



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

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Ref.: **13/18/5**
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Department Public Service Management
BPI House, Independence Avenue
PO Box 1117
WINDHOEK

23 May 2023

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

CC: PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. E OF 2023

VACANCIES IN THE PUBLIC SERVICE OF NAMIBIA

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

INSTRUCTIONS

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

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

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: 23 JUNE 2023

Signed by Tuyakula Haiping
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE
MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DEPARTMENT: VETERANS AFFAIRS
DIRECTORATE: POLICY HERITAGE AND SOCIAL AFFAIRS

Post Designation	:	Director Grade 3
1xPost	:	Windhoek
Salary Scale	:	N\$ 528,193 – N\$560,522
Motor Vehicle allowance	:	
Capital Costs	:	N\$ 87, 202 per annum
Running Costs	:	N\$ 27, 273 per annum
Total Vehicle Allowance	:	N\$ 114, 475 per annum
Housing Allowance	:	N\$ 81,558 per annum

Minimum Requirements: A Bachelors-Degree at NQF Level 7 in Social Science specializing in History, Social Anthropology and Heritage Studies, Public Policy Administration and Social Work plus 9 years' appropriate experience of which 5 years must be at the managerial level.

Additional requirements: Candidate should have good knowledge of the Veterans Act, 2008 (Act, No 2 of 2008 as amended) and its regulations, good interpersonal relationship skills with proven managerial and leadership skills and experience in the field of Budgeting.

Functions and Duties:

- Coordinate Policy Development and reform.
- Coordinate and oversee the registration of veterans.
- To direct and control the verification of qualifying beneficiaries to the improvement grant.
- Administration of improvement grant and veterans financial assistance.
- Coordinate the verification of existence of beneficiaries.
- Oversee the compilation of the Liberation struggle history including those who died in exile under the care of SWAPO liberation movement.
- Coordinate and oversee the liberation heritage program and collection of artefacts and construction of outdoor museums.
- Coordinate the identification of graves of combatants and the exhumation thereof.
- Serve as liaison between the Ministry and the Veterans Board and Veterans Appeal Board.
- Serve as a link between donor agencies and stakeholders on matters related to Veterans Affairs and bilateral agreements.
- Oversee the activities of Social Affairs in terms of social welfare support and counselling services.
- Coordinate stakeholder engagement as it relates to Social Affairs.
- He/she will be reporting to the Deputy Executive Director and will be responsible for the overall supervision and management of the Directorates.
- Play a pivotal role in the development and reviewing of various policies related to Veterans Affairs.
- Advice and direct on the implementation of new programmes and national policies.
- The incumbent will serve as a member of the Executive Management Team (EMT) Management Committee Meeting (MCM), Management Policy Coordinating Committee (MPCC).
- Coordinate the overall implementation of the Strategic Plan within the different Departments/Directorates/Divisions.
- Daily leadership, management oversight and overall coordination of various programmes implementation within the Directorate.

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

- Monitor and evaluate the performance as well as progress of junior colleagues within the Directorate in line with Performance Management System.

Competencies required:

- Strategic thinking, planning, leading, interpersonal skills, computer literacy, analytical thinking, communication, negotiation, management and presentation skills.
- Ability to lead, motivate and develop individuals.
- Ability to work under pressure and manage diversity.
- Excellent Communication (written and verbal).

Enquiries: Mr. Erago-Thaddeus Erago, Tel: 061-296 3010 or Mr. Josia-Reeing A. Halweendo, Tel: 061-296 3083

Important Clauses in the submission of applications:

- Security vetting will be conducted on the first three highest scorers after the oral interview.
- All Public Servant applicants should send their applications through their O/M/A Human Resource offices and confirmation of probation letters must be attached;
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.
- The "Application for Employment"-form (new format) as well as the "Health Questionnaire" (available at all Offices/Ministries/Agencies) should be properly completed and signed. Failure to use the new format and properly complete all items on the "Application for Employment"-form and/or "Health Questionnaire" and not attaching the necessary/required documents to the application form will disqualify the application.
- Only Shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents shall be returned to the applicants.
- Shortlisted candidates may be subjected to a written interview.
- Application for Employment"-forms accompanied by the applicant's comprehensive curriculum vitae and all relevant certified copies of all educational/academic qualifications, academic records/transcripts, the proof of Namibian citizenship and certificates of service from all previous employers must be submitted to:

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

Or Hand delivered at:

**Erf 215, Independence Avenue
Hoanib Property One Building**

MANAGEMENT CADRE

MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION

DEPARTMENT: BILATERAL RELATIONS AND COOPERATION

Post Designation	:	Director Grade 3 (M)
1x post	:	Windhoek
Salary Scale	:	N\$528,193 – N\$ 560,522
Housing Allowance	:	N\$81,558 per annum
Motor Vehicle Allowance	:	N\$114,475 per annum

Minimum Requirements: An appropriate B-degree at NQF Level 7 (or an equivalent qualification) plus ten (10) years appropriate experience. A Master-degree in Diplomatic studies/Politics/International Relations/Laws/ Economic will be an added advantage.

Competencies: Knowledge of the Namibian Foreign Policy and its Management, Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, financial management and negotiation skills.

Areas of responsibility:

- Coordinating the implementation and execution of Namibia's foreign policy;
- Manage the formulation, implementation and review of policy related to Namibia's bilateral Relations;
- Manage the collection and analysis of data and the submission of policy recommendation in respect of the countries within the bureau;
- Determining the operational priorities and key issue to be researched and reported upon.
- Liaise with Namibian Diplomatic Mission on political, social and Economic events in the Countries of accreditation with short, medium and long-term ramifications on Namibia's bilateral and Multilateral relations;
- Promotion of Namibia's interest in areas such as business, investment ,trade ,tourism, culture and human resources development;
- Evaluate, monitor and where necessary advice on mission reports;
- Facilitating conclusion of bilateral cooperation programmes, agreements and projects; and,
- Liaise with the Namibian Diplomatic Mission accredited to Namibia in areas of competence and exchange views to facilitate their understanding of Namibia Foreign policy;

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Josef Gumbo Tel: (061) 282 2013

DIRECTORATE: TREATIES AND AGREEMENT

Post Designation	:	Director Grade 3 (M)
1x post	:	Windhoek
Salary Scale	:	N\$ 528,193 – N\$ 560,522
Housing Allowance	:	N\$ 81,558 per annum
Motor Vehicle Allowance	:	N\$ 114,475 per annum

Minimum Requirements: A B-Juris/ BA LLB at NQF Level 7 (or equivalent qualification) plus nine (9) years appropriate experience, **(of which 5 years should be at the level of Deputy Director or equivalent)**

Supplementary requirements: Qualifications/ experience in International Law, Law of Treaties and Legal Drafting. An appropriate Master Degree on NQF Level 9 will be an added advantage.

Areas of responsibility:

- Participates in the negotiation of Bilateral and Multilateral Agreements;
- Coordinates negotiations with other line Ministries;
- Advise the Ministry on legal matters arising out of the management of the Ministry or its conduct on Foreign Policy;
- Advising on Diplomatic law and the status of Foreign Diplomats stationed in Namibia;
- Representing the Directorate at Permanent Joint Commissions;
- Compilation of the Namibian Bilateral and Multilateral Treaty Series;
- Does the final preparation of all Bilateral Agreements to be signed;
- The preparation and deposit of all instruments of ratification/acceptance/accession to Multilateral conventions;
- Participate in the work of International legal and disarmament organizations, including and inter alia, the International Criminal Court, International Tribunal for the law of the sea, International Seabed Authority, UNGA Sixth Committee and as may be directed;
- Receiving and processing request for legal assistance from other Countries, including extradition and the service of Foreign Court documents.

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Josef Gumbo Tel: 061-282 2013

DEPARTMENT: PROTOCOL AND CONSULAR AFFAIRS, DIVISION: SPECIAL PROGRAMMES

Post designation	:	Deputy Director Grade 4(M)
1x post	:	Windhoek
Salary	:	N\$492,567 – N\$ 517,836
Housing allowance	:	N\$ 68,188 per annum
Motor Vehicle Allowance	:	N\$ 102,701 per annum

Minimum Requirements: An appropriate B-degree at NQF Level 7 (or an equivalent qualification) plus nine (9) years appropriate experience. Qualifications in Diplomatic studies/Politics/International Relations/Laws/Economic will be an added advantage.

Competencies: Knowledge of the Namibian Foreign Policy, Protocol , Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, and negotiation skills.

NB: Appointment to this position will be subject to vetting.

