivalent qualification and registration with the Namibian Council for Architects and Quantity Surveyors as Professional Architect plus approximately 3 years' appropriate experience after registration.

**Additional Requirements:** An appointment in this Job Category, irrespective of the functional level, is subject to vetting through the Namibia Central Intelligence. Foreign applicants must submit police clearance and the Registration with the Councils of the Architects from their country of origin, and should be registered with the Namibian Council for Architects and Quantity Surveyors within 18 months after appointment.

**Enquiries: Mr. P K Kalo: +264 61 - 208 8734/ Ms. S Tjiwemu: +264 61-208 8129**

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**DEPARTMENT OF WORKS  
DIRECTORATE: CAPITAL PROJECT MANAGEMENT  
DIVISION: ARCHITECTURAL SERVICES  
SUBDIVISION: ARCHITECTURE SERVICES**

**RE-ADVERTISEMENT**

<b>Post designation</b>	:	Architect Grade 6
<b>1x Post</b>	:	Windhoek
<b>Scale of salary</b>	:	N\$ 337, 984 – N\$403,922
<b>Housing Allowance</b>	:	N\$ 17,424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum requirements:** An appropriate Bachelor Degree in Architecture or equivalent qualification and registration with the Namibian Council for Architects and Quantity Surveyors as Professional Architect.

**Additional Requirements:** An appointment in this Job Category, irrespective of the functional level, is subject to vetting through the Namibia Central Intelligence. Foreign applicants must submit police clearance and the Registration with the Councils of the Architects from their country of origin, and should be registered with the Namibian Council for Architects and Quantity Surveyors within 18 months after appointment.

**Enquiries:** Mr. P K Kalo: +264 61 - 208 8734/ Ms. S Tjiwemu: +264 61-208 8129

Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Applications (on form 156043 and health questionnaire form 156094) obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications. Staff members in the Public Service must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level. Applications must be submitted to the following address:

The Executive Director  
Ministry of Works and Transport  
Private Bag 13341  
Ausspannplatz  
Windhoek

The Human Resource Office  
Ministry of Works and Transport  
Registry Office - Room 101  
**OR hand delivered to:** First floor

**NB! Only shortlisted candidates will be contacted and documents will not be return back. All supporting documents (ID's, Qualifications, and References) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents will disqualify the application**

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## ERONGO REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, ARTS AND CULTURE

<b>Post Designation</b>	:	Principal Grade 5
<b>4x posts:</b>		Ozondati Primary School (Omaruru Circuit) Matutura Primary School (Swakopmund Circuit) U.B Dax Primary School (Swakopmund Circuit) New Senior Primary School-Walvis Bay (Walvis Bay Circuit)
<b>Salary Scale</b>	:	N\$412, 001 – N\$492, 567
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 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 (Senior Secondary Phase).

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<b>Post Designation</b>	:	Head of Department Grade 6
<b>Area of specialization</b>	:	Commerce: Accounting and Business Studies/ Entrepreneurship/ Economics Grade 8 - 11
<b>1xPost :</b>		Matutura Secondary School( Swakopmund Circuit)
<b>Salary Scale</b>	:	N\$ 337, 984 – N\$403, 922
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

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<b>Post Designation</b>	:	Head of Department Grade 6
<b>Area of specialization</b>	:	Languages: English and Afrikaans Grade 8 -11
<b>1xPost</b>	:	Matutura Secondary School (Swakopmund Circuit)
<b>Salary Scale</b>	:	N\$ 337, 984 - N\$403, 922
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

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<b>Post Designation</b>	:	Head of Department Grade 6
<b>Area of specialization</b>	:	Languages: English and Afrikaans/ Khoekhoegowab/Oshindonga/Oshikwanyama/ Otjiherero Grade 4-7
<b>1xPost</b>	:	Matutura Primary School (Swakopmund Circuit)
<b>Salary Scale</b>	:	N\$ 337, 984 XP- N\$403, 922
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Post Designation** : Head of Department Grade 6  
**Area of specialization** : Sciences: Mathematics and Natural Science & Health Education Grade 4-7  
**1xPost** : Matutura Primary School (Swakopmund Circuit)  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$17, 424 per annum  
**Transport Allowance** : N\$10, 512 per annum

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**Post Designation** : Head of Department Grade 6  
**Area of specialization** : Sciences: Mathematics and Natural Science & Health Education Grade 4-7  
**1xPost** : John /Awaseb Primary School (Swakopmund Circuit)  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$17, 424 per annum  
**Transport Allowance** : N\$10, 512 per annum

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**Post Designation** : Head of Department Grade 6  
**Area of specialization** : Social Sciences Grade 4-7  
**1xPost** : New Senior Primary School-Walvis Bay (Walvis Bay Circuit)  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$17, 424 per annum  
**Transport Allowance** : N\$10, 512 per annum

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**Post Designation** : Head of Department Grade 6  
**Area of specialization** : Languages: English and Afrikaans/ Khoekhoegowab/Oshindonga/Oshikwanyama/ Otjiherero Grade 4-7  
**1xPost** : New Senior Primary School-Walvis Bay (Walvis Bay Circuit)  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$17, 424 per annum  
**Transport Allowance** : N\$10, 512 per annum

