



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

07 SEPTEMBER 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. H OF 2023

VACANCIES IN THE PUBLIC SERVICE OF NAMIBIA

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

INSTRUCTIONS

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

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

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

(a) To Candidates

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

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

(b) To Offices/Ministries/Agencies of Candidates

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

(ii) Representations for retention of services:

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

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

- (i) Applications which do not meet the requirements set out in paragraphs 4(a)(i), (ii) and (iii) as well as paragraph 4(b)(i) above, must be returned without further delay to the relevant Office/Ministry/Agency for rectification.
- (ii) Applications are scheduled on form ZO/353(1) according to the prescriptions contained in PSSR B.II/II.
- (iii) The schedule [form ZO/353(1)] as well as the application form and other relevant documents of all scheduled candidates must be submitted to this department together with the letter of nomination. Full motivation must be provided with regard to the candidates not nominated. The last column on the right-hand side of the schedule [form ZO/353(1)] must be used for this purpose.

General

Candidates as well as Offices/Ministries/Agencies are advised to take cognizance of the provisions of PSSR B.II/II, especially paragraphs 2.6, 2. 7 and 2.8 of the said chapter.

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

6. CLOSING DATE: 6 OCTOBER 2023

Signed by Tuyakula Haipinge
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CARDE
OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL SERVICES
DIRECTORATE: SUPREME AND HIGH COURTS

Post Designation	:	Deputy Registrar Grade 3
1x Post	:	High Court, Oshakati
Salary Scale	:	N\$528,193 – N\$560,522
Housing Allowance	:	N\$94,886 per annum
Motor Vehicle Allowance	:	N\$126,375 (capital and running cost) per annum

Minimum Requirements: BA LLB degree on NQF L7 (or equivalent qualification in the field of law) Plus Admission as a Legal Practitioner in Namibia; 9 years appropriate experience in Magistrates' Court, High Court and/ or Supreme Court litigation and/ or court/ law office administration obtained within the Public Service, Private Practice or a combination of Public Service and Private Practice, **of which at least 6 years must be post admission experience as admitted Legal Practitioner;**

Added advantage:

- Accreditation as Court Mediator in the High Court of Namibia
- A valid driver's licence (a copy must be attached and license must be at least two (2) years old).
- Proficiency in Microsoft Office Programs (tested during interviews).

Purpose of the post: The incumbent of this position will be expected to perform his/ her duties in accordance with directions issued by the head of court to whose jurisdiction he/ she is assigned, including but not limited to the following:

Key Performance Areas:

- Management of High Court Northern Local Division, Oshakati;
- Issue all processes that initiate court proceedings in the applicable court
- Issue, Keep and analyze court statistics;
- Issue court orders in the High Court Northern Local Division, Oshakati;
- Process and manage the litigation process, court documents and rolls of the applicable court;
- Implement the applicable legislation, including acts, rules, regulations, practice directives and consequential procedures and practices in co-operation with the head of Court, the Registrar, and the Judges of the applicable court;
- Tax legal bills of costs;
- Identify key areas which require improvement, propose solutions and implement the approved solutions;
- Compilation, Manage and Exercise control of and over the court rolls applicable to the court assigned to the appointment;
- Consult with parties in preparation of cases for purposes of hearings;
- Liaise between Judges of the court and parties;
- Manage Court information relating to all cases, including the keeping of statistics and the submission of returns to the Registrar and the Executive Director;
- Exercise control over case records as well as the record room and the files in terms of the Archives Code/ Act;
- Ensure preparation, execution, management and control of the budget in respect of the head of the applicable court and the courts itself;
- Serve on various sub-committees of the applicable court;

- Manage and ensure the daily signing of the attendance register by all staff member;
- Act as the liaison officer between the judges and the other instances;
- Provide assistance to the public and other court users with court procedures;
- Write and respond to correspondence;
- Attend to all administrative issues arising from the appointment held as deputy of the Directorate Supreme and High Courts;
- Assist the Registrar with the execution of the Directorate's Strategic Plan;
- Any other function assigned by the Chief Justice, the Deputy Chief Justice, the Executive Director and/ or the Registrar.

Key Competencies:

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

Key Competencies:

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

Applicants should note the following:

- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment;
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- The activities of the Office of the Judiciary are sensitive and of strategic importance, thus candidates must be aware that a security clearance/ vetting in respect of shortlisted candidates may be required at any time and their co-operation in that regard will be expected;
- Applicants who only partially complete and /or do not sign application forms, or who do not attach letters of confirmation of their probation in their current positions, or C.V will not be considered; and
- Please note all documentation must be certified and must be attached to the application form. Failure to do so will lead to disqualification.

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.

Faxed applications will not be considered.

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.**

Enquiries: Ms. Tangeni Haitula Tel: 061- 435 3554 and Ms. Aletta Emvula Tel: 061- 435 3603

MANAGEMENT CARDE
MINISTRY OF AGRICULTURE, WATER AND LAND REFORM
DEPARTMENT OF WATER AFFAIRS
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION

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

Minimum requirements: The incumbent must have a university degree (NQA level 7) in Water Resources OR Hydrology or Civil/ Mechanical Engineering preferably with complementary training/work experience in other subject areas in water supply and sanitation or other related field with at least nine (9) years of experience in managing and directing an organization with staff from different disciplines in Water Supply and Sanitation or engineering background. A Master's Degree in the related field will be counted as an advantage.

Job Summary

The Incumbent is expected to:

- Coordinate planning, development, and execution of the Directorate's initiatives in the water supply and sanitation throughout the 13 Regional Offices
- Ensure collaboration within the Department of Water Affairs by formulating, and engaging in dialogue with the stakeholders concerning water supply and sanitation including issues related to legal and regulatory framework notably the Water Resources Management Act 2013, Water Supply and Sanitation Policy, Public Service Act 1995, Decentralisation Policy amongst others.
- Implement Ministerial and general government policies, principles and goals, working directly with customers/stakeholders.
- Undertake policy dialogue with stakeholders on water supply and sanitation areas in particular must possess sound understanding of policy framework, financial management of the Government of the Republic of Namibia
- Undertake regional studies and research to promote new technologies, policies and sector assessments.
- Lead in conducting capacity building activities in water supply and sanitation sector policies and practices of the Ministry
- Develop and maintain a suitable network in the water supply and sanitation sector to keep abreast of the latest developments and issues.
- Substantially contribute to activities for advocacy, dissemination and knowledge building around water supply and sanitation issues.
- Develop and maintain a knowledge database on the water sector

Appropriate experience in the Water Supply Sector will serve as an advantage.

Application form should be addressed to:

The Executive Director
Ministry of Agriculture, Water and Land Reform
Private Bag 13193
Windhoek

Enquiries: Dr. Elijah Ngurare (Windhoek); Tel: (061) 2087699/7696

MANAGEMENT CARDE

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

**DEPARTMENT: CIVIL REGISTRATION
DIRECTORATE: NATIONAL CIVIL REGISTRATION
DIVISION: REGIONAL OFFICES**

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

Minimum Requirements: A B Degree on NQF L7 plus 9 years appropriate experience.

NB! Interested candidates in the Public service should attach their copy of confirmation of probation letter. Candidates with foreign qualifications should have their qualifications evaluated by the Namibia Qualification Authority otherwise; their applications will be disqualified automatically.

Appointment to these positions will be subject to security vetting.

In terms of the Affirmative Action Plan of the Ministry of Home Affairs, Immigration, Safety and Security, qualifying females and persons with disabilities are encouraged to apply.

NB! Failure to complete all items on the application for employment form (156043) and not attaching all the necessary certified documents will disqualify the application. Foreign qualifications should be accompanied by NQA evaluation. Failure to attach such a proof will lead to disqualification. Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

No late applications will be considered.