Areas of responsibility:

- Coordinate the provision of daily protocol courtesies for H.E the President, the First Lady, the Vice President, Founding President and father of the Namibian Nation, the Former President, the Prime Minister, the Deputy Prime Minister, the Speaker of the National Assembly, the Chairperson of the National Council, the Chief Justice, as well as the Minister of International Relations and Cooperation, to their destinations;
- Coordinate and organize all State Functions and Ceremonies, effectively and efficiently
- Responsible for State and Official Receptions, Banquets, Luncheons, including the selection of caterers, compilation and safekeeping of the Master Guest list, issuing of invitation cards and facilitate printing of the programmes as well as seating arrangements.
- Facilitate all inbound and outbound State, working and Official Visits and Programmers
- Provide guidance to O/M/A's and other institutions on protocol matters.
- Facilitate the travelling arrangements for Namibian Dignitaries when travelling abroad;
- Acting as interface between the visitors and the host, promote and encourage adherence to protocol guidelines and directives;
- Proactively research protocol developments/ standards that are followed in managing official visits, functions and ceremonies;
- Attend required committees and other meetings and advice on protocol matters;
- Responsible for VIP Lounges at all Namibian Airports;
- Provide guidance and advice to subordinate in the attainment of the objectives of the division; and,
- Responsible for the compilation of annual plans, quarterly and annual reports of the Division; and,

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Josef Gumbo Tel: 061-282 2013

DEPARTMENT: PROTOCOL AND CONSULAR AFFAIRS
DIVISION: FUNCTIONS AND CEREMONIES AND CONSULAR AFFAIRS

Post designation	:	Deputy Director Grade 4(M)
1xpost	:	Windhoek
Salary	:	N\$492,567 – N\$ 517,836
Housing allowance	:	N\$ 68,188 per annum
Motor Vehicle Allowance	:	N\$ 102,701 per annum

Minimum Requirements: An appropriate B-degree at NQF Level 7 (or an equivalent qualification) plus nine (9) years appropriate experience. Qualifications in Diplomatic studies/Politics/International Relations/Laws/Economic will be an added advantage.

Competencies: Knowledge of the Namibian Foreign Policy, Protocol , Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, and negotiation skills.

NB: Appointment to this position will be subject to vetting.

Areas of responsibility:

VISA SECTION:

- The issuance of visas to a designed category of applicant's i.e. Diplomatic staff and their dependents, staff of International and Regional Organizations;
- The issuance of visa by foreign diplomatic missions to Government officials travelling abroad on official Government business;
- Processing of passport applications from Namibians Missions abroad for issuance of Namibian passports by the Ministry of Home Affairs and Immigration;
- Advices Namibian Diplomatic Missions on matters related to Namibian visa practices; and,
- Ensure that Namibian Diplomatic Missions display the same standards of conduct as is expected of Foreign Diplomatic Missions in Namibia.

CONSULAR SECTION:

- The issuance of Birth and Citizenship Certificate (by Descent, marriage, Registration or Naturalization and Restoration) through the Ministry of Home Affairs and Immigration;
- The issuance of Temporary and Permanent Residence Permits (PRP) application tendered through Namibian Missions abroad;
- The processing of internship, temporary study permit and temporary work permits applications tendered through Namibian Missions abroad;
- The processing of certificates of conduct (Police Clearance Certificate) from the Ministry of Home Affairs, Immigration Safety and Security;
- The processing of marital status confirmations;
- The processing of duplicate identity documents through the Ministry of Home Affairs, Immigration Safety and Security;
- The processing of "Apostille" on original documents through the Ministry of Justice;
- The processing of duplicate marriage and death certificate through the Ministry of Home Affairs, Immigration Safety and Security;
- Ensuring that members of the diplomatic and consular corps understand and comply with local laws and regulations pertaining to visa and consular requirements;
- Advises Namibian Diplomatic missions and matters related to Namibian consular practices;

- Develops and implements consular policies and procedures in line with the Government policies and with international practice; and,
- Ensure that Namibian Diplomatic Missions display the same standards of conduct as is expected of Foreign Diplomatic Missions in Namibia.

WELFARE SECTION:

- The repatriation of remains of Namibian nationals who pass away abroad as well as foreign nationals who pass away in Namibia;
- The welfare of Namibian citizen abroad;
- The welfare of Foreign Citizens in Namibia;
- Responsible for the compilation of annual plans, quarterly and annual reports of the Division; and,
- Perform any other duties as assigned by the supervisor.

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Josef Gumbo Tel: 061-282 2013

DIVISION: POLICY PLANNING, MONITORING AND EVALUATION

Post designation	:	Deputy Director Grade 4(M)
1x post	:	Windhoek
Salary	:	N\$492,567 – N\$ 517,836
Housing allowance	:	N\$ 68,188 per annum
Motor Vehicle Allowance	:	N\$ 102,701 per annum

Minimum Requirements: An appropriate B-degree at NQF Level 7 (or an equivalent qualification) in Economics, Knowledge Management, Diplomatic Studies, Politics, International Relations and/ or Laws plus nine (9) years appropriate experience in policy analysis; public sector innovation; research and development, institutional development and organizational strengthening. Expertise and credentials in monitoring and evaluation; project management and organizational psychology will serve as an added advantage.

Areas of responsibility:

- To maintain constructive and productive institutional relationship among the various department of the Ministry including Missions abroad;
- To ensure inter-departmental coordination and strategic planning for continuous monitoring and evaluation and programme output against action plans;
- To assess the efficiency and effectiveness of programmes in liaising organisational goals and objectives;
- To provide and maintain research services that will cater for the needs of the entire Ministry;
- To prepare rules and procedures for policy formulation, coordination and evaluation;
- To promote internal best practices concerning strategic planning, monitoring and evaluation.
- To survey and propose overall operational priorities for the Ministry;
- To assist Directorates and Offices to develop strategic planning skills;
- To organize and coordinate meetings on policy formulation and strategic planning;
- To lead and provide support for sectoral research projects and ensure their effective implementation;
- To develop and manage a Research Services for the Ministry;
- To propose training Programmes relating to programme design and coordination;
- To compile the Annual Report of the Ministry, in coordination with other Departments;
- To design and implement monitoring and evaluation procedures for assessing programme achievements and programme effectiveness;
- To initiate, develop and manage policies to aid the implementation of the international cooperation.

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Josef Gumbo Tel: 061-282 2013

NB: Applications (on form 156043), obtainable at all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Identity document(s).

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.

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 will disqualify the application. Only

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

shortlisted candidate will be contacted and No application form and document will be returned.

Please Note: Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply.

Application forms should be hand-delivered or addressed to:

Executive Director
MIRCO
Private Bag 13347
WINDHOEK

Hand delivered to:
OR

MIRCO
Human Resource Office
Office No. 304
3th Floor, East -wing

MANAGEMENT CADRE

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: PLANNING, MONITORING AND EVALUATION

Post Designation	:	Director Grade 3
1x Post	:	Rundu (Head Office)
Salary Scale	:	N\$ 528, 193 – N\$ 560, 522
Housing Allowance	:	N\$ 81, 558 per annum
Motor Vehicle Allowances	:	
Capital cost	:	N\$ 87, 202 per annum
Running cost	:	N\$ 27, 273 per annum

Minimum requirements: An appropriate Bachelor Degree at NQF L7 (or equivalent qualification) in the field of Engineering, Town and Regional Development Planning and Management, Economic Planning, Physical and Spatial Planning, Management Science and Project Management plus 9 years appropriate experience. Candidate should have in-depth knowledge and practical and quantifiable experience in Regional Development, Planning and Management (i.e. Strategic Planning, Management, Monitoring and Evaluation and Resource Planning and Management (Infrastructure Planning, Financial and Human Capital Planning).

Additional Requirements: The candidate must be at a supervisory level of a Deputy Director Grade 4 with proven managerial abilities with emphasis on planning monitoring & evaluation, management and general administration. Must be computer literate and must have a driver`s license.

Competitive field: Candidates from outside the Public Service must have experience in related fields on management level.

Main duties of the job:

- Coordinate the planning process and consult the Regional Development Coordinating Committee and other development partners in respect of development planning.
- Ensure supervision, communication, coordination, formulation of regional policies and create awareness of policies, programmes and procedures impacting on regional development planning, and decentralization amongst line ministries.
- Approval of expenditure within approved financial management procedures and guidelines.
- Compile, control and implement the Directorate budget (operational and capital). Coordinate the statistical activities in the Region.
- Develop an Operational Plan of the Directorate and oversee its implementation add to all Directors
- Participate in the decentralisation awareness raising campaign and ensuring the implementation of the Decentralisation Action Plan (DAP).
- Provide advice to the Regional Council on matters pertaining to planning and development.
- Developing the Strategic plan of the Directorate and oversee its Implementation.
- Interpret and ensure compliance to national and sectoral policies.
- Responsible for the implementation of policy frameworks.
- Identification of staff training needs.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plans.
- Provide leadership and guidance to the Directorate.