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**Post Designation** : Head of Department Grade 6  
**Area of specialization** : Sciences: Mathematics and Natural Science & Health Education Grade 4-7  
**1xPost** : New Senior Primary School-Walvis Bay (Walvis Bay Circuit)  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$17, 424 per annum  
**Transport Allowance** : N\$10, 512 per annum

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**Post Designation** : Head of Department Grade 6  
**Area of specialization** : Social Sciences: Geography and History/Development Studies Grade 8-11  
**1xPost** : Narraville High School (Walvis Bay Circuit)  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$17, 424 per annum  
**Transport Allowance** : N\$10, 512 per annum

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**Post Designation** : Head of Department Grade 6 (**Re-advert**)  
**Area of specialization** : Languages: English and Afrikaans Grade 8-11  
**1xPost** : Narraville High School (Walvis Bay Circuit)  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$17, 424 per annum  
**Transport Allowance** : N\$10, 512 per annum

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**Post Designation** : Head of Department Grade 6  
**Area of specialization** : Languages: English and Afrikaans Grade 8-11  
**1xPost** : Flamingo Secondary School (Walvis Bay Circuit)  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$17, 424 per annum  
**Transport Allowance** : N\$10, 512 per annum

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**Post Designation** : Head of Department Grade 6  
**Area of specialization** : Commerce: Accounting and Business Studies/  
Entrepreneurship/ Economics Grade 8 - 11  
**1xPost** : Duinesig High School (Walvis Bay Circuit)  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$17, 424 per annum  
**Transport Allowance** : N\$10, 512 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 Requirements:**

- The shortlisting 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)].
- Preference will be given to candidates who have proven teaching experience at the appropriate phases.

**APPLICANTS SHOULD NOTE THE FOLLOWING:**

- All foreign qualifications must be accompanied by an evaluation report from the Namibia Qualifications Authority (NQA).
- Failure to complete **all items** on the application form for employment (**indicate not applicable where appropriate**) and not attaching the necessary/required documents will **disqualify** the application.
- Please note that only shortlisted candidates will be contacted and no application forms for employment, CVs and other supporting documents shall be returned to the applicants.

Application for employment form 156043 and Health Questionnaire 156094 with **original certified** copies of qualification (s) and **academic records/transcript of qualification(s)**, Identity Document, testimonials, confirmation of probation and CV should be addressed to:

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

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**Or hand delivery at:**

Directorate of Education, Arts and Culture building at the vacancy box available at the entrance of the building

**Enquiries:** Ms Elizabeth Shikongo/ Mr Rehabeam Halwoodi, Tel: 064 4105149/064 4105016

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## KAVANGO WEST REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: PROGRAMMES AND QUALITY ASSURANCE

#### SECTION: SCHOOLS

<b>Post Designation</b>	:	Principal Grade 5
<b>3xPosts</b>	:	1. Mayara Junior Primary School 2. Nkurenkuru Secondary School (Project) 3. Ekondjo Primary School
<b>Salary Scale</b>	:	N\$ 412, 001- N\$492, 567
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) 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 subject to be taught plus 1-year teaching qualification plus 7 years teaching experience.

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<b>Post Designation</b>	:	Head of Department Grade 6
<b>13xPosts</b>	:	1. Halili Combined School (Rukwangali and English Grade 8-9). 2. Silikunga Combined School (Rukwangali and English Grade 8-9). 3. Cumcara Combined School (Mathematics and Life Science / Physical Science Grade 8-9). 4. Alfeus Mipasi Primary School (Mathematics and Natural Science Grade 4-7). 5. Ndonga Primary School (Mathematics and Natural Science Grade 4-7). 6. Pandureni Combined School (Rukwangali and English Grade 8-9). 7. Olavi Sivhute Combined School (Geography and History Grade 8-11). 8. Olavi Sivhute Combined School (English Grade 8-11 and Rukwangali Grade 8-9). 9. Karanawa Primary School (Junior Primary-Rukwangali Pre-Grade 3). 10. Nkurenkuru Secondary School (Project) (Rukwangali Grade 8 - 9 and English Grade 8-12). 11. Nkurenkuru Secondary School (Project) (Mathematics and Physical Science / Physics / Biology / Chemistry Grade 8-12). 12. Kahenge Combined School (Rukwangali Grade 8-9 and English Grade 8-11). 13. Mpungu Combined School (Junior Primary-Rukwangali Grade 1-3).
<b>Salary Scale</b>	:	N\$ 337 984- N\$403 922
<b>Housing Allowance</b>	:	N\$17, 424 per annum
<b>Transport Allowance</b>	:	N\$10, 512 per annum

**Minimum Requirement:** A recognized 3 year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **Or** An appropriate recognized 3-year non-

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teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1- year teaching qualification plus 6 years teaching experience.

**NB:** Please send applications forms (**on the new forms 156043 and 156094** obtainable at all Government Offices). Applicants are reminded to attach **certified copies** of their qualifications; academic records / transcripts; testimonials; curriculum vitae. All foreign qualifications must be evaluated (attach NQA evaluation report).