An application (on form 156043) as well as a comprehensive curriculum vitae and certified copies of education qualifications must be addressed to:

**The Executive Director
Ministry of Home Affairs, Immigration, Safety and Security
Private Bag 13200
Windhoek**

Or hand deliver to:

**The Human Resource Office 9th Floor
Ministry of Home Affairs, Immigration, Safety and Service
Corner of Hosea Kutako Drive and Harvey Street,
Erf 6971, Windhoek North
Windhoek,
Namibia**

MANAGEMENT CARDE
ZAMBEZI REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Director Grade 3
1x Post	:	Katima Mulilo
Salary Scale	:	N\$528,193XP – N\$560,522
Housing Benefits	:	N\$81,558 per annum
Motor Vehicle Allowance	:	N\$114,475 per annum

Minimum Requirement: A B-Degree at NQF Level 7 plus 9 years appropriate experience

Supplementary Requirement: Preference will be given to candidates with a Master's Degree in Education, Finance, Administration and Public Management.

Additional Requirement:

- Four (4) years 'experience at Middle Management (Deputy Director or Similar) or higher level
- Must have planning and analytical skills and have passion for education and be able to adopt to challenges in the region
- The post requires a high level of management in strategic planning, education planning and management, budget planning analysis (public finance management), procurement management and Public Service Performance Management Systems-implementation.
- Must be computer literate and should possess a valid driver's license.

The ideal candidate would be one with the following virtues, embracing regional and national education vision and mission; cultivate community and communication; being open minded and adaptive to change; using data for greater development; demonstrating honesty and integrity; leading by example; being persuasive; self-motivated and self-starter; high level of ethics and professionalism; problem solving; dedication and commitment. Should be able to instil the culture that ensures that all teaching and non-teaching personnel, including the learner are collaborating toward a common goal while improving standards and opportunities for the region

Important Notes to Applicants:

- The application for employment form (new format) as well as the Health Questionnaire should be properly completed and signed. Failure to properly complete all items on the application form and Health Questionnaire and not attaching the necessary documents to the application form will lead to disqualify the application.
- Application for employment forms should be accompanied by certified copies of the applicant's comprehensive Curriculum vitae and all relevant certified copies of all educational qualifications and proof of Namibian citizenship and certificates of service from previous employers.
- Applicants are reminded to attach academic records, NQA evaluation reports for foreign qualifications and confirmation of probation.
- Interested and suitably qualified persons from designated groups are strongly encouraged to apply.

Applications forms should be addressed to:

**The Chief Regional Officer
Zambezi Regional Council
Directorate of Education, Arts and Culture**

**PSM CIRCULAR NO. H OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 SEPTEMBER 2023,
CLOSING DATE 06 OCTOBER 2023**

**Private Bag 5006
Katima Mulilo.**

**Enquiries: Mrs. Regina Ndopu-Lubinda Chief Regional Officer Tel: 066-261706 OR Mr.
Salushando Kaigwe Chief Human Resource Practitioner Tel: 066-261942**

MANAGEMENT CARDE

MINISTRY OF HEALTH AND SOCIAL SERVICES DIRECTORATE: OHANGWENA REGION

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

Minimum Requirements: A B-degree on NQF Level 7 plus nine (9) years appropriate experience.

Additional Requirements: Applicant should have a B-degree at NQF 7 in health-related field plus approximate appropriate six (6) years appropriate experience at middle management. Must be computer literate and must have a driver's license.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Key Performance Areas:

- To provide leadership of all regional health & social services programmes.
 - Coordination of the general management process (operationalization of policies, planning, budgeting, resource mobilization, organizing, training, supervision, controlling, monitoring, evaluation and reporting relating to all programmes.
 - Provide technical support to Regional Management Team (RMT) and District Health Coordination Committees (DCC) members and Deputy Executive Director.
 - Evaluate, review and restructure the overall management of the Regional Directorate.
 - To overall manage the Regional Directorate.
 - To manage Oversee and advice on the annual budget allocation of the Regional Directorate and execute all control measures.
 - Management of all resources allocated to the Regional Directorate.
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DIRECTORATE: ZAMBEZI REGION

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

Minimum Requirements: A B-degree on NQF Level 7 in Health-related science plus nine (9) years appropriate experience at a supervisory level.

Additional Requirements: The candidate must have approximately six (6) years of the nine (9) years appropriate experience in the field of management and administration. Candidates must be at a level of Grade 5 or Grade 6. Must be computer literate and must have a driver's license.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Key Performance Areas:

- To provide leadership of all regional health & social services programmes.

- Coordination of the general management process (operationalization of policies, planning, budgeting, resource mobilization, organizing, training, supervision, controlling, monitoring, evaluation and reporting relating to all programmes.
- Provide technical support to Regional Management Team (RMT) and District Health Coordination Committees (DCC) members and Deputy Executive Director.
- Evaluate, review and restructure the overall management of the Regional Directorate.
- To overall manage the Regional Directorate.
- To manage Overseer and advise on the annual budget allocation of the Regional Directorate and execute all control measures.
- Management of all resources allocated to the Regional Directorate.

Applications must be submitted on form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, Identity document, detailed CV and academic records. **All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).** Applicants who failed to complete all items on the application form (incomplete applications) and not attaching the necessary documents will disqualify the application. No documents will be returned.

Applications must be addressed to:

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

Hand delivery to Subdivision:

**Human Resources Management
Ministerial Building (Head Office) Harvey Street
Windhoek.**

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

DIRECTORATE: KUNENE REGION

DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT

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

Minimum Requirement: B Degree at NQF L7 majoring in Human Resources Management or Human Resource Development plus 9 years appropriate experience.

Additional Requirements: Preference will be given to candidates with six (6) years' experience at Chief Human Resources Practitioner Grade 6, with the strong background on policy, strategy and operations. Candidate must have a valid Drivers' License.

DIVISION: GENERAL AND FACILITY MANAGEMENT

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

Minimum Requirement: An appropriate Bachelor Degree at NQF L7 (or equivalent qualification) in Finance or Business Administration plus 9 years appropriate experience of which five year should be at supervisory level (Grade 6). Candidates must have a valid drivers' license.

NB: Government Application obtainable at all government offices, must be accompanied by curriculum vitae, certified copies of qualifications and Identity documents.

Staff member in the Public Service must complete their probation successfully and may only compete for the position which are on the next higher grade/level. Foreign qualification must be evaluated by Namibia Qualification Authority and confirmation letter of probation should be attached. Failure to complete all items on application and attached all required documents will disqualify the application.

Applications should be addressed to:

The Director
Ministry of Health and Social Services
Directorate Kunene Region
Private bag 3003
Opuwo

Or Hand delivery to:

Ministry of Health and Social Services
Directorate Kunene Region
Hospital Premises
Human Resource Office
Opuwo

Enquiries: Mr Tomas Shapumba 065 272837 /Ms Tekla Nghitotelwa 065 272845/23/10

DIRECTORATE: HARDAP REGION

DIVISION: GENERAL SERVICE AND FACILITY MANAGEMENT

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

Minimum Requirements An appropriate B-Degree at NQF Level 7 (or an equivalent qualification) plus nine (9) years appropriate experience in the fields of Financial Management, Human Resource or General Services plus a valid driver license.

Additional Requirements:

- The candidate should have 5 years' experience on supervisory/middle management level
- Good knowledge and understanding of the Public Service Act, Labour Act, Social Security Act, Affirmative Action Act, Public Service Staff Rules, State Finance Act, Treasury Instructions, CPU Regulations, Stock Taking and Transport Procedures
- Candidates should possess good interpersonal relationship skills with proven managerial and leadership skills. Experience in the field of Budgeting, Capital Project Management and Computer literacy will be an added advantage

Areas of Responsibility:

- He/she will be reporting to Regional Director and managing the three (3) Divisions: Financial Services, Human Resource, , and General Services
- To oversee the efficient and effective administration functioning of financial matters, General administration, Human Resource Management, Training and Development and Procurement plus overseeing of all administrative matters related to the Hardap Health Directorate
- Serve as a member of various committees in the Directorate to advice on administrative related matter.
- Monitor the successful implementation of the Strategic Plan, and Annual Plans as well as the Performance Management System within the Directorate
- Responsible for the preparation, co-ordination and consolidation of the annual work plans of the Directorate
- Advising on institutional and human resource development programs for the Directorate.
- Setting Directorate's priorities and monitoring outputs.
- Coordinating the Directorate's budget formulation and overseeing its implementation.