- Oversee the establishment of procedures for planning, public participation, controlling, monitoring and progress reporting of activities of work programmes in the Directorate.
- Oversee the work of the Regional Development Coordinating Committee and Regional Aids Coordinating Committee Secretariats.
- Oversee the integration of infrastructure development needs into a Regional Infrastructure Plan.
- Supervise, control and coordinate the implementation of Regional Councils decisions, programmes and plans related to planning and development.
- Ensure that the staff needs assessment and review of institutional capacity building is undertaken for the Directorate.
- Liaise with Central Bureau of Statistics.
- Assess and determine staffing needs of the Directorate.
- Coordinate advice and oversee implementation of national policies regarding rural services, planning and development, housing, land, conservation and community development.
- Responsible for periodic assessment, update and review of management plans.
- Present monthly, quarterly and annual reports.
- Promote good governance by developing standards and operational procedures.
- Ensure the mainstreaming of HIV and AIDS within the development planning programs.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms. Ludgela Nangura, Tel: 066 – 266 000/Ms. Anna – Rosa Muyeu, Tel: 066 – 266 000

To candidates:

- Applications **must** be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- All Public Servant applicants should send their applications through their O/M/A's Human Resource Offices and confirmation letter of probation **must** be attached.
- All foreign Qualifications **must** be evaluated and letters from the Namibia Qualification Authority (NQA) to be attached.
- Must** Complete a latest revised Application Form for Employment in full, and on any parts of the application form that do not apply to you please indicate as such by writing N/A.

NB! Women and persons with Disabilities who meet the appointment requirements are encouraged to apply.

“Failure to complete all items on a latest revised application form for employment, attaching evaluation letter of foreign qualification and not attaching necessary documents will disqualify the application”.

Applications that do not meet the above criteria or requirements shall not be considered, and no application forms and attachments will be returned.

Application must be submitted on a latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualification and comprehensive CV.

Application must be addressed to:
The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu

OR

Hand delivery to:
Human Resource Office No. 15
Kavango East Regional Council
Maria Mwegere Street
Rundu

MANAGEMENT CADRE

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: DEVELOPMENT PLANNING SERVICES DIVISION: PLANNING AND DEVELOPMENT

Post Designation	:	Deputy Director Grade 4
1xPost	:	Omuthiya
Salary Scale	:	N\$492,567 – 517,836
Salary Notch	:	N\$ 492,567 per annum
Housing Allowance	:	N\$68, 188.00 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$76, 950.00 per annum
Running Cost	:	N\$25, 751.00 per annum

Minimum requirements: An appropriate Bachelor Degree in Planning related fields at NQF Level 7 (or equivalent qualification) plus nine (9) years appropriate experience. Five (5) years should have been served at the level of Chief Development Planner Grade 6 or equivalent.

KEY PERFORMANCE AREAS:

- Facilitate the process of proclamation and the development of the settlement areas.
- Identification of staff training needs.
- Assist in the formulation, implementation, Monitoring & Evaluation of strategic plans.
- Initiating feasibility studies of Regional Capital Projects.
- Implement, review and appraise progress of the implementation of Regional Capital Projects and Programmes.
- Liaise with relevant line ministries and the National Planning Commission Secretariat.
- Interpret and ensure implementation of policy frameworks at regional and local authorities in line with approved legislations.
- Provide technical input in Directorate and Divisional operational planning ensuring that outcomes support the strategic plan.
- Responsible for the development and implementation of management plans.
- Review progress against individual and divisional plans and against budgets on a monthly, quarterly and annual basis.
- Coordinate the planning process and consult the Constituency Development Committees and other development partners in respect of planning and capital projects.
- Provide strategic guidance and leadership to the division.
- Responsible for coordination and implementation of public participation mechanisms and approaches for involving citizens in regional planning.
- Promote local economic development programmes.
- Review regional statistical data and relevant information and provide technical advice to the Regional Council.
- Compile monthly, quarterly and annual reports of the Division to the Director, Planning and Development Services within defined time frame.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr Petrus Ndawendwa, Tel 065 -244 820 or Mr. Abiatar Shangula Tel: 065 – 244 814

Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by certified copies of qualifications, Transcript of Academic record, ID document together with comprehensive Curriculum Vitae. All foreign

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

qualifications must be evaluated by Namibia Qualification Authority (NQA) to determine their level. Failure to answer or omission of any question on the application form may lead to automatic disqualification from the interview process.

Note: Public Servants are requested to apply through their Human Resources Offices and no faxed documents will be accepted.

**The Chief Regional Officer
Oshikoto Regional Council
P.O. Box 19247
Omuthiya**

NATIONAL COUNCIL

DIRECTORATE GENERAL RESEARCH AND INFORMATION SERVICES DIVISION RESEARCH AND INFORMATION SERVICES

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

Minimum Requirement: An appropriate B Degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

Selection Preference: Applicants with qualifications in Media Studies, Journalism, Communication and experience in managing content on websites, social media platforms and who are in possession of a Valid Driver's License will enjoy preferences.

Main Duties:

- Supervise and coordinate activities of staff members within the Sub-Division;
- Review performance of staff members under his/her authority;
- Initiate, Plan, direct and monitor information provision and submit progress reports;
- Orient new staff members on the appropriate information provision techniques;
- Monitor media, edit, proof-reading, supervise and dispatch daily and weekly media summaries;
- Provide guidance, manage and supervise the information team;
- Issue press releases, organize press conference / media encounters;
- Interview news sources for writing of articles for the journal, website, social media platforms and other publications;
- Liaise with the media houses, Offices/Ministries/Agencies and the public;
- Conduct civic education activities and participate in outreach programmes initiated by either the Chairperson or Vice Chairperson of the National Council;
- Conduct educational study tours to Parliament;
- Produce efficient and effective research projects/papers and information services for the National Council and Committees;
- Assist members of the National Council, Committees and staff members with researched data on bills under discussion;
- Provide Members of Parliament and Committees with research information on topics that members of Parliament are expected to deliver at National and International platforms for (e.g. Conferences, Workshops, Seminars and Symposiums);
- Oversee the accuracy of researched information and documentation services to members and staff of the National Council;
- Take responsibility of divisional records; Oversee the smooth functioning of the Resource Centre for Excellent service to Members and staff of the National Council;
- Compile periodic reports for the division, the Directorate and for the Office;
- Manage, administer and coordinate the activities of subordinates;
- Creates, maintain links and network with professional bodies related to the field of information management;
- Identify staff training needs for subordinates, train new staff on-the-job and recommend training and development programme for capacity building;
- Carry out managerial and administrative tasks as required; and
- Perform any other duties as requested from time to time by the Deputy Director, Director, Secretary of the National Council or the Vice Chairperson and the Chairperson of the National Council.

Additional Information

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

- In case of public servants, only applicants who meet the minimum qualification requirements, appropriate experience and who are currently serving in the position **Information Officer Grade 7** will be considered.

Enquiries: Mr. Immanuel Kooper @ Tel. No.: 061 – 2028048

General enquiries: Human Resource Office @ 061-2028073 / 74 / 75

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

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

Minimum requirements: A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6 plus six (5) years appropriate experience.

Shortlisting preference: Candidates with experience in CCTV and Access Control Systems will receive preferential consideration.

General requirements: An appointment in this job category, irrespective of the functional level, is subject to vetting., Completed police, military, correctional service or security management basic training. Confirmation of probation is subject to the successful completion of the Advanced Security Awareness training by Namibia Central Intelligence Services (NCIS).

Additional Requirement: Valid Driver's License.

Main Duties:

- To provide security advice, guidance and support to the Chief Security Operations Officer and to the general staff members of NC, Parliament through the Institutional command structure;
- To ensure security programs such as: Physical security, personnel security, document security, ICT security and security awareness are implemented, enforced, maintained, monitored and adhere to;
- To review, oversee and evaluate the various security directives, manuals, policies and constantly updated them;
- Oversee and manage the performance of Security Operations Officers and Assistant Security Operations Officers;
- Control and Manage the Close Circuit Television and Access Control Systems;
- To investigate the contravention of security directives/breaches and
- advise in respect of appropriate steps deemed necessary as a result of such investigations;
- To liaise with other Law Enforcement Agencies on security related matters within NC, Parliament

SPECIAL NOTES TO CANDIDATES

Please take note that preference will be given to public servants who met the minimum and additional appointment requirements and who are currently serving in the following

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

functional levels will be considered for selection. No applicant below the stipulated grades and levels will be considered.

AREA OF OPERATION	FUNCTIONAL LEVEL
Job Category: Namibian Police Force	
Police Force	Warrant Officer I Grade 8
Job Category: Namibian Correctional Services	
Correctional Officer	Senior Chief Correctional Officer Grade 8
Job Category: Namibian Defence Force	
Army	Lieutenant Grade 8
Air Force	Flight Officer Grade 8
Navy	Lieutenant Junior Grade (Grade 8)
Other Ranks (all areas)	Warrant Officer Class II Grade 8

Enquiries: Ms. Victoria Sheepo @ Tel. No.: 061 – 2028097

General enquiries: Human Resource Office @ 061-2028073 / 74 / 75

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

Minimum Requirement: A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6 plus three (3) years appropriate experience.

General requirements: An appointment in this Job category, irrespective of the functional level, is subject to vetting. Completed police, military, correctional service or security management basic training. Confirmation of probation is subject to the successful completion of Advanced Security Awareness Training by Namibia Central Intelligence Services (NCIS)

Additional Requirement: Valid Driver's License.