**NB:** Complete a prescribed application form in full **“Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application”**

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

**NB:** Prospective applicants who **do not meet** the appointment requirements as outlined above are advised **not to apply**. Only Candidates who meet the prescribed appointment requirements will be considered for possible short listing.

**The regional director  
Directorate of education, arts and culture  
Subdivision human resource  
Private bag 6193  
Nkurenkuru**

**OR**

**Hand Delivery:  
Kavango West Regional Education Office  
Nkurenkuru  
(Matukuchila complex behind Shoprite)  
HR Office**

**Enquiries:** Human Resource Office Tel 066-2742000

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## //KHARAS REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: PROGRAMMES AND QUALITY ASSURANCE SUBSECTION: ADVISORY SERVICES

**Post designation** : Inspector of Education Grade 5  
**1xPost** : Keetmanshoop Regional Office  
**Scale of Salary** : N\$ 412,001 – N\$492, 567

**Minimum Requirements:** A recognized 4-year tertiary teaching qualification on NQF Level 7 plus 9 years teaching experience.

#### **Supplementary Requirements:**

- Applicants must have **9 years or more teaching experience.**
- All documents must be police certified (ID, Driver's License, Qualifications, Testimonials, All extra Courses attended)
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Valid driver's license.
- Computer literacy in Microsoft Word, Access, Excel and Power Point.
- Interpretation of the Education Act 2001 (Act no. 16 of 2001), and knowledge of National Standards and Performance Indicators as well as other relevant Acts and Regulations.

**Take Note: Probation must be confirmed on Grade 6 level.**

**Enquiries:** Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227073

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### DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: PROGRAMMES AND QUALITY ASSURANCE SUBSECTION: ADVISORY SERVICES

**Post designation** : Senior Education Officer Grade 6 (Inclusive Education)  
**1xPost** : Keetmanshoop Regional Office  
**Scale of Salary** : N\$ 337, 984– N\$403, 922

**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:**

- A 4 year qualification majoring in **Learning Support.**
- Added advantage is teaching experience as a Life Skills Teacher.
- Testimonials should accompany the application form as poof of teaching Life Skills.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Valid driver's license.
- 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.

**Take Note: Probation must be confirmed on Grade 8 level.**

**Enquiries:** Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227073

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**DIRECTORATE OF EDUCATION, ARTS AND CULTURE  
DIVISION: LIFELONG LEARNING, LIBRARIES AND ARCHIVES SERVICES**

<b>Post Designation</b>	:	Assistant Librarian Grade 10
<b>2xPosts</b>	:	Keetmanshoop Community Library
<b>Salary Scale</b>	:	N\$ 151, 910 – N\$182, 202
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An Appropriate National Diploma on NQF L6.

**Supplementary Requirements:** A Diploma in Library or Information Studies.

**Key accountabilities:**

- Good command in English both written and speaking.
- Excellent communication and interpersonal skills to be able to interact with the community and to perform under pressure.
- Computer literacy in Microsoft Word, Excel and Power Point.

**Enquiries to:** Ms. Emilia N. Mbalili Tel: (063) 227073 or Ms. Grace H. Cloete Tel: (063) 22 7029

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**DIRECTORATE OF EDUCATION, ARTS AND CULTURE  
SUBSECTION: BUILDING AND MAINTENANCE**

<b>Post designation</b>	:	Chief Works Inspector Grade 7
<b>1xPost</b>	:	Keetmanshoop Regional Office
<b>Scale of Salary</b>	:	N\$ 227, 264– N\$331, 358

**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**

An 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 whose probation is confirmed on the level Senior Works Inspector Grade 8 with a valid driver's license.

- Applicants must have **4 years' experience** as a Senior Works Inspector Grade 8.
- 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

**Applicants should note the following:**

- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualification Authority (NQA).
- Applicants who only partially complete and /or do not sign application forms, or did not attached certified copies of all documents, will not be considered.
- Applicants in designated groups are encouraged to apply.

**Please note:** Only shortlisted candidates will be contacted and preference will be given to Namibian Citizens.

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Applications may be submitted at the following address:

The Regional Director  
Directorate of Education, Arts and Culture  
| | Kharas Region  
Human Resource Administration Section  
Private Bag 2160  
Keetmanshoop

OR

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

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# KHOMAS REGIONAL COUNCIL

## DIRECTORATE OF EDUCATION, ARTS AND CULTURE

### SUBDIVISION: ADULT AND CONTINUING EDUCATION PROGRAMMES

<b>Post Designation</b>	:	Chief Education Officer (Grade 5) (Adult and Continuing
		Education Programmes)
<b>1 x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 412, 001 – N\$492, 567
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Degree on NQF L7 or NQF L8 plus 8 years appropriate experience.