To candidates:

- Applications **must** be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- All Public Servant applications should sent their applications through their O/M/A's Human Resource Officers and confirmation letter of probation **must** be attached.
- All foreign qualifications **must** be evaluated and letters from the Namibian Qualification Authority (NQA) to be attached.
- **Must** complete the 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 encourage to apply.

Failure to complete all items on the application form for employment and not attaching all the required documents etc. confirmation letters 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.

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

Applications must be addressed to:

**The Human Resource Office
Hardap Regional Health Directorate
Private Bag 238
Mariental**

Hand delivered to:

**Human Resource Office
Hardap Regional Health Directorate
388 Prosopis Street
Mariental**

Enquiries: Mrs. Yvonne E. Stephanus, Tel: 063 – 245500 / Mr. Floris D. Keister, Tel: 063 – 245500

MANAGEMENT CARDE

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

OFFICE OF THE LABOUR COMMISSIONER

Post Designation	:	Labour Commissioner Grade 2
1x Post	:	Windhoek
Salary Scale	:	N\$571,732 – N\$606,726
Motor Vehicle Allowance	:	N\$138,288 per annum
Housing Benefit	:	N\$97,282 per annum

Minimum Requirements: An appropriate B. Degree at NQF Level 7 plus a minimum of nine (9) years of appropriate experience. Appointment by the Minister responsible for Labour as Conciliator in terms of Section 82(1) and as Arbitrator in terms of Section 85(3) of the Labour Act, 2007 (Act No. 11 of 2007).

Additional Requirements: Appropriate qualifications required are from the following disciplines: LLB, Industrial Relations or Human Resources Management with bias in Labour Law. Proven experience in resolving labour disputes adds an advantage. Applicant must be confirmed in a position at the level of a Director Grade 3 in the Public Service. Computer literacy and a valid driver's license are mandatory. Candidates reaching the final stage of selection must be prepared to undergo a vetting process.

Enquiries: Ms. Lydia H. Indombo Telephone: 061 – 2066309

DIRECTORATE: PLANNING AND ADMINISTRATION

Post Designation	:	Director Grade 3
1x Post	:	Windhoek
Salary Scale	:	N\$528,193 – N\$560,522
Motor Vehicle Allowance	:	N\$114,475 per annum
Housing Benefit	:	N\$86,188 per annum

Minimum Requirements: An appropriate B. Degree at NQF level 7 plus a minimum of nine (9) years of appropriate experience

Additional Requirements: Appropriate qualifications required are from the following disciplines: Business Administration, Public Management, Public Administration, Procurement, Logistics and Supply Chain, Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Financial Management, Accounting or Information Technology. Proven experience in enhancing and promoting organization performance adds advantage. Applicant must be confirmed in a position at the level of a Deputy Director Grade 4 in the Public Service. Computer literacy and a valid driver's license are mandatory. Candidates reaching the final stage of selection must be prepared to undergo a vetting process.

Enquiries: Ms. Lydia H. Indombo Telephone: 061 – 2066309

DIRECTORATE: LABOUR MARKET SERVICES

Post Designation	:	Director Grade 3
1x Post	:	Windhoek
Salary Scale	:	N\$528,193 – 560,522
Motor Vehicle Allowance	:	N\$114,475 per annum
Housing Benefit	:	N\$86,188 per annum

Minimum Requirements: An appropriate B. Degree on NQF level 7 plus a minimum of nine (9) years of appropriate experience

Additional Requirements: Appropriate qualifications required are from the following disciplines: Economics, Social Science and Industrial Psychology. Proven experience in monitoring and evaluation of projects as well as presentation skills adds advantage. Applicant must be confirmed in a position equivalent to the Deputy Director Grade 4 in the Public Service. Computer literacy and a valid driver's license are mandatory. Candidates reaching the final stage of selection must be prepared to undergo a vetting process.

Applicants should note the following:

- Candidacy is not limited to Public Servants only and preference will be given to Namibian Nationals.
- Women and persons living with disabilities are encouraged to apply.
- A confirmation letter of probation **must** be attached for all Public Servant applicants.
- **All foreign qualifications must be submitted with an evaluation of qualification from the Namibia Qualification Authority (NQA).**
- **Failure to complete all items on the application form for employment and not attaching the required documents will disqualify the application.**
- Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

Application form for employment 156043 and Health questionnaire form 156094 (obtainable at all Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational qualifications as well as academic records, identity documents and certificate of service (if any) must be addressed to:

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

OR hand-delivered at:

**The Ministry of Labour, Industrial Relations and Employment Creation
Khomasdal
32 Mercedes Street
Human Resource Office, First Floor**

Enquiries: Ms. Lydia H. Indombo Telephone: 061 – 2066309

OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL SERVICES DIRECTORATE: SUPREME AND HIGH COURTS

Post Designation	:	Senior Legal Officer Grade 5
4x Posts	:	Windhoek
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: B. Juris Degree plus 6 years in-service experience as an Assistant Legal Officer plus certification of satisfactory performance; OR BA LLB Degree plus 3 years in-service experience as a Legal Officer plus certification of satisfactory performances; OR BA LLB Degree plus Registration as provided for in the appropriate legislation.

Additional Requirement:

- Admission as Legal Practitioner in Namibia (**certified copy of the admission order must accompany the application for employment form**);
- Experience in the drafting of bills of costs and defending/ opposing bills of costs during taxation (tested during interviews);
- Civil procedure in the High Court (tested during interviews) and
- Proficiency in Microsoft Office Programs (tested during interviews)

Key Performance Areas:

- Communicate with Legal Practitioners regarding case management and procedural requirements;
- Assist the judges during courtroom proceedings;
- Conducting legal research on behalf of the Judges of the High Court and
- Prepare bench memos and other legal memoranda with respect to pleadings and depositions;
- Proof reading Judges orders and judgments;
- Verifying legal citations for accuracy;
- Summarize common cause facts and issues on pleadings;
- Issuing of Court process, i.e. Judicial Case Management notices, etc.
- Prepare draft orders for the Judges' approval before signature and verification and signing of such orders; and
- Assist Judges with all cases from inception to conclusion; and
- Attend to taxation as taxing master of the High and Supreme Courts.

Key Competencies:

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

DIRECTORATE: LOWER COURTS
DIVISION: COURT ADMINISTRATION LOWER COURTS (OTJIWARONGO, RUNDU AND
OSHAKATI MAGISTERIAL REGION)

Post Designation	:	Chief Legal Clerk Grade 8
1x Post	:	Magistrate's Office 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: A Grade 12 (or equivalent) Certificate with 20 points in 5 subjects and an E symbol in English; plus five (5) years' experience in court administration at the level of Senior Legal Clerk Grade 10.

Additional Requirements:

- 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 performance areas:

- Daily Checking of financial transactions;
- Perform quasi-judicial functions;
- Receive state revenue in respect of bail, court fines and traffic fines;
- Perform administrative duties as prescribed in the codified and Treasury 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:

- 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 MANAGEMENT
DIRECTORATE: ADMINISTRATION
DIVISION: INFORMATION TECHNOLOGY

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

Minimum Requirements: A Degree in Information and Technology, Business Computing or Software Development on NQF Level 7 or equivalent qualification plus six (6) years appropriate experience.