Main Duties:

- To vet, conduct background checks, supervise security cleared personnel and carry out investigations;
- To provide security advice to the Senior/Chief Security Operations Officers
- To organize, direct, coordinate, supervise and control the implementation of physical security programs of National Council and make recommendations to improve physical security maintenance;
- To implement physical security programs, plans and compile security incidence reports;
- Responsible for overall day-to-day Protective Security function of the NC including the inspection on the National Council's infrastructure or installations;
- Daily monitoring Close Circuit Television and Access Control Systems and to ensure that the systems are operating twenty-four (24/7) hours
- To manage and control security access points/sites within National Council, Parliament precinct;

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

- To supervise and monitor contracted security service providers;
- Investigation the contravention of security directives/breaches and
- advise in respect of appropriate steps deemed necessary as a result of such investigations
- To liaise with VIPP Unit at Parliament on security related matters if need be.
- In the absence of the senior staff, liaise with Parliamentary VIPP Unit when need arise.

Enquiries: Ms. Victoria Sheepo @ Tel. No.: 061 - 2028097

General enquiries: Human Resource Office @ 061-2028073 / 74 / 75

**DIRECTORATE GENERAL RESEARCH AND INFORMATION SERVICES
DIVISION GENERAL SERVICES
SUBDIVISION AUXILIARY
SECTION: STOCK CONTROL AND HYGIENE SERVICES**

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

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

Additional Requirements: code B valid driver's license is compulsory.

Shortlisting Preferences: Experience in Assets Management, Office Support Services and being computer literate will serve as an added advantage.

Main Duties:

- Supervise the Administrative Officers for stock Control,
- Provide in-service training to staff members,
- Ensure timely inspection of assets,
- Obtain treasury approval regarding discrepancies and disposal of worn-out goods,
- Ensure that any loss or damage to state property is dealt with in accordance with Treasury Instructions,
- Request and obtain Treasury approval for acceptance of donations, gifts,
- Obtain treasury approval for the disposal of obsolete and redundant items,
- Ensure that the duty stations and offices receive all correspondence in connection with furniture,
- Conduct annual stock taking,
- Control and update main registers,
- Attend to any enquiry or complain with regard to photocopy machines,
- Perform any other official duty assigned by the supervisor.

Enquiries: Ms. Jacqueline Steyn @ Tel. No.: 061 - 2028071

General enquiries: Human Resource Office @ 061-2028073 / 74 / 75

Additional Information

- *In case of public servants, only applicants who meet the minimum qualification requirements, appropriate experience and who are currently serving in the position of **Administrative Officer Grade 12** will be considered.*

Applications for all positions advertised herein, must be made on the **latest revised (E-version 156043 and Health Questionnaire form 156094) with a provision of current employer under Section C**. Please take note that no any other version will be accepted and failure to attach all required documents will result in automatic disqualification.

Application for Employment together with a *detailed Curriculum Vitae, letter of confirmation of probation in the current position if the applicant is currently in the public service and originally certified copies of educational qualifications accompanied by transcripts and Identity Document / proof of citizenship* must be submitted to the following address:

**The Secretary
National Council
Private Bag 13371
WINDHOEK**

Attention: Human Resource Office

OR

Hand delivered to:

**The Human Resource Office
National Council, Ground Floor (New building)
14C Love Street
WINDHOEK**

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: CASH BASED AUDITS

Post designation	:	Chief Auditor Grade 6
1xPost	:	Windhoek
Salary scale	:	N\$ 337, 984-N\$403,922
Housing allowance	:	N\$ 14, 520 per annum
Transport allowance	:	N\$ 8 760 per annum

Minimum Requirements: An appropriate B. Degree qualification at NQF Level 7 plus six (6) years of appropriate experience.

Key performance areas:

- Responsible for the overall supervision of the audit team on a daily basis to ensure proper performance of work.
- Responsible to lead an audit subdivision and for the planning, execution and completion of assigned audits in accordance with the OAG's auditing standards and methodologies.
- Regularly liaise with the audit clients and ensure that matters arising from the audits are resolved amicably and that good client relations are maintained.
- Delegate and assign responsibilities to audit team in accordance with the approved annual sub-divisional plan.
- Ensure for each assigned audit, that the audit plan is prepared, approved and carried out in accordance with the OAG standards and methodologies by the agreed deadline.
- Ensure for each assigned audit, through review that documents in the Audit File are organized, referenced and cross referenced in accordance with OAG standards and methodology on audit documentation. Submit these files to the supervisor on or before the agreed deadlines.
- Review draft management letters prepared by the audit team on the basis of audit evidence obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines.
- Review draft auditor's report prepared by the audit team on the basis of audit evidence obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines.

DIRECTORATE: CASH BASED AUDITS

Post Designation	:	Assistant Auditor Grade 8 (Trainee)
1xPost	:	Windhoek
Salary Scale	:	N\$ 227,453 (Fixed)

Minimum Requirement: An appropriate B. Degree qualification at NQF level 7 in Accounting and Finance/ Auditing.

Additional Requirements: Valid driver's license will be added advantage

Key performance areas:

- Responsible for the entire audit of the Office, Ministry or Office (OMA) i.e. planning, execution (fieldwork) and reporting.
- The preparation of audit plans for the audit of accounts and asset inspection audits under close supervision of the supervisor.

- The audit of accounts, asset inspection audits and special assignments under close supervision of the supervisor.
- Collect necessary audit evidence and assist with documenting the audit evidence/findings in accordance with current Audit Standards (ISSAI's) under close supervision of the supervisor.
- Draft the assets inspection and regional audit management letters on the basis of audit evidence obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines.
- Draft the audit management letters on the basis of audit evidence obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines.
- The verification of financial statements, annual statements and supporting information submitted by the Auditees for the Auditor General's annual reports under close supervision of the supervisor as assigned.
- Draft the auditor's report prepared on the basis of audit evidence obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines

DIRECTORATE: ACCRUAL BASED AUDITS

Post Designation : Assistant Auditor Grade 8 (Trainee)
1xPost : Windhoek
Salary Scale : N\$ 227,453 (Fixed)

Minimum Requirement: An appropriate B. Degree qualification at NQF level 7 in Accounting and Finance/ Auditing.

Additional Requirements

- Studying towards a professional course (ACCA/CTA)
- Valid driver's license will be added advantage.

Key performance areas:

- Compilation and submission of work plans, the execution of audits and the reporting thereon.
- Verify assigned financial statements and supporting information provided by the Auditees for OAG's annual reports.
- Prepare draft Audit Reports and Management Letters, as required by the supervisor.
- Keep proper documentation with sufficient and appropriate audit evidence to ensure quality control.
- Document audit evidence, conclusions and recommendations in the Annual Audit File, in accordance with the Audit Standards and methodologies adopted by the OAG.
- Submit the Annual Audit File (audit working papers) to the supervisor on or before agreed target dates.
- Audit, examine and verify Financial Statements and supporting information submitted for audit purposes.

Note:

The job category **Assistant Auditor Grade 8** is a training level. Successful candidates will be appointed on a contractual basis while undergoing occupational specific training for a period of two (2) years. After successful completion of the prescribed theoretical and practical training courses that such Assistant Auditor is able to operate on the level of an Auditor may be translated thereto.

The Assistant Auditor Grade 8 are placed temporarily on a fixed-term contract. The following conditions are attached to the post of Assistant Auditor Grade 8:

- I. Not entitled to membership of the **Public Service Employee Medical Aid Scheme (PSEMAS)**.
 - II. Not entitled to be a member of the **Government Institutions Pension Fund (GIPF)**.
 - III. Eligible for membership with the **Social Security Commission (SSC)**.
 - IV. Eligible for two (2) days' Vacation Leave and two (3) days Sick Leave for each completed month of service.
- Successful candidates shall enter into a contractual agreement with the OAG before training commences.

Post designation	:	Computer Technician Grade 11
1xPost	:	Windhoek
Salary scale	:	N\$ 142,977-161,402 (P)
Housing allowance	:	N\$ 11,616 per annum
Transport allowance	:	N\$ 8.760 per annum

Minimum Requirement; A National Diploma or equivalent qualification in Information Technology on NQF Level 6.

Key performance areas

- Set up hardware and install and configure software and drivers.
- Perform preventative maintenance, diagnosis of machine problems and repair technological equipment (e.g. routers) or peripheral devices.
- Install well-functioning LAN/WAN and other networks and manage components (servers, IPs etc.).
- Manage security options and software in computers and networks to maintain privacy and protection from attacks.
- Perform regular upgrades to ensure systems remain updated.
- Troubleshoot system failures or bugs and provide solutions to restore functionality.
- Arrange maintenance sessions to discover and mend inefficiencies.
- Keep records of repairs and fixes for future reference.
- Offer timely technical support and teach users how to utilize computers correctly.
- Operating and monitoring computer equipment.
- Reporting of hardware and software problems to the Chief Systems Administrator.
- Perform the activities of the EDRMS within the division.
- Implements planned activities as on the indicated performance agreement.