**Supplementary Requirement:**

- Candidate must possess 5 years (or more) appropriate experience as Senior Education Officer Grade 6 (or higher) in Adult Education (Proof of appropriate experience must be attached).
- Candidate must possess a B. Degree on NQF L7 (or higher) majoring in Adult Education.
- Candidate must possess a valid driver's license or be willing to obtain such within a reasonable time frame.
- Computer Literacy will be an added advantage.
- Candidate must possess appropriate teaching experience of Junior Primary Phase

**Enquiries:** The Human Resource Officer Tell no: 061- 293 9411

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### DIVISION: PROGRAMMES AND QUALITY ASSURANCE: SECTION: DIAGNOSTIC, ADVISORY AND COUNSELLING SERVICES

<b>Post Designation</b>	:	Senior Education Officer (Grade 6) (School Counselor)
<b>1 x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 337, 984 – N\$403, 922
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Degree (or equivalent qualification) on NQF L8 plus 3 years appropriate experience

OR

An appropriate Degree (or equivalent qualification) on NQF L7 plus 5 years appropriate experience.

**Supplementary Requirement:**

- Candidate must possess appropriate experience (Proof must be attached).
- Candidate must possess an appropriate qualification in terms of the minimum appointment requirements (or higher) majoring in Psychology (Proof must be attached).
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
- Computer Literacy will be an added advantage.

**Enquiries:** Subdivision Human Resources Tell no: 061 – 293 9411

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**DIVISION: PROGRAMMES AND QUALITY ASSURANCE:  
SUBDIVISION: PROFESSIONAL DEVELOPMENT**

<b>Post Designation</b>	:	Senior Education Officer (Grade 6) Agricultural Science Grade 8-12 (AS Level)
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 337, 984 – N\$403 922
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate Degree (or equivalent qualification) on NQF L8 plus 3 years appropriate experience

OR

An appropriate Degree (or equivalent qualification) on NQF L7 plus 5 years appropriate experience.

**Supplementary Requirement:**

- Candidates must possess an appropriate qualification in terms of the minimum appointment requirements majoring in Agriculture.
- Candidate with previous experience as Subject Head for Agriculture or Head of Department (Agriculture) will have an added advantage.
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
  - Computer Literacy will be an added advantage.

**Enquiries:** Subdivision Human Resources Tell no: 061 – 293 9411

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**SUBDIVISION: LIBRARY, ARCHIVES AND INFORMATION SERVICES**

<b>Post Designation</b>	:	Librarian Grade 9
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 185, 920 – N\$222, 994
<b>Housing Allowance</b>	:	N\$ 13, 944 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirements:** An appropriate B. Degree (or equivalent qualification) on NQF L7

**Supplementary Requirement:**

- Applicants must possess an appropriate qualification on NQF L7 (or higher) majoring in Library Science and/or Library and Information Science/Studies.
- Candidates must possess at least 3 years appropriate experience. (Proof must be attached)
- Computer literacy and a valid Driver's license will be an added advantage

Contact Person for Enquiries: Subdivision Human Resources Tell no: 061 – 293 9411

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<b>Post Designation</b>	:	Principal Grade 5
<b>6 x Posts</b>	:	Khomas 1: Fidel Castro Primary School Khomas 2: Emma Hoogenhout Primary School Khomas 3: Moses //Garoeb Primary School Khomas 4: Windhoek High School Khomas 5: Moreson Special School Khomas 6: Immanuel Shifidi Secondary School
<b>Salary Scale</b>	:	N\$ 412, 001 – N\$492, 567

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**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 8760 per annum

**Minimum Requirements:** A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) 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 subject (s) to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

**Supplementary Requirement:**

- Candidates in possession of 5 years (or more) experience at the functional level Grade 6 (or higher) at school or in a related work environment. **(Proof must be attached)**
- 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 be suitably /appropriately qualified or trained for the phase he or she applies for in terms of the provision of the National Curriculum for Basic Education (2016)

**Enquiries:** The Human Resource Office Tell no: 061- 293 9411

**NOTES TO CANDIDATES:**

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applications must be accompanied by comprehensive curriculum vitae, testimonials and certified copies of educational qualifications, academic records and identity documents.
- All foreign qualifications must be evaluated and certify letter(s) from Namibia Qualification Authority (NQA) must be attached.
- **Confirmation of probation letter in current post must be attached.**

**NB** Complete prescribed application forms in full "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application". Only shortlisted candidates will be considered.

Applications must be submitted to the following address:

**Khomas Regional Council  
Directorate of Education, Arts and Culture  
Private Bag 13236  
WINDHOEK**

OR

**Deliver by hand at: The Registry Office 6th Floor, Dr. Frans Indongo Gardens, Windhoek**

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## KUNENE REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, ARTS AND CULTURE

<b>Post Designation</b>	:	Head of Department Grade 6
<b>5xPosts</b>	:	1.Otjiu Primary School : Languages: English & Otjiherero Grade 4 -7 2.Kameru Combined School: Languages: English & Otjiherero Grade 8 - 9 3.Otjikondavirongo PS : Junior Primary - MOI - Otjiherero 4.THF ! Gaeb PS : Junior Primary – MOI - Khoekhoegowab 5.Elias Amxab CS: Maths and Science: (Mathematics & Physics/Chemistry/Biology, Grade 10 – 12)
<b>Salary scale</b>	:	N\$ 337, 984 – N\$ 403,922
<b>Salary Notch</b>	:	N\$ 337,984 per annum
<b>Housing Allowance</b>	:	N\$17; 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>Remoteness Incentives</b>	:	As per category of the School applied for, if applicable.