Additional Requirements:

- Preference will be given to candidates with programming experience including understanding of data structures, data encoding, operating systems and synchronization techniques;
- Experience in website development and management of web services;
- Knowledge of business procedures/rules and interrelationship with data base management;
- Knowledge and experience of various programming languages and/or preferably, JAVA, PL/SQL, SQL, CMS, Web designer, JavaScript and PHP.
- Skills and knowledge in using the following development frameworks, Laravel, NestJS, NodeJS, Prisma and Angular (JS)
- Experience in working with component based programming and web based technologies.
- Knowledge on Microsoft Azure DevOps
- Experience with relational databases;
- Skills in using (Structural Query Language);
- A high level of integrity, flexibility and initiative;
- Proven problem-solving ability; and

Key Performance Areas:

- Maintaining, modifying, designing, testing and installing OoJ IT systems to improve the efficiency of the Office;
- Oversee the overall systems designs and implementations;
- Developing functional specifications for improvement of IT systems and acquisitions;
- Supporting systems recovery processes in the event of major problems;
- Diagnosing and resolving major system problems;
- Managing of supplies and software version and license and, planning for software acquisition;
- Analyzing system performance, make and implement recommendations regarding system improvements and system tuning;
- Conducting operating system/DBMS product installations support and upgrades;
- Develops and maintains applications and databases by evaluating client needs; analysing requirements and developing software systems;
- Enhances staff accomplishments and competence by planning delivery of solutions; answering technical and procedural questions for less experienced team members; teaching improved processes; mentoring team members;
- Identifies requirements by establishing personal rapport with potential and actual clients and with other persons in a position to understand service requirements;
- Arranges project requirements in programming sequence by analyzing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic;

- Programs the computer by encoding project requirements in computer language; entering coded information into the computer;
- Confirms program operation by conducting tests; modifying program sequence and/or codes
- Provides reference for use of prime and personal computers by writing and maintaining user documentation; maintaining a help desk;
- Maintains computer systems and programming guidelines by writing and updating policies and procedures;
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
- Keeps equipment operational by calling for repairs; following manufacturer's instructions and established procedures; evaluating new equipment;
- Protects operations by keeping information confidential;
- Contributes to team effort by accomplishing related results as needed;
- Supervise Analyst Programmers; and
- Undertaking any other duties which may be assigned by the Supervisor and/or Deputy Director: IT

Applicants should note the following:

- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment;
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- The activities of the Office of the Judiciary are sensitive and of strategic importance, thus candidates must be aware that a security clearance in respect of shortlisted candidates may be required at any time and their co-operation in that regard will be expected;
- Applicants who only partially complete and /or do not sign application forms, or who do not attach letters of confirmation of their probation in their current positions, or C.V will not be considered; and
- Please note all documentation must be certified and must be attached to the application form. Failure to do so will lead to disqualification.

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

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.

Faxed applications will not be considered.

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:

**PSM CIRCULAR NO. H OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 SEPTEMBER 2023,
CLOSING DATE 06 OCTOBER 2023**

**The Office of the Judiciary,
Schönlein Building,
Schönlein Street
Windhoek West.**

Enquiries: Ms. Tangeni Haitula Tel: 061- 435 3554 and Ms. Aletta Emvula Tel: 061- 435 3603

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: PERFORMANCE AND ENVIRONMENTAL AUDITS

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

Minimum Requirements: An appropriate B. Degree qualification on NQF L7 plus six (6) years appropriate of experience.

Additional Requirements: Three years of appropriate experience should be at Auditor/Senior Auditor level. A full membership in a professional body i.e. ICAN, ACCA or CIPA and a Driver's license will be added advantage.

Key Performance Areas:

- Responsible for the overall supervision of the sub-division on a daily basis to ensure proper performance of work.
 - Responsible to lead an audit subdivision and to oversee the planning, execution and completion of assigned audits in accordance with the OAG's auditing standards and methodologies by the agreed deadline.
 - Contribute to the development and implementation of the OAG's professional, training and administrative policies, as well as the strategic plan within their respective subdivisions.
 - Delegate and assign responsibilities to audit team in accordance with the approved annual sub-divisional plan.
 - 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 audit report and relevant working papers prepared by the audit team on the basis of audit evidence obtained and thereafter, submit these to the Deputy Director on or before the agreed deadlines.
 - Give on the job training, guidance and feedback to the audit team as considered necessary.
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DIRECTORATE: PERFORMANCE AND ENVIRONMENTAL AUDITS

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

Minimum Requirement: An appropriate B. Degree qualification at NQF L7.

Additional Requirements: A Valid Driver's license will be an added advantage.

Key Performance Areas:

- Responsible for the compilation and submission of work plans, the execution of audits and the reporting thereon.
- Keep abreast with the auditing standards, policies and procedures and take responsibility of self-development.
- In the absence of the Chief Auditor, the Auditor should be able to lead an audit subdivision and to oversee the planning, execution and completion of assigned audits in accordance with the OAG's auditing standards and methodologies by the agreed deadline.

- Regularly liaise with the audit clients and ensure that matters arising from the audits are resolved amicably and that good client relations are maintained.
 - Prepare audit files and ensure that they are organized in accordance with OAG standards and methodology on audit documentation. Submit these files to the supervisor on or before the agreed deadlines.
 - Prepare draft audit report on the basis of relevant, reliable and sufficient audit evidence obtained and thereafter submit to the supervisors on or before the agreed deadline
 - Participate in briefing and debriefing meetings with clients, ensure that all difficult issues arising from the audit are resolved amicably and maintain good working relationship with the clients.
 - Document audit evidence, conclusions and recommendations in the Audit File, in accordance with the Audit Standards and methodologies adopted by the OAG.
-

DIRECTORATE: INFORMATION SYSTEMS & FORENSIC AUDITS
DIVISION: INFORMATION SYSTEMS AUDIT

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

Minimum Requirement: An appropriate B-Degree qualification at NQF Level 7 in Information Technology or Post Graduate Certificate in Informatics (Information System Auditing) NQF Level 8.

Additional Requirements: Experience in Information Technology or Information Systems Auditing with a CISA Certification and Drivers License will be an added advantage.

Key Performance Areas:

- Examine Information Technology (IT) environments and evaluate the design and operational effectiveness of IT internal controls, determine exposure to risk, and develop remediation strategies.
- Develop a strong understanding of business and system processes, including the review and testing of these processes and related controls and be able to add value in improving process efficiencies.
- Assist other streams of audit by providing assurance on the IT environment in which business processes operate.
- Ensure that relevant reliable evidence is documented, in accordance with approved auditing standards and methodologies.
- Keep abreast with the auditing standards, policies and procedures and take responsibility of self-development.

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 with the followings conditions:

- Not entitled to membership of the **Public Service Employee Medical Aid Scheme (PSEMAS)**.
- Not entitled to be a member of the **Government Institutions Pension Fund (GIPF)**.
- Eligible for membership with the **Social Security Commission (SSC)**.
- Eligible for two (2) days' Vacation Leave and two (3) days Sick Leave for each completed month of service.

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- Shall enter into a contractual agreement with the OAG before training commences.
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DIRECTORATE: ADMINISTRATION
DIVISION: HUMAN RESOURCES
SUB-DIVISION: PERFORMANCE IMPROVEMENT

Post Designation	:	Human Resource Practitioner Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: An appropriate B-Degree qualification at NQF Level 7 in Human Resources Management.

Additional Requirements: Candidates with 2 years working experience in Human Resources and specifically in Performance Management may be given Preference.