Enquiries: Ms. Joolokeni Hamunyela; Tel: 061-2858426 or Ms. Beatrice Mutonga; Tel: 061-2858219

APPLICATION PROCEDURE:

- Applicants must be Namibian Citizens.
- Candidates with foreign qualifications must attach their evaluation of qualification from Namibian Qualification Authority (NQA).
- A fully completed application must be made on the prescribed form 156043 and 156094 (obtainable from any Government O/M/A) and should be accompanied by the applicant's- Curriculum vitae with comprehensive details of work related experience and exposure, Certified copies of Certificate/s of Service from previous employer/s if any, Educational qualifications and Identity document.
- **Applicants are strictly required to attach their academic records/ transcript to the applications.**

- **Applicants should ensure that the application form is completed fully and appropriately before submission.**
- Applications not complying with the above may be disqualified.
- Shortlisted candidates may be required to undergo Psychometric Test

NB: Racially disadvantaged persons, woman and persons with disabilities who meets the job requirements are encouraged to apply.

Applications for employment must be addressed to:

**The Deputy Auditor-General
Office of the Auditor-General
Private Bag 13299
Windhoek
Namibia**

OR

**Be hand delivered at:
The Office of the Auditor-General
123 Robert Mugabe Avenue
Windhoek**

OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL MANAGEMENT DIRECTORATE: ADMINISTRATION

DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Post designation	:	Senior Human Resource Practitioner Grade 7
1xPost	:	Windhoek
Scale of salary	:	N\$ 277,264 –N\$ 331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum requirements: A National Diploma majoring in Human Resources on NQF L6 with four (4) years' experience in Human Resource Administration, Performance Management System, Industrial Relations, HR Statistics and compilation of Affirmative Action Reports.

Additional requirements: A valid Driver's License (**a certified copy must be attached and license must be at least two (2) years old**)

Key performance areas:

- Supervising staff members; which includes, organizing, controlling, verifying, distributing, allocation, co-ordination and supplementing their work;
- Conduct recruitment and Selection Process;
- Prepare submissions of a complex nature on HRM related matters;
- Advice staff on HR policies and procedures;
- Ensuring that all staff movements (appointments, transfers, promotions, demotions; discharges, etc.) are properly recorded and the relevant information transmitted to the office of the Prime Minister for registration;
- Prepare various HR data and reports e.g. Wage bill, Affirmative Action, Monthly Reports and etc;
- Train, coach and mentor staff members;
- Handling grievance, representations and misconduct;
- Implement performance management system and conduct performance reviews;
- Serve as secretariat and/or committee member of committees as the need arises;
- Compiling circulars on personnel matters; and
- Execute any other duties assigned by the Deputy Director/ Chief HR Practitioner or any other authorised person.

DEPARTMENT: JUDICIAL SERVICES OFFICE OF THE DEPUTY EXECUTIVE DIRECTOR

Post designation	:	Senior Private Secretary Grade 8
1xPost	:	Windhoek
Scale of salary	:	N\$ 227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus 3 years' experience in office administration/management.

Additional requirements: Proven proficiency in Microsoft Office programs; time management, planning and organising skill; and confidentiality.

Key performance areas:

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

- Type and draft official letters and other correspondence;
- Screen and channel telephone calls and visitors;
- Order stationery and other items for the Office of Deputy Executive Director;
- Facilitate travel arrangements abroad and locally;
- Facilitate meetings and taking minutes of meetings when required;
- Handle office filing;
- Manage the diary of the Deputy Executive Director; and
- Execute any other duties assigned by the supervisor or any other authorised persons.

**DEPARTMENT: JUDICIAL SERVICES
DIRECTORATE: LOWER COURTS**

**DIVISION: COURT ADMINISTRATION LOWER COURTS (WINDHOEK AND KEETMANSHOOP
MAGISTERIAL REGION), SUBDIVISION: KEETMANSHOOP**

Post designation	:	Chief Legal Clerk Grade 8
1xPost	:	Magistrate's Office Aranos
Scale of salary	:	N\$ 227,453 – N\$271,828
Housing Allowance	:	N\$ 14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum Requirements: An appropriate National Diploma in Accounting, Business Administration, Public Management, Human Resource Management on NQF Level 6 or equivalent qualification plus **five (5)** years' experience in court administration.

Additional requirement

- Preference will be given to candidates with extensive knowledge and experience in quasi-judicial functions and court administration at Magistrate's Offices; and
- Valid driver's License with at least **(two) 2** years driving experience.

Key Accountabilities

- 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 Instruction 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 of Office of the Judiciary;
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Court;
- 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.

Key Competencies

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively and efficiently.

**DEPARTMENT: JUDICIAL SERVICES
DIRECTORATE: SUPREME AND HIGH COURTS**

Post designation	:	Chief Legal Clerk Grade 8
1xPost	:	High Court Windhoek
Scale of salary	:	N\$ 227,453 – N\$ 271,828
Housing Allowance	:	N\$ 14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum Requirements: An appropriate National Diploma in Law, Accounting, Business Administration or Public Management on NQF Level 6 or equivalent qualification plus **five (5)** years' experience in court administration.

Additional requirement

- Preference will be given to candidates with extensive knowledge and experience in quasi-judicial functions and court administration at Courts' Offices; and
- Proficiency in Microsoft Office Programs (tested during interviews).

Key Accountabilities

- Supervisor and training of the assistant registrars and other court staff involved in the registry;
- Perform quasi-judicial functions in his/her capacity as assistant registrar;
- Receive state revenue and deposit suspense account monies in respect of court fees, security, bail and court fines;
- Be responsible for inter alia witness fees payments
- Perform administrative duties as prescribed in the codified and Treasury Instruction and other relevant legal instruments;
- Submit the monthly expenditure cashbook and cash account to Division Financial Management of Office of the Judiciary and Treasury at the Ministry of Finance;
- Submit monthly expenditure cash account for commercial bank account to Division Financial Management of Office of the Judiciary;
- Ensure that payment vouchers are submitted on a monthly basis;
- 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;
- Receive, hand over, dispose and reconcile all exhibits handed in and kept in the exhibit room; and
- Execute any other duties assigned by the supervisor or any other authorised persons.

Key Competencies

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;

- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively and efficiently.

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.

Enquiries:

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

Ms. Tangeni Haitula, Tel: 061- 435 3554

Ms. Aletta Emvula, Tel: 061- 435 3603

Ms. Julia P. Hifindaka, Tel: 061- 435 3576

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.

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DEPARTMENT: NATURAL RESOURCE MANAGEMENT

DIRECTORATE OF WILDLIFE AND NATIONAL PARKS

DIVISION: SOUTHERN REGIONS

SUB-DIVISION: COMMUNITY BASED NATURAL RESOURCES MANAGEMENT (CBNRM)

Post Designation	:	Chief Warden Grade 7
1xPost	:	Keetmanshoop, CBNRM, Tourism and Environmental
Education	:	
Salary Scale	:	N\$277,264 – N\$331,358 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Qualifications, experience and skills: A National Diploma at NQF level 6 in the following field of study: Nature Conservation, Wildlife Management, Protected Areas Management, Conservation Biology, Environmental Management or related wildlife management field, plus three (3) years' appropriate experience. Serving staff members must have their probation confirmed at the level of Warden Grade 9.

Additional requirements:

- A valid Code BE Driver license.
- Excellent inter-personal skills, including the ability to develop and maintain strong professional relationships at all levels, including with local communities and NGO's.

Job description:

- Conservation and care of wildlife, management of protected areas and implement protected areas management plans;
- Supervise, planning, development and promotion of sustainable community-based tourism in Namibia through the collection, processing, interpretation and distribution of data.
- Provision of tourism related information to communities and the public through tourism awareness campaign/training, marketing and implementation of such campaigns in line with the national tourism development policy and strategies by liaising with various stakeholder concerning the development and promotion of tourism in general.
- Coordinate the establishment of Conservancies, Wildlife Associations and any other body relating to Community – Based Natural Resource Management;
- Ensure Wildlife Community Based Organizations (CBOs) are in compliance with governing Standard Operating Procedures;
- Ensures and assist CBOs in the development of Constitutions, Benefit Distribution Plans and Zonation Maps;
- Ensures that CBOs hold Annual General Meetings;
- Facilitate the issuance of permits relating to Conservancies and Associations;
- Coordinate and organize training of CBOs relating to the key requirements of good governance and management of CBOs;
- Provide supervision, administration, coordination and management of the Sectional staff.
- Researching and developing educational programmes and resources for schools, community, groups or visitors to sites of special environmental interest.
- Promote educational programmes and resources to the target audience through leaflets; liaising with colleagues, teachers and community groups on the design and delivery of educational programmes.
- Give talk to schools or to community groups on environmental issues; teaching groups and interpreting the natural environment for them on-site by leading guided walks and

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

answering questions; organizing events and activities to raise awareness of environmental issues;

- Monitor and evaluate effective implementation of programs and advice
- Drafting, summarizing and submitting various reports as expected by the reporting system in the Division.

Enquiries: Mr. Harry Tjihukununa, Tel: 063 222 531 or Human Resources, Ms. Frieda Mbabi - Kayoo, Tel. 061284 2202.