**Additional requirements:** The candidate should be able to supervise Maths and Science subjects Grade 4-9

**Appointment requirements:** A recognized 3-year 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 subject to be taught plus 1-year teaching qualification plus 6 years teaching experience

**Supplementary Selection Requirements:** Candidates must ensure that copy of their confirmation of probation in their current position is attached.

<b>Post Designation</b>	:	Principal Grade 5
<b>2xPosts</b>	:	Omanguete Primary School, Pre-Primary – Grade 7 Orumana Combined School, Pre-Primary – Grade 11
<b>Salary scale</b>	:	N\$ 412, 001 – N\$ 492, 567
<b>Salary Notch</b>	:	N\$ 412,001 per annum
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>Remoteness Incentives</b>	:	As per category of the School applied for, if applicable.

**Appointment requirements:** A recognized 3-year teaching qualification on NQF Level 6 (or equivalent) 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 subject to be taught plus 1-year teaching qualification plus 7 years teaching experience

- Candidates must ensure that copy of their confirmation of probation in their current position is attached.

All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable

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from any Government Offices. **Failure to complete part B.12 of the application form and all items of the application for employment form correctly and not attaching all the necessary documents will result in immediate disqualification.**

**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 accompanied by an evaluation report from Namibia Qualifications Authority (NQA) and academic records/transcripts of their qualifications. In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply.

**Note must be taken that competitions of vacancies in the Public Service 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. Only shortlisted candidates will be contacted. No documents will be returned and no faxed applications will be accepted.**

**Enquiries:** Ms. Kaino N. Itewa & Mr. Johny J. Mapanka, Tel : 067-335000

**Applications must be send to the following address:**

**The Regional Director  
Kunene Regional Council  
Directorate of Education, Arts and Culture  
Private Bag 2007  
Khorixas**

**Or Hand deliver at:**

**Human Resource Office  
Directorate of Education, Arts and Culture  
Khorixas**

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## OMUSATI REGIONAL COUNCIL

**DIRECTORATE: GENERAL SERVICES**  
**DIVISION: ADMINISTRATION**  
**SUBDIVISION: CONSTITUENCY SUPPORT**

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1xPost</b>	:	Onesi Constituency Office
<b>Salary Scale</b>	:	N\$ 337, 984 – N\$ 403, 922
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum.
<b>Transport Allowance</b>	:	N\$ 10,512 per annum.
<b>Remoteness Allowance</b>	:	N\$ 9, 000 per annum.

**Minimum Requirements:** An Appropriate National Diploma or equivalent qualification NQF Level 6 in the field of Public Administration, Public Management or Business Administration, plus 6 years appropriate experience of which four (4) years should be at the level of Chief Administrative Officer Grade 8 or equivalent.

**Main Duties:**

- Provide advisory & administrative support to the Regional Council.
- Provide leadership and supervision to staff members at the Constituency Office
- Implement, monitor, and evaluate annual work plan and produce monthly progress reports.
- Provide support services in relation to emergency management activities.
- Coordinate development projects at Constituency level and communicate any concern to relevant Offices.
- Submit budget input to the Regional Head Office.
- Ensure minute-taking and submission of CDC & EDRMs to the Regional Council.
- Initiate the procurement of goods and services of the Constituency.
- Ensure safekeeping of all assets/stock in the Constituency Area.
- Any other duties as may be assigned by the supervisor.

**Enquiries:** Mr. E. Kamati/Ms. H. Shimuningeni @ 065 251019

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**DIRECTORATE: GENERAL SERVICES**  
**DIVISION: FINANCE**

<b>Post Designation</b>	:	Senior Accountant Grade 7
<b>1xPost</b>	:	Outapi
<b>Salary Scale</b>	:	N\$ 277, 264 – N\$ 331, 358
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum.
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum.

**Minimum Requirement:** National Diploma at NQF L6 majoring in Accounting or Finance plus four (4) years appropriate experience.

**Main Duties:**

- Assist with the compilation of Annual Plan of the Division.
- Assist with the compilation of financial management reports.
- Ensure adherence to management procedures and processes relevant to the Financial Division.
- Responsible for checking and controlling of all payments done by the accountants and ensure timeous payment.
- Perform monthly reconciliations.
- Carry out financial inspections to the sub- receivers of revenue at the Settlements and Constituency offices.

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- Prepare and submit VAT returns.
- Assist in the preparation of Annual Financial Statements (AFS).
- Provide on-the-job training for new appointees.
- Ensure the reconciliation of Account Payable and Account Receivables.
- Verify monthly salary inputs and updates.
- Oversee revenue collection and reporting thereof.
- Carry out any official duties assigned from time to time.