Key Performance Areas:

- Perform administrative activities that contributes to the formulation of the OAG's strategic plan.
 - Assist in the development of annual plans ensuring that annual targets that provides progressive quarterly performance indicators are described.
 - Collection of required information to compile annual plan performance reviews and reports for submission to stakeholders (OPM).
 - Assist with the development of Performance Agreements (PAs) and Personal Development Plans (PDPs) by staff members.
 - Assist staff members in conducting of quarterly Performance Reviews and annual performance appraisals.
 - Arrange and organise the Strategic and Annual Plan Review workshops in consultation in consultation with the supervisor.
 - Participate in activities related to the development of a formal recognition guideline to reward performance.
 - Assist in handling performance assessment appeals lodged by staff members.
-

SUB-DIVISION: LEARNING AND DEVELOPMENT

Post Designation	:	Learning and Development Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$227,453 - N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: A B-Degree in Human Resources Management/ Organizational Development/ Industrial Psychology or related field at NQF Level 7.

Additional Requirements: Preference will be given to candidates with two (2) years of related experience.

Key Performance Areas:

- Identification of training needs

- Facilitate in-house trainings
- Administration of the Staff Development Fund
- Updating of training information/data, research and update training materials
- Induction and orientation facilitation
- Implement the annual training plan

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 156093 (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, Academic records, Identity document.
- 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 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**

Hand delivered at:

**The Office of the Auditor-General
123 Robert Mugabe Avenue
Windhoek**

Enquiries: Mrs. Joolokeni Hamunyela; Tel: 061-285 8426 or Mr. Nehemia Ndeshuuva; Tel: 061-2858401

MINISTRY OF AGRICULTURE, WATER AND LAND REFORM
DEPARTMENT OF WATER AFFAIRS
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION
DIVISION: SOUTHERN REGIONS
SUBDIVISION: //KHARAS REGION

Post Designation : Control Administrative Officer Grade 6 (Regional Head)
1x Post : Keetmanshoop
Salary Scale : N\$337,984 – N\$403,922
Housing Allowance : N\$13,080 per annum
Transport Allowance : N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma in (Business Administration or Public Management/Administration) or (community development, Community Development, Adult Education, Environmental Health Science) (NQF Level 6) plus six (6) year appropriate experience of which three (3) should be at the level of Chief Administrative Officer Grade 8. Candidate should have experience in any of the two areas: Budgeting, Transport Management, Procurement, Stores or Human Resources Management. Computer literacy in MS Word, Excel and Access will serve as an advantage. The applicant must have a drivers' license Code 8/BE/B."

Job Summary:

- The Control Administrative Officer (Regional Head) is responsible for the management of the Water Supply and Sanitation Coordination function for the Directorate of Water Supply and Sanitation Coordination at regional level.
- The Control Administrative Officer is to ensure a sustainable supply of safe water to the communities and other clients on merit at cost by:
- Implementing the Community Based Management strategy of the Water Supply and Sanitation Policy.
- Implementing the Regional Water Supply and Sanitation Coordination Development Plans to achieve regional coverage guidelines.
- The provision of an efficient and effective extension and operation and maintenance service for the water points at regional level.
- The execution of emergency water supply in compliance with requests from REMU
- The Control Administrative Officer (Regional Head) manages the planning, organization and control of the maintenance, technical and community development activities surrounding rural water supply at regional level. He also manages the financial, administrative and human resources management functions of his sub-division.

Enquiries: Mr. F. Witbooi (Deputy Director: Water Supply and Sanitation Coordination); Tel (063) 242789

DEPARTMENT OF WATER AFFAIRS
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION
DIVISION: NORTH CENTRAL REGIONS

Post Designation : Senior Administrative Officer Grade 10
3x Posts : **Post A:** Eenhana (Ohangwena Region)
: **Post B:** Onankali (Oshikoto Region)
: **Post C:** Outapi (Omusati Region)

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Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma in Business Administration or Public Management/Administration or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience OR a Grade 12 certificate (20 points with an E-symbol in English) plus three (3) years appropriate experience in two (2) areas of Budgeting or Transport Management or Procurement or Stores or Human Resources Administration. Computer literacy in MS Office will be an advantage. Candidate must be in possession of a valid driving license Code 8/BE/B. The incumbent will be responsible for the Human Resource, Finance, and Administrative function at the regional office.

Enquiries: Post A: Mr. Lazarus Shikololo (Eenhana); Tel: (065) 264250
Post B: Mr. Stephenson Tukondjele (Onankali); Tel: (065) 286320
Post C: Mr. Ismael Hambudi (Outapi); Tel: (065) 221447/ (065) 251900

DEPARTMENT OF WATER AFFAIRS DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION

Post Designation	:	Chief Water and Sanitation Officer Grade 8
2x Posts	:	Post A: Oshakati (Oshana Region)
	:	Post B: Gobabis (Omaheke Region)
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma in Community Development OR Adult Education OR Environmental Health Science (NQF Level 6) plus six (6) years of experience in Water and Sanitation disciplines, of which three (3) should be at the level of Senior Water and Sanitation Officer Grade 9. He/she must have a sound knowledge and understanding of the Rural Community of a particular region. The applicant must be in possession of a Code 8/BE/B driver's license.

Job Summary:

- Participate in the preparation and co-ordination of Sub-division Water Supply Sanitation Coordination annual work plans
- Interpret Community Based Management strategy and oversee the correct implementation thereof in the region.
- Develop and implement water supply programme in the region.
- Interpret Sanitation policy, sanitation national strategies and oversee the correct implementation thereof in the region
- Oversee the timely and correct completion of extension job cards for the maintenance of the WSIS database

Enquiries: Post A: Mr. Justinus Pataka (Oshakati); Tel: (065) 221447
Post B: Ms. C Muheua (Gobabis); Tel (062) 564436

DEPARTMENT OF WATER AFFAIRS
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION

Post Designation	:	Artisan Foreman Grade 9 (Multi-Disciplinary Trade)
2x Posts	:	Post A: Outapi (Omusati Region)
	:	Post B: Gobabis (Omaheke Region)
Salary Scale	:	N\$185,920 – N\$222,994 per annum
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A Completed apprenticeship OR a Trade Diploma issued in terms of existing legislation OR a National Vocational Certificate (level three) **plus** a minimum of 3 years appropriate experience in the operation and maintenance of water supply infrastructure, technical problem solving, and community-based management and personnel management. The candidate must be in possession of a valid Code 8/BE/B drivers' license.

Enquiries: Post A: Mr. Moses Tjikundi (Outapi); Tel: (065) 251900
Post B: Ms. C Muheua (Gobabis); Tel: (062) 564436

DEPARTMENT OF WATER AFFAIRS
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION

Post Designation	:	Senior Artisan Foreman Grade 8 (Multi-Disciplinary Trade)
1x Post	:	Nkurenkuru (Kavango-West Region)
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A Completed apprenticeship or Trade Diploma in terms of existing legislation plus a minimum of 6 years appropriate experience of which three (3) years should be at the level of Artisan Foreman Grade 9 in the operation and maintenance of water supply infrastructure, technical problem solving, and community-based management and personnel management. The candidate must be in possession of a valid Code 8/BE/B drivers' license.

Enquiries: Mr. Richard Shikongo (Nkurenkuru); Cell: 0811255320

DEPARTMENT OF WATER AFFAIRS
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION

Post Designation	:	Works Inspector Grade 9
2x Posts	:	Post A: Nkurenkuru (Kavango-West Region)
	:	Post B: Onankali (Oshikoto Region)
Salary Scale	:	N\$185,920 – N\$222,994 per annum
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma (Civil or Mechanical Engineering) on NQF L6 or an appropriate N3 (or equivalent) in Civil, Building and Construction, Bricklaying

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& Plastering, Plumbing & Pipefitting, Automotive Diesel Mechanic Engineering plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience. Extensive knowledge in maintenance or operational equipment (Solar water, generators and infrastructure) a driver's license Code 8/BE/B is compulsory.