Applicants should note the following:

- Applicants must be a Namibian
- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment.
- Applications with foreign qualifications must attach proof of evaluation of such qualification from Namibia qualification Authority (NQA).
- Applicants who only partially complete and / or do not sign application forms, or who do not attach letters of confirmation of their probation in their current positions, will not be considered.
- No applications and personal documents will be returned.

Please note: Only shortlisted candidates will be contacted.

Applications (Form 156043 obtainable at all Government offices), together with a comprehensive curriculum vitae and certified copies of educational qualifications must be submitted to:

Address:

**The Executive Director
Ministry of Environment, Forestry and Tourism
Private Bag 13306
Windhoek**

Or Hand delivers to:

**The Sub division
Human Resource Management
Ministry of Environment, Forestry and Tourism, Troskie Building, Corner of Robert Mugabe and
Dr. Kenneth Kaunda Street, Windhoek.**

MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DEPARTMENT: VETERANS AFFAIRS DIRECTORATE: POLICY, HERITAGE AND SOCIAL AFFAIRS DIVISION: SOCIAL AFFAIRS SUBDIVISION: SOCIAL SUPPORT

Post Designation	:	Social Worker Grade 8
1xPost	:	Windhoek (Khomas Region)
Salary Scale	:	N\$227,453 – N\$271,828
Salary Notch	:	N\$227,453 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration as a Social Worker OR satisfactory proof that the requirements for registration as a Social Worker with the Health Professionals Council of Namibia (HPCN) have been met. A valid drivers' license (Code B). The ability to speak one or more of the local languages spoken in the regions of deployment.

Supplementary Requirements: Knowledge & experience in health & social services management. Understanding of the history of the National Liberation Struggle of Namibia. Excellent oral and written skills, ability to perform under pressure and advanced computer literacy. **NB:** The candidate will serve two Regions namely; Khomas and Omaheke Regions.

Enquiries: Ms. Monica Stephanus, Tel: 061 296 3029 or Mrs. Petrina Itamalo, Tel: 061-296 3034

Important Clauses in the submission of applications:

- Security vetting will be conducted on the first three highest scorers after the oral interview.
- All Public Servant applicants should send their applications through their O/M/A's Human Resource offices and confirmation of probation letters must be attached;
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.
- The "Application for Employment"-form (new format) as well as the "Health Questionnaire" (available at all Offices/Ministries/Agencies) should be properly completed and signed. Failure to use the new format and properly complete all items on the "Application for Employment"-form and/or "Health Questionnaire" and not attaching the necessary/required documents to the application form will disqualify the application.
- Only shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents shall be returned to the applicants.
- Application for Employment"-forms accompanied by the applicant's comprehensive curriculum vitae and all relevant certified copies of all educational/academic qualifications, academic records/transcripts, the proof of Namibian citizenship and certificates of service from all previous employers must be submitted to:

**The Executive Director
Ministry of Defence and Veterans Affairs
Private Bag 13407
Windhoek
Or Hand delivered at: Erf 215, Independence Avenue
Hoanib Property One Building**

MINISTRY OF HEALTH AND SOCIAL SERVICES

ZAMBEZI HEALTH DIRECTORATE DIVISION: PUBLIC & ENVIRONMENTAL HEALTH

Post Designation	:	Environmental Health Practitioner Grade 7
1xPost	:	Katima Mulilo Regional Office
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum Requirements: Registration as Environmental Health Practitioner with Health Professions Council of Namibia plus 6 (six) years appropriate experience.

SECTION: PROFESSIONAL SERVICES SUBSECTION: MEDICAL SERVICES

Post Designation	:	Medical Officer Grade 5
1xPost	:	Katima Mulilo District Hospital
Salary Scale	:	N\$ 412,001 – N\$492,567
Allowances:		
Housing Allowance	:	N\$14,520 per annum
Motor Vehicle Allowance	:	N\$78,762 per annum
Fixed Overtime	:	N\$220,488 per annum

Minimum Requirement: Medical Degree and Registration as Medical Officer with the Medical and Dental Council of Namibia.

SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO SUBSECTION: INPATIENT

Post Designation	:	Registered Nurse Grade 8
8xPosts	:	Katima Mulilo
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum Requirements: Registration as Registered Nurse at the Nursing Council or registration as a Midwife at the Nursing Council of Namibia.

SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO SUBSECTION: OUTPATIENTS AND CASUALTY (EYE CARE UNIT)

Post Designation	:	Ophthalmic Clinical Officer Grade 8
1xPost	:	Katima Mulilo District Hospital
Salary Scale	:	N\$ 227,828- N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration as Ophthalmic Clinical Officer with the professions Council of Namibia.

- **Confirmation of probations should be attached where applicable to all applications that require experiences and only shortlisted candidates will be notified.**
- **All foreign qualifications must be accompanied by NQA evaluations.**

Government application forms (156043) must be hand delivered at HRM Offices, RMT Building or addressed to:

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

Enquiries: Dr. Noel Siame or Ms. Esnard M Matongo
Chief Medical Officer Chief Health Programme Officer
Tel: 066 – 251400

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES**

Post designation : Specialist Grade 4 (Obstetrics & Gynaecology)
1 x Post : Intermediate Hospital Katutura
Salary Scale : N\$528,193(F)
Housing Benefit : N\$68,188 per annum
Fixed Overtime : N\$257,494 per annum
Motor Vehicle Allowance
Capital Cost : N\$76,950 per annum
Capital Cost : N\$25,751 per annum

Minimum Requirements: Must be registered as a Specialist (Obstetrics & Gynaecology) with Medical and Dental Council of Namibia (proof must be provided) with at least four (4) years working experience as Obstetrics & Gynaecologist.

Enquiries: Dr. N. T Amagulu, Tel 061-203 4004 / Dr. M. F. Shiweda, Tel: 061-203 4005

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDIC AND CLINICAL SUPPORT SERVICES**

Post designation : Senior Occupational Therapist Grade 6
1 x Post : Intermediate Hospital Katutura
Salary Scale : N\$337,984 – N\$ 403,922
Transport Allowance : N\$ 8,760 per annum
Housing Allowance : N\$14,520 per annum

Minimum Requirements: Must be registered as an Occupational Therapist with the Allied Health Professional Council of Namibia (proof must be provided). A four (4) year Bachelor of Occupational Therapy or BSc Degree in Occupational Therapy, with at least three (3) years

working experience as a Clinical Occupation Therapist in a variety of physical diagnosis, design and execution of wide range of Occupational therapy programmes.

An additional relevant qualifications such as Post-Graduate Diploma or a Master of Science Degree or engagement in a formal research (Occupational Therapy related) would be an added advantage.

Enquiries: Dr. N. T Amagulu, Tel 061-203 4004 / Dr. M. F. Shiweda, Tel: 061-203 4005

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PHARMACEUTICAL SERVICES**

Post designation	:	Senior Pharmacist Assistant Grade 9
1 x Post	:	Intermediate Hospital Katutura
Salary Scale	:	N\$185,920 – N\$222,994
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements:Registration as Pharmacist Assistant with Pharmacy Council of Namibia plus three (3) years' experience as a Pharmacist Assistant in the Public Sector. Confirmation of probation must be attached.

Enquiries: Ms. Taimi lipinge, Tel 061-203 4070/4

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDIC AND CLINICAL SUPPORT SERVICES**

Post designation	:	Dietician Grade 9
1 x Post	:	Intermediate Hospital Katutura
Salary Scale	:	N\$ 185,920 – N\$ 222,994
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 14,520 per annum

Minimum Requirements: Must be registered as a Dietician with the Allied Health Professional Council of Namibia (proof must be provided). A four (4) year Bachelor of Science Degree in the field of Dietetics with courses in therapeutic nutrition, food service management, community nutrition.

Enquiries: Ms. B. Mbai. Tel 061-2034056

Hand Delivery: Human Resources, First Floor, Intermediate Hospital Katutura

Address:

**The Medical Superintendent
Intermediate Hospital Katutura
Private Bag 13215
Windhoek**

MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION

DIVISION: POLICY PLANNING, MONITORING AND EVALUATION

Post designation	:	Chief Policy Analyst Grade 6
1xpost	:	Windhoek
Salary	:	N\$337,984 – N\$ 403,922
Housing allowance	:	N\$14,520 per annum
Motor Vehicle Allowance	:	N\$ 8,640 per annum

Minimum Requirements: An appropriate B-degree at NQF Level 7 (or an equivalent qualification) in Economics, Knowledge Management, Diplomatic Studies, Politics, International Relations and/ or Laws plus six (6) years appropriate experience in policy analysis; public sector innovation; research and development, institutional development and organizational strengthening. Expertise and credentials in monitoring and evaluation; project management and organizational psychology will serve as an added advantage.