**Enquiries:** Ms. K. Anguku /Ms. H. Mungandjela @ 065 251019

**NB:**

- Applicants with foreign qualifications must attach an Evaluation Letter of their qualification issued by Namibia Qualifications Authority.
- Applications must be submitted on Form 156043 (obtainable from any Public Service Offices) and should be accompanied by a comprehensive CV and certified copies of Educational Qualifications, Identity Document and must be hand delivered or addressed to:

**The Chief Regional Officer  
Omusati Regional Council  
Private Bag 523**

**Or Hand delivered at:**

**Erf 1080  
Namaungu Street  
Omusati Regional Council Head  
Office Human Resource Office Room D-3  
Outapi**

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## OSHANA REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: PROGRAMMES AND QUALITY ASSURANCE

#### RE-ADVERTISEMENT

<b>Post Designation</b>	:	Principal Grade 5
<b>1xPost</b>	:	Joseph Mbangula Primary School (Oshakati Circuit)
<b>Salary Scale</b>	:	N\$ 432,601 – N\$ 517, 195
<b>Housing Allowance</b>	:	N\$ 17, 424-00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512-00 per annum

**Appointment requirement:** A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus seven (7) years teaching experience

**Supplementary Requirements:** Preference will be given to candidates who are currently Principal Grade 5 or Head of Department Grade 6 or equivalent post with qualification that enable them to teach from Pre- Primary to Grade 7

**Enquiries:** Kaarina L. Iiyenda/ Klaudia T. Shindondola Tel 065-229800

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#### RE-ADVERTISEMENT

<b>Post Designation</b>	:	Head of Department Grade 6: Mathematics and Science Grade 8-9
<b>1xPost</b>	:	Oshekasheka Combined School ( <b>Onamutai Circuit</b> )
<b>Salary Scale</b>	:	N\$ 354,883 – N\$ 424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424-00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512-00 per annum

**Appointment Requirements:** A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (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 one year teaching qualification plus 6 years teaching experience

**Supplementary Requirements:** Candidate must be able to teach Agriculture and Life Science/Physical Science/Mathematics Grade 8-9 and be able to supervise Senior Primary Phase (Science subjects)

**Enquiries:** Klaudia T. Shindondola/ Kaarina L Iiyenda Tel 065-229800

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#### RE-ADVERTISEMENT

<b>1x Post</b>	:	Head of Department Grade 6 Junior Primary Grade 0-3 (MOI- Oshindonga)
<b>1xPost</b>	:	Emono CS (Oshakati Circuit)
<b>Salary Scale</b>	:	N\$ 354, 883 – N\$424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424-00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512-00 per annum

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**Appointment Requirements:** A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (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 one year teaching qualification plus 6 years teaching experience

**Enquiries:** Klaudia T. Shindondola/ Kaarina L Iiyenda Tel 065-229800

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#### RE-ADVERTISEMENT

**Post Designation** : Head of Department Grade 6  
Technology (Technical Studies/Design and Technology  
Grade 8-11)  
**1xPost** : Okatana Secondary School (**Oshakati Circuit**)  
**Salary Scale** : N\$ 354, 883 – N\$ 424, 119  
**Housing Allowance** : N\$ 17, 424-00 per annum  
**Transport Allowance** : N\$ 10 512-00 per annum

**Appointment Requirements:** A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (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 one year teaching qualification plus 6 years teaching experience

**Supplementary Requirements:** Preference will be given to candidates with three (3) years teaching experience in any of the technical subjects (Woodwork/Metal work and Welding) or Design and Technology at secondary level.

Candidate should be able to supervise the following subjects: Home Economics and Fashion and Fabrics Grade 8-11 and Computer Science Grade 8-12.

**Enquiries:** Klaudia T. Shindondola/ Kaarina L Iiyenda Tel 065-229800

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#### DIVISION: PROGRAMMES AND QUALITY ASSURANCE

**Post Designation** : Principal Grade 5  
**1xPost** : Okatana Primary School (**Oshakati Circuit**)  
**Salary Scale** : N\$ 432, 601 – N\$ 517, 195  
**Housing Allowance** : N\$ 17, 424-00 per annum  
**Transport Allowance** : N\$ 10 512-00 per annum

**Appointment requirement:** A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus seven (7) years teaching experience

**Supplementary Requirements:** Preference will be given to candidates who are currently Principal Grade 5 or Head of Department Grade 6 or equivalent post with qualification that enable them to teach from Pre- Primary to Grade 7

**Enquiries:** Kaarina L. Iiyenda/ Klaudia T. Shindondola Tel 065-229800

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<b>Post Designation</b>	:	Head of Department Grade 6 Mathematics and Natural Science Grade 4-7
<b>1xPost</b>	:	Onamutai Primary School ( <b>Onamutai Circuit</b> )
<b>Salary Scale</b>	:	N\$ 354, 883 – N\$424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424-00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512-00 per annum

**Appointment Requirements:** A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (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 one year teaching qualification plus 6 years teaching experience

**Enquiries:** Klaudia T. Shindondola/ Kaarina L Iiyenda **Tel** 65-229800

<b>Post Designation</b>	:	Head of Department Grade 6 Mathematics and Science Grade 4-7
<b>1xPost</b>	:	Ondiyala Primary School ( <b>Oluno Circuit</b> )
<b>Salary Scale</b>	:	N\$ 354,883 – N\$424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424-00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512-00 per annum

**Appointment Requirements:** A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (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 one year teaching qualification plus 6 years teaching experience