Enquiries: Post A: Mr. Richard Shikongo (Nkurenkuru) Tel: 0811255320
Post B: Mr. Stephenson Tuukondjele (Onankali); Tel: (065) 286320

DEPARTMENT OF WATER AFFAIRS
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION

Post Designation : Artisan Grade 10
6x Posts : **Post A:** Eenhana (Ohangwena Region) (Mechanical)
: **Post B:** Khorixas (Kunene Region) (Mechanical)
: **Post C:** Katima Mulilo (Zambezi Region) (Electrical)
: **Post D:** Nkurenkuru (Kavango-West Region) (Civil/Mechanical)
: **Post E:** Rundu (Kavango-East Region) (Civil)
: **Post F:** Keetmanshoop) //Kharas Region) (Electrical)
Salary Scale : N\$151,910 – N\$182,202
Housing Allowance : N\$11,616 per annum
Transport Allowance: N\$8,760 per annum

Minimum Requirements: A Completed apprenticeship OR a Trade Diploma issued in terms of existing legislation or a National Vocational Certificate Level III in (mechanical, electrical or civil). Knowledge in the operation and maintenance of water supply infrastructure, technical problem solving, and community-based management and personnel management will be an advantage. The candidate must be in possession of a valid Code 8/BE/B drivers' license.

Enquiries: Post A: Mr. Lazarus Shikololo (Eenhana); Tel (065) 264250;
Post B: Ms. Delly Mutota (Opuwo); Tel: (065) 273260
Post C: Mr. Richard Shikongo (Nkurenkuru); Tel 0811255320
Post D: Ms. Betty Muyatwa (Katima Mulilo); Tel (066) 253944
Post E: Ms. Morrister Katulo (Rundu); Tel (066) 266100
Post F: Ms. Priscilla Katzao (Keetmanshoop); Tel (063) 221650

DEPARTMENT OF WATER AFFAIRS
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION

Post Designation : Rural Water and Sanitation Officer Grade 10
1x Post : Otjiwarongo (Otjozondjupa Region)
Salary Scale : N\$151,910 – N\$182,202
Housing Allowance : N\$11,616 per annum
Transport Allowance : N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma in Community Development OR Adult Education OR Environmental Health Science on NQF L6. He/she must have a sound knowledge and understanding of the Rural Community of the particular region. The applicant must be in possession of a Code 8/BE/B driver's license.

Enquiries: Mr. Ernesto Karabo (Otjiwarongo); Tel (067) 303020

DEPARTMENT OF WATER AFFAIRS
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION

Post Designation	:	Chief Development Planner Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,954 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate B. Degree on NQF L7 or equivalent in any of the following fields: Community Development or Water Resources Management or Integrated Water Resources Management or Public Management or Public Administration or Business Administration **plus** six (6) years appropriate experience in planning and development, managing, organization and control of community developmental activities at national and regional level, computer literacy in MS Word, Excel and Access. The candidate must be in possession of a valid driver's license Code 8/BE/B

Enquiries: Mr. Moses Mpareke; Tel: (061)2087230

DEPARTMENT OF WATER AFFAIRS
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION

Post Designation	:	Control Engineering Technician Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,954 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma (multi-disciplinary in engineering) on NQF L6 OR Registration as Engineering Technician at the Engineering Council of Namibia, plus 8 years of experience, of which 2 years should be at Chief Engineering Technician Grade 7 or Chief Works Inspector Grade 7. Should have experience in construction, in the water sector. The candidate must be in possession of a valid driver's license Code 8/BE/B

Enquiries: Mr. Elvis Matali (Windhoek); Tel: (061) 208 7208

DEPARTMENT OF WATER AFFAIRS
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION

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

Minimum Requirements: An appropriate National Diploma (multi-disciplinary in engineering) on NQF L6 OR Registration as Engineering Technician at the Engineering Council of Namibia plus 6 years' experience, of which 3 years should be at Senior Engineering Technician Grade 8. Experience in construction in the water sector is an advantage. Should have experience in construction, in the water sector. Must be in possession of a valid driver's license Code 8/BE/B

PSM CIRCULAR NO. H OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 SEPTEMBER 2023, CLOSING DATE 06 OCTOBER 2023

Enquiries: Mr. Elvis Matali (Windhoek); Tel: (061) 208 7208

**DEPARTMENT OF WATER AFFAIRS
DIRECTORATE WATER SUPPLY AND SANITATION COORDINATION**

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

Minimum Requirements: An appropriate National Diploma on NQF L6 (multi-disciplinary in engineering) OR an appropriate N3 (multi-disciplinary trade) plus a completed apprenticeship or the passing of a trade test, plus six (6) years appropriate experience of which 3 years should at a Senior Works Inspector Grade 8.

Additional Requirements: Extensive knowledge in maintenance or operational equipment (solar water, generator and infrastructure) and must be in possession of a valid driver's license Code 8/BE/B

Enquiries: Mr. Elvis Matali (Windhoek); Tel: (061) 208 7208

DEPARTMENT OF WATER AFFAIRS

DIRECTORATE: WATER RESOURCES MANAGEMENT DIVISION: WATER ENVIRONMENT SUBSECTION: POLLUTION CONTROL AND INVESTIGATIONS

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

Minimum Requirements: An appropriate four (4) year Bachelor's (Honors) degree (NQF Level 8), majoring in Chemistry, Biochemistry, Biology and Water Engineering, in addition, subjects like Mathematics, Physics, Geography and Computer Sciences would be a recommendation. The incumbent should possess knowledge in Water Resources Quality Monitoring and Wastewater Treatment Systems Monitoring. Experience in Water Pollution Control would be a strong recommendation. The incumbent should be in possession of a Driver's or a Learner's License; and be computer literate.

Duties & Responsibilities:

- Implement the provisions of the of the Water Act(s) and other regulatory supporting instruments;
- Support the review and enforcement of water quality regulations, standards and guidelines for Namibia;
- Assist with awareness raising for the implementation process of the Water Resources Management Act (Act 11 of 2013);
- Monitor the operation of potable water purification systems, wastewater treatment systems and disposal of effluent in assigned Regions;
- Conduct monitor of mining activities which potentially contaminate water resources;
- Conduct field investigations to determine and evaluate the quality of water resources in assigned Regions;
- Monitor the impact of agrochemicals on ground water by irrigation schemes;
- Process water quality and pollution control data to evaluate compliance and manage water resources;
- Provide technical advice on water treatment technologies and water treatment works performance;
- Review Environmental Impact Assessment (EIA) reports for water related development projects;
- Plan and execute water quality related projects;
- Assist with compilation of specifications and evaluations of tenders for water analyses and laboratory equipment;
- Contribute to the promotion of international relations with other Riparian States on Water Resources Quality of international shared waters;
- Provide technical support to local Basin Management Committees (BMCs);
- Represent the MAWLR at water related Inter/Ministerial Committees;
- Supervise the Senior Technical Assistant in the Section;
- Carry out any other official tasks as assigned by the supervisor;
- The Hydrologist will report directly to the Senior Hydrologist: Pollution Control & Investigations

Enquiries: Ms. Cynthia Ortmann (Tel: 061-2087169) or Ms Elise Mbandeka (Tel: 061-2087167)

DEPARTMENT OF WATER AFFAIRS
DIRECTORATE: WATER RESOURCES MANAGEMENT
DIVISION: WATER ENVIRONMENT
SUBSECTION: POLLUTION CONTROL AND INVESTIGATIONS

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

Minimum requirements: An appropriate 4-year Honors degree (NQF L8) in Chemistry and/or Environmental Biology as major subjects plus 6 years appropriate experience in Water Resources Management, Water Utilization, Wastewater Treatment and Water Pollution Control is required. An MSc Degree in Water Resources Management, Integrated Water Resources Management or related fields would be an added advantage. Furthermore, knowledge in Water Resources Quality Monitoring and Wastewater Treatment Systems Monitoring would be an additional recommendation. A valid Driver's License or Learners License is a strict requirement for this position.