Enquiries: Ms. Emilia Shifula Tel: 061-282 2432/ Mr. Josef Gumbo Tel: 061-282 2013

DEPARTMENT: PROTOCOL AND CONSULAR AFFAIRS, SUBDIVISION: CONSULAR AND WELFARE

Post designation	:	Chief Foreign Relations Officer Grade 6
1xpost	:	Windhoek
Salary	:	N\$ 337,984 – N\$ 403,922
Housing allowance	:	N\$ 14,520 per annum
Motor Vehicle Allowance	:	N\$ 8,640 per annum

Minimum Requirements: An appropriate B-degree at NQF Level 7 (or an equivalent qualification) plus Six (6) years appropriate experience. Qualifications in Diplomatic studies/Politics/International Relations/Laws/Economic will be an added advantage.

Competencies: Knowledge of the Namibian Foreign Policy, Protocol , Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, and negotiation skills.

NB: Appointment to this position will be subject to vetting.

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Josef Gumbo Tel: 061-282 2013

DEPARTMENT: PROTOCOL AND CONSULAR AFFAIRS, DIVISION: ACCREDITATION, PRIVILEGES AND IMMUNITIES

Post designation	:	Chief Foreign Relations Officer Grade 6
2xposts	:	Windhoek
Salary	:	N\$337,984 – N\$403,922
Housing allowance	:	N\$14,520 per annum
Motor Vehicle Allowance	:	N\$8,640 per annum

Minimum Requirements: An appropriate B-degree at NQF Level 7 (or an equivalent qualification) plus Six (6) years appropriate experience. Qualifications in Diplomatic studies/Politics/International Relations/Laws/Economic will be an added advantage.

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

Competencies: Knowledge of the Namibian Foreign Policy, Protocol , Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, and negotiation skills.

NB: Appointment to this position will be subject to vetting.

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Josef Gumbo Tel: 061-282 2013

NB: Applications (on form 156043), obtainable at all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Identity document(s).

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.

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 will disqualify the application. Only shortlisted candidate will be contacted and No application form and document will be returned.

Please Note: Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities who meet the above requirements are strongly encouraged to apply.

Application forms should be hand-delivered or addressed to:

**Executive Director
MIRCO
Private Bag 13347
WINDHOEK**

**Hand delivered to:
OR**

**Human Resource Office
MIRCO
Office No. 304
3th Floor, East -wing**

MINISTRY OF WORKS AND TRANSPORT

DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES DIRECTORATE: ADMINISTRATION DIVISION: HUMAN RESOURCES

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

Minimum appointment Requirements: An appropriate National Diploma (NQF Level 6) or equivalent qualification majoring in Human Resources plus six (6) or more years appropriate experience in human resources.

Additional Requirements: Preferable will be given to candidates in the job category Human Resource Practitioner. Candidates must have sound knowledge of recruitment, general administration and or misconduct/labour relations.

Key responsibilities:

- To ensure compliance with the Public Service Act, Public Service Rules, Affirmative Action Act, Labour Act and other relevant Act and regulations.
- Organisation and Establishment
- Perform recruitment functions;
- Perform payroll verification;
- Provide advice on the interpretation of human resources policy and ensuring the proper application thereof;
- To ensure submission of monthly and quarterly human resource reports;
- To perform supervisory duties with in the subdivision;
- Performance Management System.

Enquiries: Ms. U E Tjivau: +264 61- 208 8114 /Ms. K N Nangolo: +264 61-208 8106

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
Ausspanplatz
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 returned 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.

KAVANGO WEST REGIONAL COUNCIL

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES DIVISION: RURAL SERVICES

Post designation	:	Chief Community Liaison Officer Grade 6
1xPost	:	Nkurenkuru
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520.00 per annum
Transport Allowance	:	N\$8,760.00 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF L6) plus six (6) years appropriate experience.

Additional Requirements: Candidate must be computer literate with a valid Driver's License.

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION SUBDIVISION: CONSTITUENCY SUPPORT

Post designation	:	Control Administrative Officer Grade 6
1xPost	:	Kapako Constituency
Salary Scale	:	N\$337,984 –N\$403,922
Housing Allowance	:	N\$14,520.00 per annum
Transport Allowance	:	N\$8,760.00 per annum
Remoteness allowance	:	N\$9,000.00 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF6) plus six (6) years appropriate experience.

Additional Requirements: Candidate must be computer literate with a valid Driver's Licence.

Enquiries: Mrs. Phesca K. Muinelo/Mrs. Elizabeth Mupiri, Tel: 066-264875/6

NOTES TO CANDIDATES:

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applicants are reminded to attach **certified copies** of: Identity document, educational qualifications, curriculum vitae.
- Confirmation letter **must be** attached in current post.
- All foreign qualifications must be evaluated (attach NQA evaluation report).

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

NOTES TO CANDIDATES:

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applicants are reminded to attach **certified copies** of: Identity document, educational qualifications, curriculum vitae.
- Confirmation letter **must be** attached in current post.
- All foreign qualifications must be evaluated (attach NQA evaluation report).

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

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

Address:

**The Chief Regional Officer
Kavango West Regional Council
Private Bag 6294
Nkurenkuru**

OR

Hand deliver at:

**Kavango West Regional Council
HR Division Office No. 6
Nkurenkuru Plaza
Nkurenkuru**

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: DIAGNOSTIC, ADVISORY AND COUNSELLING SERVICES (WINDHOEK)

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

Minimum Requirements:

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 in possession of an appropriate Degree in terms of the minimum appointment requirements (or higher) specializing in Educational Psychology or Psychology or Special Education will have an added advantage (**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

Applications must be submitted to the following address:

Directorate of Education, Arts and Culture
Private Bag 13236
WINDHOEK

Or by hand at:

The Registry Office
6th floor, Dr. Frans Indongo Gardens

DIRECTORATE OF EDUCATION, ARTS AND CULTURE SUBDIVISION: PROFESSIONAL DEVELOPMENT SECTION: PLATO CENTRE (WINDHOEK)

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

Minimum Requirements:

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 three (3) years' experience in training and/or instruction to users on personal computers and software operations (**PROOF MUST BE ATTACHED**).
- Candidate must possess an appropriate qualification majoring in Computer Science, and/or Systems Administration (**PROOF MUST BE ATTACHED**).
- Candidates with one (1) year of supervisory experience will have an added advantage (**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.

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

Applications must be submitted to the following address:

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

Or by hand at:

**The Registry Office
6th floor, Dr. Frans Indongo Gardens**

OHANGWENA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5
4xPosts	:	Oshaango Combined School Otunganga Circuit
	:	Ehenene Primary School Eenhana Circuit
	:	Ehenene Primary School Eenhana Circuit
	:	Omungwelume Combined School Endola Circuit
Salary Scale	:	N\$ 412, 001 – N\$492,567
Notch	:	N\$ 412,001 per annum
Housing allowance	:	N\$ 14,520 per annum
Transport allowance	:	N\$ 8,760 per annum

Prescribed 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 to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Take Note:

Candidates applying at a Combined School should be able to teach Grade 10-12.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SUBDIVISION: PROFESSIONAL DEVELOPMENT

SECTION: ADVISORY SERVICES

Post designation	:	Senior Education Officer Grade 6 (re-advertisement) (Social Studies Grade 4-7)
1xPost	:	Eenhana
Salary scale	:	N\$337,984 – N\$403,922
Notch	:	N\$337,984 per annum
Housing allowance	:	N\$14,520 per annum
Transport allowance	:	N\$8,760 per annum

Appointment requirements: An appropriate degree or equivalent qualification on NQAF Level 7 plus five (5) years appropriate experience.

OR

An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary selection requirements:

Preference will be given to candidates who are specialized and have experience in teaching Social Studies (proof must be attached). Applicant must be computer literate. A valid drivers' license or be willing to obtain such within a reasonable time frame will be an added advantage.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: PROFESSIONAL DEVELOPMENT
SECTION: ADVISORY SERVICES

Post designation	:	Senior Education Officer Grade 6 (re-advertisement) (Physics Grade 10 – 12 and Physical Science Grade 8-9)
1xPost	:	Eenhana
Salary scale	:	N\$337,984 – N\$403,922
Notch	:	N\$337,984 per annum
Housing allowance	:	N\$14,520 per annum
Transport allowance	:	N\$8,760 per annum

Appointment requirements: An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

OR

An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary selection requirements:

Preference will be given to candidates who are specialized and experienced in teaching Physics up to Advanced Subsidiary level (Proof must be attached). Candidates with experience of Marking Physics have a competitive advantage.

Post Designation	:	Head of Department Grade 6
5xPosts	:	Mathematics and Physical Science Grade 4-9 Elao Combined School: Ohangwena Circuit
	:	English and Oshikwanyama Grade 8-11 Etomba Combined School: Ondobe Circuit
	:	English and Oshikwanyama Grade 8-12 Dr. Abraham Iyambo Secondary School: Ohakafiya Circuit
	:	Junior Primary Phase (Pre-primary –Grade 3) Oshikwanyama Medium of Instruction Okanghudi Combined School: Ondobe Circuit
	:	Junior Primary Phase (Grade 1 –Grade 3): Oshikwanyama Medium of Instruction Oshali West Combined School: Endola Circuit
Salary Scale	:	N\$337,984 – N\$403,922
Notch	:	N\$337,984 per annum
Housing allowance	:	N\$14,520 per annum
Transport allowance	:	N\$8,760 per annum

Prescribed appointment requirements: A recognized 3-year tertiary teaching qualification on an 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.