**Enquiries:** Klaudia T. Shindondola/ Kaarina L Iiyenda **Tel** 065-229800

<b>Post Designation</b>	:	Head of Department Grade 6- Junior Primary Grade 0-3
<b>3xPosts</b>	:	Omashekediva PS (MOI- Oshikwanyama) (Onamutai Circuit)
	:	Onguta PS (MOI- English) Oluno Circuit
	:	Mulongeni PS (MOI-English) Ompundja Circuit
<b>Salary Scale</b>	:	N\$ 354,883 – N\$424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424-00 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512-00 per annum

**Appointment Requirements:** A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (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 one year teaching qualification plus 6 years teaching experience

**Supplementary Requirements:** Candidate who apply at Onguta Primary School must be able to teach Oshindonga. Candidate applying at Mulongeni Primary School must be able to teach Oshikwanyama

**Enquiries:** Klaudia T. Shindondola/ Kaarina L Iiyenda Tel 065-229800

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**Post Designation** : Head of Department Grade 6: Languages  
(English and Oshindonga) Grade 8-9  
**1xPost** : Uukwiyuushona Combined School (**Eheke Circuit**)  
**Salary Scale** : N\$ 354, 883 – N\$ 424,119  
**Housing Allowance** : N\$ 17, 424-00 per annum  
**Transport Allowance** : N\$ 10, 512-00 per annum

**Appointment Requirements:** A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (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 one year teaching qualification plus 6 years teaching experience

**Supplementary Requirements:** Candidate must be able to supervise at Senior Primary Phase Grade 4-7

**Enquiries:** Klaudia T. Shindondola/ Kaarina L Iiyenda **Tel** 065-229800

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#### **SUB-DIVISION: LIBRARY, ARCHIVES AND INFORMATION SERVICES**

**Post Designation** : Senior Archivist Grade 7  
**1xPost** : Oshakati  
**Salary Scale** : N\$ 29, 128 – N\$ 347, 926  
**Housing Allowance** : N\$ 17, 424-00 per annum  
**Transport Allowance** : N\$ 10, 512-00 per annum

**Appointment Requirements:** An appropriate Degree on NQF Level 7 (or equivalent qualification)

**Supplementary Requirements:** A BA Degree in Archives and Records Management, Information Science, or History plus a minimum of 3 years of working experience as an Archivist (proof should be attached). In-depth knowledge of Records Management, Archival techniques, preservation of records, curation and public programming, strategic planning skills, management and supervisory skills, ICT literate, excellent communication skills and advanced experience in professional capacity building and training is a strong recommendation.

**Enquiries** Kaarina L. Iiyenda / Klaudia T. Shindondola Tel 065-229800

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**Post Designation** : Senior Education Officer Grade 6  
Biology and Life Science Grade 8-12  
**1xPost** : Ongwediva Teacher's Resource Centre  
**Salary Scale** : N\$ 354, 883 – N\$ 424, 119  
**Housing Allowance** : N\$ 17, 424-00 per annum

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**Transport Allowance** : N\$ 10, 512-00 per annum

**Appointment Requirements:** An appropriate Degree or equivalent qualification on NQF L7 plus an educational qualification plus 5 years appropriate experience

**OR**

An appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience

**Supplementary Requirements:** Candidate must be able to provide CPD for Life Science Grade 8-9. Candidate must have taught Biology at Advanced subsidiary (AS)

**Enquiries:** Klaudia T. Shindondola/ Kaarina L. Iiyenda Tel 065-229800

**NB:**

Candidates must ensure that copy of confirmation of probation in their current position is attached, if applicable

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:

Human Resource Office  
Oshana Regional Council  
Directorate of Education, Arts & Culture  
Private Bag 5518

or

Hand Delivery  
Directorate of Education, Arts & Culture  
Human Resource Office  
906 Sam Nuyoma Road  
Old Complex (Oshakati Town Council)

**OSHAKATI**

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## OTJOZONDJUPA REGIONAL COUNCIL

### DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: ADVISORY SERVICES

<b>Post Designation</b>	:	Senior Education Officer Grade 6 ( Languages: English and Oshindonga Grade 8-12)
<b>1xPost</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$ 337, 984 – N\$403, 922
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Appointment requirements:** An appropriate Degree or equivalent qualification on NQF L7 plus 5 years appropriate experience **OR** An appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience.

**Supplementary requirements:** Applicant must have a professional teaching qualification with English and Oshindonga Grade 8-12 and must be able to support schools with English and Oshindonga at Primary Phase (Grade 4-7).

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#### CIRCUIT: GROOTFONTEIN

<b>Post Designation</b>	:	Head of Department Grade 6 Junior Primary: Pre-Primary – Grade 3
<b>1x Post</b>	:	Otjituuo Primary School
<b>Salary Scale</b>	:	N\$ 337, 984 – N\$403, 922
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

**Supplementary Requirements:** Candidate must have a tertiary teaching qualification with a combination of English and Otjiherero.