Duties & Responsibilities:

- Monitor treatment of potable water, wastewater; disposal of effluent and brine in the country;
- Process water quality/pollution control data to evaluate compliance and manage water resources;
- Attend to compliance monitoring, water quality & pollution control and research projects;
- Administer review and enforcement of water quality regulations, standards and guidelines for Namibia;
- Attend to issues and projects relating to water treatment technologies;
- Supervise and co-ordinate specific tasks relating to water quality compliance regulations;
- Contribute to promotion and maintenance of international relations with other riparian states on water quality of international waters;
- Handle issues of integrated water resources management nature, nationally and internationally
- Assist with awareness raising for the implementation process of the Water Resources Management Act, Act 11 of 2013;
- Provide technical support to local Basin Management Committees (BMCs);
- Assist with uploading of Water Quality data and information into MS Excel and Water Quality Information System (WAQIS);
- Assist with drawing up of tender specifications, administrative and technical handling of payment of tenders;
- Supervise and co-ordinate the smooth execution of all routine tasks, trips, reports and as well certain technical / scientific investigative projects;
- Supervise junior staff members in the Section;
- Carry out any other tasks as assigned by the supervisor
- The Senior Hydrologist will report to the Chief Hydrologist: Pollution Control and Investigations

Enquiries: Ms. Cynthia Ortmann (Tel: 061-2087169) or Ms Elise Mbandeka (Tel: 061-2087167)

DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION: LIVESTOCK RESEARCH
SUBDIVISION: LARGE STOCK

Post Designation	:	Agricultural Technician Grade 9
1x Post	:	Okapya Livestock Development Centre
Salary Scale	:	N\$185,920 – N\$222,994
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Allowance	:	N\$13,800 per annum

Minimum Requirements: An appropriate 3-year National Agricultural Diploma (NQF L6) or a two-year tertiary standardized Agricultural Diploma plus 2 years appropriate experience. The candidate must be computer literate and must be in possession of a valid driver's license.

Recommendations: The applicant must be a Namibian and reside full time at the station for the execution of duties. The applicant must be able to assist with implementation and supervision of research trials. Good knowledge of livestock and pasture management will be an added advantage. Preference knowledge in adult education and non-formal training.

Major Functions:

- Assist the Scientific Officers in the systematic data collection for research trials
- Observe and take certain measurements on animals and related research materials
- Collect data and draw up reports
- Data capturing in relevant software programs
- Compile monthly, quarterly, and annual reports
- Update all relevant livestock registers
- Manage the livestock on research station and livestock related activities, such as mating, calving, handling of calves, etc.
- Advise and train livestock keepers on specific farming practices
- Execute farm planning activities which include water supply system, equipment, machineries and infrastructure such as fencing
- Manage registers concerning materials and supplies
- Assist the supervisor (Senior Agricultural Technician and Chief Agricultural Technician) with all management and administrative duties

Enquiries: Mr. Tuhafeni Sheuyange (Okapya); Tel: (065) 285007/8
Ms Julia Sepe (Otjwarongo); Tel: (067) 302132 (W)

DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION: LIVESTOCK RESEARCH
SUBDIVISION: SMALL STOCK

Post Designation	:	Agricultural Scientific Officer Grade 8
1x Post	:	Gellap – Ost Research Station (//Kharas Region)
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Allowance	:	N\$9,000 per annum

Minimum Requirements: An appropriate 4-years Bachelor of Science Degree (Animal Science) or Honours Degree in Agriculture, majoring in Animal Science or equivalent qualification on NQF Level 8. An M. Sc-degree in Animal Science will be an advantage. The

candidate must have strong interest in small ruminant production, particularly in the improvement and conservation of the Swakara.

Good knowledge in computer for data analysis, technical report writing and good communication skills will be an added advantage. The applicant must be in possession of a valid driving license.

Duties:

- Identify, plan, design and implement research projects and experiments on-station, on-farm or in relevant farming communities.
- Collect, process and analyze data
- Interpret results and compile formal research publications
- Communicate research results to the scientific community through appropriate media;
- Train, mentor and supervise agricultural research technicians and other support staff;
- Collaborate with multi-disciplinary research teams
- Prepare project budgets, implementation and control thereof

The incumbent must be a Namibian, be prepared to work after normal working hours and reside full time at the Gellap- Ost Research Station.

Enquiries: Mrs. D. Januarie (061) 208 7034 (W) and Ms. S Kazetu (061) 208 7035(W)

**DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE: AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION: PRODUCT DEVELOPMENT, TRAINING AND QUALITY ASSURANCE
SUBDIVISION: ANALYTICAL SERVICES AND PRODUCT DEVELOPMENT**

Post Designation	:	Senior Agricultural Scientific Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,893 – N\$403,923
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A 4-year BSc degree in Agriculture (Honours) or equivalent qualification at NQF Level 8 with major subjects in either animals or plants. A minimum of four (4) years of relevant experience in analytical skills which may include one or a combination of analytical chemistry, analysis of faecal, feed and grain samples, soils, nutrition, value addition and genetically modified organisms (GMO) in terms of Biosafety Act No. 7 of 2006 and its Regulations.

Recommendation: A Master of Science degree in Agriculture or equivalent qualifications and knowledge in Quality Management with reference to ISO 17025 requirements, development of manuals in laboratory environment will be an added advantage. This is a promotion post and the incumbent is expected to demonstrate good leadership skills, decision-making, supervision, planning, organizing, management in terms of financial and human resources including a good command of Public Services Staff Rules.

Enquiries: Clemens //Khaiseb (061) 208 7002

**DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE: AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION: LIVESTOCK RESEARCH AND PRODUCTION
SUBDIVISION: LARGE STOCK**

Post Designation	:	Senior Agricultural Scientific Officer, Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$337,893 – N\$403,923
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Appropriate four-year Bachelor of Science (BSc) degree in Agriculture (Animal Science) with Honours or equivalent qualification at NQA Level 8 plus four (4) years of experience in livestock production research, livestock training, livestock breeding (production & molecular) and animal reproduction. The candidate must have experience in data analysis using relevant statistical software packages

Recommendations: Preference will be given to candidates who hold a Master of Science (M. Sc.) degree in Animal Science or equivalent qualification. More than two scientific research publications including thesis will be a definite advantage. Proficiency and experience in Microsoft Office (Word, Excel, Power Point,) data capturing software programmes (Bengu Farming, Breedplan) and statistical analysis packages will be an added advantage as well.

Enquiries: Ms Deidré Januarie (061) 208 7034

**DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE OF VETERINARY SERVICES
DIVISION: EPIDEMIOLOGY, IMPORT/EXPORT CONTROL, TRACEABILITY AND MEDICINE
CONTROL
SUBDIVISION: EPIDEMIOLOGY, SURVEILLANCE, IMPORT AND EXPORT CONTROL**

Post Designation	:	Senior Agricultural Inspector, Grade 9
1x Post	:	Eros Airport, Windhoek
Salary Scale	:	N\$185,920 – N\$222,994
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma in Agriculture on NQA Level 6 or Equivalent Qualification or a bachelor's degree in Agriculture plus three (3) years appropriate experience. Must be in possession of valid driver's license.

Additional competences required: The candidate is expected to have an understanding and knowledge of animal disease control and prevention through import and export requirements at the Border posts. Demonstrable computer skills and knowledge in report writing is necessary. Adequate experience at supervisory level is important.

Enquiries: Dr Vistorina Bernhard; Tel: (061) 208 7111

DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE OF VETERINARY SERVICES
DIVISION: EPIDEMIOLOGY, IMPORT/EXPORT CONTROL, TRACEABILITY AND MEDICINE
CONTROL
SUBDIVISION: EPIDEMIOLOGY, SURVEILLANCE, IMPORT AND EXPORT CONTROL

Post Designation	:	Agricultural Inspector, Grade 10
3x Posts	:	Post A: Oshikango Border Post
	:	Post B: Trans-Kalahari Border Post,
	:	Post C: Walvis Bay Import and Export Control Office
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma in Agriculture on NQA Level 6 or Equivalent Qualification or a bachelor's degree in Agriculture and must be in possession of valid driver's license.