NB:

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

- **Candidates must have a professional teaching qualification that would enable him/her to teach at the appropriate phase (Junior Primary, Senior Primary, Junior Secondary and Secondary Education).**
- **Only those who specialized in the above stipulated field of studies will be shortlisted.**

Applicants should note the following: Applications for employment on form (156043) and Health Questionnaire (156094) obtainable from all government offices, must be accompanied by a comprehensive CV, two recent testimonials from **2021 to date**, certified copies of Namibian ID or proof of citizenship, educational qualifications, academic records/transcripts and proof of previous experience. Proof of confirmation of probation must be attached.

Preference will be given to Namibian nationals. Suitably qualified persons from designated groups are encouraged to apply. Faxed or emailed applications will not be accepted. Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualification Authority (NQA). Failure to complete all items on the application and not attaching all the necessary documents will disqualify the application. Only shortlisted candidates will be contacted. No application form for employment, CV and/or other supporting documents will be returned to the applicant.

Enquiries: Mr. Sem Iyambo / Ms. Sara HLT Ndeshimona, **Tel:** 065-290 319 / 065-290 330

Completed applications must be addressed to:

**The Director
Ohangwena Regional Council
Directorate of Education, Arts and Culture
Private Bag 88005
EENHANA**

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

Post designation	:	Senior Human Resource Practitioner Grade 7
1xPost	:	Eenhana
Salary Scale	:	N\$277,264 –N\$ 331, 358
Housing Allowance	:	N\$1,210.00 per month
Transport Allowance	:	N\$730.00 per month

Minimum Requirements: A National Diploma on NQF Level 6 majoring in human resources plus 5 years appropriate experience in Human Resources and extensive knowledge of Sage VIP Payroll (proof must be attached thereof).

Must have a thorough understanding of laid down policies of Human Resource Management and be well versed with procedures, systems and processes. Be able to interpret, apply and advise on Human Resources policies. The candidate must also possess the following competencies; analytical, report writing, effective communication, strategic problem solving, team development and strong supervisory skills. Must have sound knowledge of the Public Service Act, 1980 (Act 2 of 1980), the Regional Council Act, 1992 (Act 22 of 1992) as amended, Performance Management System.

Enquiries: Mr. Hafeni E Nghifimule, **Tel. No.:** 065-264301

Applicants must have completed their probation successfully. A copy of the confirmation of probation letter must be attached. Failure to complete all items on the application form for employment and not attaching the necessary documents (a comprehensive curriculum

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

vitae and originally certified copies of educational qualifications and proof of citizenship) will disqualify the application.

**The Chief Regional Officer
Ohangwena Regional Council
Private Bag 88011
EENHANA**

**Or
Hand delivered at the:
The Human Resources Office
Ohangwena Regional Council
Church Street
EENHANA**

Foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA) and proof of evaluation of qualification must be attached.

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION SUBDIVISION: AUXILIARY SERVICES

Post designation	:	Control Administrative Officer Grade 6
1xPost	:	Omuthiya
Scale of salary	:	N\$ 337, 984 – N\$ 403, 922
Salary Notch	:	N\$ 337,984 per annum
Housing allowance	:	N\$ 14,520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

Minimum requirements: A National Diploma or equivalent qualification (NQF Level 6) plus six (6) years appropriate experience in procurement and auxiliary services.

Supplementary selection requirements: Preference will be given to candidates with a Bachelor's Degree or equivalent qualification (NQF Level 7) in the field of Business Administration or Procurement Management or Logistics or Supply Chain Management. Plus, a valid driving license older than one (1) year, as per the ORC Fleet Management Policy. The applicant should currently be a Member of the Procurement Management Unit (PMU) at their Public Entity (certified copy of appointment letter should be attached).

Enquiries: Mr. T. Haukena, Tel: (065) 244 821 or HRM Tel: (065) 244 849/853

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION SUBDIVISION: CONSTITUENCY SUPPORT

Post designation	:	Control Administrative Officer Grade 6
1xPost	:	Okankolo Constituency Office
Scale of salary	:	N\$ 337, 984 – N\$ 403, 922
Salary Notch	:	N\$ 337,984 per annum
Housing allowance	:	N\$ 14,520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum
Remoteness Allowance	:	N\$ 13,800.00 per annum

Minimum requirements: A National Diploma or equivalent qualification (NQF Level 6) in the field of Business / Public Administration / Management, plus six (6) years appropriate experience in administration.

Supplementary selection requirements: A Bachelor's Degree or equivalent qualification (NQF Level 7) in the field of Business / Public Administration / Management, plus a valid driving license older than one (1) year, as per the ORC Fleet Management Policy.

Enquiries: Mr. T. Haukena, Tel: (065) 244 821 or HRM Tel: (065) 244 849/853

DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT

Post designation	:	Senior Administrative Officer Grade 10
2xPosts	:	Post 1: Tsumeb Constituency Office in Tsumeb
	:	Post 2: Guinas Constituency Office in Tsintsabis/Oshivelo
Scale of salary	:	N\$ 151, 910 – N\$ 182, 202
Salary Notch	:	N\$ 151,910.00 per annum
Housing Allowance	:	N\$ 11,616.00 per annum
Transport Allowance	:	N\$ 8, 60.00 per annum

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

Supplementary selection requirements: A Bachelor's Degree or equivalent qualification (NQF Level 7) in the field of Business / Public Administration / Management. Plus, a valid driving license older than one (1) year, as per the ORC Fleet Management Policy.

Enquiries: Post 1 (Tsumeb): Ms. L. N. Iiyambo Tel: (067) 220 073
Post 2 (Guinas): Mr. H. Mwatotele Tel: (067) 230 082

DIRECTORATE: GENERAL SERVICES
DIVISION: FINANCE

Post Designation	:	Senior Accountant Grade 7
1xPost	:	Omuthiya
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520.00 per annum
Transport Allowance	:	N\$8,760.00 per annum

Minimum requirements: An appropriate Diploma on NQF Level 6, majoring in Accounting or Financial Management plus at least three (3) years working experience as an Accountant Grade 8 or equivalent.

Supplementary selection requirements: Preference will be given to candidates with Bachelor Degree at NQF L7 or equivalent. Potential candidate must have knowledge of Sage Pastel Evolution System and VIP Payroll System (proof should be attached). A valid driver License will be an added advantage.

Enquiries: Ms. Saara Nghieuelekwa Tel: (065) 244 821 or HRM Tel: (065) 244 849/853

Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by certified copies of qualifications, Transcript of Academic record, ID document together with comprehensive Curriculum Vitae. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) to determine their level. Failure to answer or omission of any question on the application form may lead to automatic disqualification from the interview process.

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

Note: Public Servants are requested to apply through their Human Resources Offices and no faxed documents will be accepted.

**The Chief Regional Officer
Oshikoto Regional Council
P.O. Box 19247
Omuthiya**

OTJOZONDJUPA REGIONAL COUNCIL

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

CIRCUIT: GROOTFONTEIN

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

Appointment requirements: A recognized 3-year tertiary 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 a 1-year teaching qualification plus 7 years teaching experience.

Supplementary Requirements: Candidate must have a professional teaching qualification that would enable him / her to teach at Primary Phase.

Post Designation	:	Head of Department Grade 6 Languages: Grade 8-12
1xPost	:	Fridrich Awaseb Secondary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school 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 Oshindonga or English and Afrikaans.

CIRCUIT: OTJIWARONGO

Post Designation	:	Head of Department Grade 6 Junior Primary: Pre-Primary – Grade 3 English and Khoekhoegowab
1xPost	:	Rogate Primary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

PSM CIRCULAR NO. E OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 23 MAY 2023, CLOSING DATE 23 JUNE 2023

Post Designation	:	Head of Department Grade 6 Languages – Grade 4-7
1xPost	:	Rogate Primary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school 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 or English and Khoekhoegowab.

Post Designation	:	Head of Department Grade 6 Mathematics and Sciences Grade 8-11
1xPost	:	Orwetoveni Project Secondary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school 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.

Post Designation	:	Head of Department Grade 6 Social Sciences Grade 4-7
1xPost	:	Orwetoveni Primary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Remoteness Allowance	:	N\$9,000 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

CIRCUIT: OKAHANDJA

Post Designation	:	Head of Department Grade 6 Junior Primary: Pre-Primary – Grade 3 English and Afrikaans
1xPost	:	Aurora Primary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Post Designation	:	Head of Department Grade 6 Mathematics and Science Grade 4-7
1xPost	:	Okahandja Primary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

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

Application Procedures:

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

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

Applications must be addressed to the following address:

Human Resource Office	or	Hand Delivery
Otjondjupa Regional Council		Directorate of Education, Arts & Culture
Directorate of Education, Arts & Culture		Erf 280, Sonweg Street
Private Bag 2618		Human Resource Office
Otjiwarongo		Otjiwarongo