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<b>Post Designation</b>	:	Head of Department Grade 6 Social Sciences (History and Geography) Grade 8-12
<b>1x Post</b>	:	Otjiwanda Secondary School
<b>Salary Scale</b>	:	N\$ 337, 984 – N\$403, 922
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

**Supplementary Requirements:** Candidate must be able to teach Development Studies Grade 8-12.

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**Post Designation** : Head of Department Grade 6  
: Junior Primary: Pre-Primary – Grade 3 (Mol: English)  
**1x Post** : Nyae-Nyae Village Schools  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$ 17, 424 per annum  
**Incentive Allowance** : N\$ 21, 000 per annum  
**Transport Allowance** : N\$ 10, 512 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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

**Supplementary Requirements:** Candidate must be able to communicate in Jui/'hoansi (proof must be attached).

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**Post Designation** : Head of Department Grade 6  
: Junior Primary: Pre-Primary – Grade 3  
**1x Post** : Luiperdheuwel Primary School  
**Salary Scale** : N\$ 337 984 – N\$403 922  
**Housing Allowance** : N\$ 17 424 per annum  
**Transport Allowance** : N\$ 10 512 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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

**Supplementary Requirements:** Candidate must have a tertiary teaching qualification with a combination of English and Afrikaans.

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#### **CIRCUIT: OTJIWARONGO**

**Post Designation** : Head of Department Grade 6  
: Junior Primary: MOI: English Pre-Primary – Grade 3  
**1x Post** : Osire Primary School  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$ 17, 424 per annum  
**Incentive Allowance** : N\$ 9, 000 per annum  
**Transport Allowance** : N\$ 10, 512 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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

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**Supplementary Requirements:** French foreign language will be an added advantage.

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**Post Designation** : Head of Department Grade 6  
: Social Sciences (History and Geography) Grade 8-11  
**1x Post** : Osire Secondary School  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

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**Post Designation** : Head of Department Grade 6  
: Junior Primary: Pre-Primary – Grade 3  
**1x Post** : Otavi Primary School  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

**Supplementary Requirements:** Candidate must have a tertiary teaching qualification with a combination of English and Khoekhoegowab.

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**Post Designation** : Head of Department Grade 6  
: Social Sciences (History and Geography) Grade 8-11  
**1x Post** : Monica Geingos Secondary School  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

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**Post Designation** : Head of Department Grade 6  
: Mathematics and Sciences Grade 8-11  
**1x Post** : Karundu Junior Secondary School  
**Salary Scale** : N\$ 337, 984 – N\$403, 922

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**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

**Supplementary Requirements:** Candidate must be able to teach Mathematics Grade 8-11, Physical Science Grade 8-9 and Physics & Chemistry Grade 10-11.

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**CIRCUIT: OKAHANDJA**

**Post Designation** : Head of Department Grade 6  
: Junior Primary: Pre-Primary – Grade 3  
**1x Post** : Okahandja Primary School  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

**Supplementary Requirements:** Candidate must have a tertiary teaching qualification with a combination of English and Afrikaans.

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**Post Designation** : Head of Department Grade 6  
: Commerce (Accounting and Economics/  
Business Studies) Grade 8-12  
**1x Post** : J. G. van der Wath Secondary School  
**Salary Scale** : N\$ 337, 984 – N\$403, 922  
**Housing Allowance** : N\$ 17, 424 per annum  
**Transport Allowance** : N\$ 10, 512 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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

(Candidate must be able to support the school with Office Practice/Computer Studies Grade 8-11).

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**Post Designation** : Chief Hostel Matron Grade 12  
**2xPosts** : 1x Tsumkwe Secondary School  
: 1x K. W Van Marees Hostel  
**Salary Scale** : N\$ 102, 622 – N\$ 123,086

PSM CIRCULAR NO. C OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 26 MARCH 2024, CLOSING DATE 25 APRIL 2024

**Housing allowance** : N\$ 13, 944 per annum  
**Transport Allowance** : N\$ 10, 512 per annum

**Appointment Requirements:** A Grade 10 or equivalent qualification on NQF L2.

**Supplementary requirements:** Preference will be given to candidates with a Grade 10 Certificate or equivalent qualification on NQF Level 2 with 24 points in seven (7) subjects and a D symbol in English or Standard 8 Certificate. Candidates in possession of Standard 8 Certificate must meet the requirements of F (HG) symbol in English. Candidates must possess 5 years appropriate experience as a Hostel Matron Grade 13 (**Proof must be attached**).

**Application Procedures:**

Interested applicants must complete the revised Public Service application form 156043 ("APPLICATION FOR EMPLOYMENT") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable at all government offices of the Ministry. **Failure to complete part B.11/12 of the employment form and all items on the application forms correctly and not attaching all the necessary documents will disqualify the application.**

A comprehensive Curriculum Vitae, certified copies of Educational Qualifications, Identity Document, testimonials must be attached to the applications (do not submit original documents). All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA).

**Enquiries:** Mr. Martin. lilonga / Ms. Hendrina. N. Eliaser, **Tel:** 067-308000

**Applications must be addressed to the following address:**

Otjzondjupa Regional Council  
Directorate of Education, Arts & Culture  
Private Bag 2618  
**Otjiwarongo**

**Or Hand Delivery at:**

Human Resource Office  
Directorate of Education, Arts Culture  
Erf 280, Sonweg Street  
Otjiwarongo

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