Additional competences required: The candidate is expected to have an understanding and knowledge of animal disease control and prevention through import and export requirements at the border posts. Computer skills and knowledge in report writing is necessary.

Application form should be addressed to:

The Executive Director
Ministry of Agriculture, Water and Land Reform
Private Bag 13193
Windhoek

Enquiries: Dr Vistorina Bernhard; Tel: (061) 208 7111

MINISTRY OF GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE

DIRECTORATE GENDER EQUALITY AND CHILD CARE PROTECTION DIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS SUBDIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS

Post Designation	:	Control Social Worker Grade 5
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$412,001 – N\$492,567
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: Registration with the Social Work and Psychology Council of Namibia plus eight (8) years appropriate experience.

Additional Requirements: Computer literacy and a valid Driver's License Code B.

Key Responsibilities:

- Prepare quarterly and annual reports for submission to the Deputy Director
- Implement policies and regulations in the best interest of the child
- Monitor the performance of subordinates to ensure correct implementation
- Advocate and mobilize key stakeholders on rights and responsibilities of children
- Oversee implementation of programmes at RCCFs
- press releases, as well respond to media queries through the PRO
- Plan and co-ordinate Residential with the Subdivision Public Relations(PR) to ensure coverage of events, and raising awareness on divisional programs
- Coordinate national events and draft Child Care Facilities at National Level
- Train stakeholders on child protection policies, legislations and programs
- Identify and implement corrective actions related to workforce problems
- Identify training needs and provide on the-Job training in accordance with needs identified

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

DIRECTORATE: ADMINISTRATION AND GENERAL SERVICES DIVISION: GENERAL SERVICES SUBDIVISION: AUXILIARY SERVICES (STOCK & TRANSPORT)

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

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

Key responsibilities:

- Supervise the use of all the Division allocated fleet and Transport expenditure.
- Prepare transport-related submissions, reports, and accident queries in terms of various legislation and prescription.

- Keep proper records of GRN vehicles and oversee the servicing and maintenance of vehicles assigned to the Division.
- Supervise the safekeeping of all allocated GRN vehicles' keys, spare keys, fuel cards and parts.
- Make sure that all allocated office equipment and machinery are kept in good condition.
- Develop an operational system and keep logbooks to control fuel and movements of vehicles.
- Prepare formal requests to Treasury for redirecting any received resources/donations, be in monetary, kind and property terms (movable and immovable) to the designated beneficiaries (MCs).
- Formulate and monitor annual Operational Plans for the Subdivision.
- Implement the Performance Management System by developing, signing, reviewing and appraising staff Performance Agreements.
- Ensure safe keeping of all assets / stock of the Ministry and execution of inspections

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

Enquiries: Mr. Johannes Kaushungwa Embula 061-283 3148 OR Ms Ester Shindinge at 061-283

**DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION
DIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS
SUBDIVISION: RESIDENTIAL CHILD CARE FACILITIES AND INSTITUTIONS
SECTION: NAMIBIA CHILDREN'S HOME**

Post Designation	:	Chief Children's Home Superintended Grade 6
1x Post	:	Namibia Children's Home (Windhoek)
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: An appropriate National Diploma on NQF L6 PLUS six (6) years appropriate experience.

Additional Requirements: Computer literacy.

The Key responsibilities:

- Ensure the overall control and management at the institution including the care and protection of children
- Advise the management concerning, matters affecting the Namibia Children's Home
- Prepare and submit Annual work plan
- Develop and submit Performance Appraisal Agreements and Performance Agreement Reviews of all staff members
- Placement of children in pre-primary-, primary-, secondary-, tertiary- and vocation training
- Review and enforce the implementation of policies, guidelines, household procedures and safety measures
- Coordinate training of personnel
- Make decisions regarding the stationing (positioning) transfer and rotation of personnel within the children's home and insure that all members are effective in service
- Make sure that the necessary safety measures are in practice to ensure the safety of the children

- Do inspection at houses to ensure that house parents abide by the prescribed regulations regarding cleanliness and ensure that no illegal occupants are accommodated on the premises
- Receive all new children admitted to the children's home
- Undertake any constructive disciplinary steps
- Assist in annual stock taking

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

DIVISION: KAVANGO EAST REGION
SUBDIVISION: GENDER EQUALITY AND WOMEN'S EMPOWERMENT

Post Designation	:	Chief Community Liaison Officer Grade 6
1x Post	:	Rundu, Kavango-East Region
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: National Diploma or equivalent qualification on NQF Level 6 **PLUS** 6 years' appropriate experience.

Additional Requirements: A Valid Driver's License Code B and computer literacy.

Key Responsibilities:

- Coordinate all Regional Gender Programmes and to give feedback and recommendation on Regional Development to Head Office;
- Promote the implementation of National Gender Policy (NGP) and National Gender Plan Action (NGPA) in all constituencies in the Region.
- Organise and coordinate gender sensitization and training workshops.
- Write proposals on developmental programmes in the region and solicit funding for its implementation e.g. national days;
- Prepare and recommend budgets for the implementation of gender activities in the region.
- Compile community profiles for each constituency for planning purposes.
- Identify and conduct needs assessment of the community on gender issues and facilitate the necessary training.
- Submit weekly monthly, quarterly, yearly reports to the Development Planner for Gender Mainstreaming at the Head Office.
- Provide information, guide and refer gender-based violence cases to relevant authorities.
- Ensure that articles on gender issues for newspaper, ministerial newsletter and website are written and submitted on time.
- Assist in the development and dissemination of information, education and communication materials for the promotion of gender equality.
- Represent the ministry at regional forums.
- Facilitate and coordinate the commemoration and celebration of National and International days at regional level.

Enquiries: Ms Penoshinge Shililifa: Tel no. 061-2833114 and Ms Ester Shindinge Tel no. 061-2833170

DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION
DIVISIONS: OHANGWENA AND OTJOZONDJUPA REGIONS
SUBDIVISION: CHILD CARE AND PROTECTION

Post Designation	:	Senior Social Worker Grade 7
2x Posts	:	Eenhana and Otjiwarongo
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: Registration with the Social Work and Psychology Council of Namibia plus four (4) years appropriate experience.

Additional Requirements: Valid Driver's License Code B and computer literacy.

Enquiries: Ms Ester Shindinge, Tel no. 061 2833170

DIRECTORATE: ADMINISTRATION AND GENERAL SERVICES
DIVISION: GENERAL SERVICES
SUBDIVISION: MAINTENANCE

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

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF L6

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

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

Additional Requirements: A valid Driver's License Code B and computer literacy

Enquiries: Mr. Johannes Kaushungwa Embula 061-283 3148 OR Ms Ester Shindinge at 061-283

DIRECTORATE: COMMUNITY DEVELOPMENT AND POVERTY ERADICATION
PROGRAMMES
DIVISION: DISABILITY AFFAIRS
SUBDIVISION: DISABILITY ADVISORY SERVICES
SECTIONS: OSHIKOTO REGIONS

Post Designation	:	Senior Community Liaison Officer Grade 8
1x Post	:	Omuthiya (Oshikoto Region)
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$10,464 per annum
Transport Allowance	:	N\$8,760 per annum

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

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

Key Responsibilities:

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- Develop work plans for the financial year
- Prepare budget for the Division in the Region
- Ensure the development of performance agreements, performance reviews and appraisal of direct reports.
- Initiate visits to constituencies in collaboration with the community Liaison Officer for community awareness meetings and home visits.
- Coordinate the celebration of National days and International day on disability in the region
- Facilitate awareness raising activities at regional, constituency and community level
- Facilitate the establishment of the Regional networking forum in line with the guideline
- Facilitate the establishment of the constituency networking forum in collaboration with the constituency
- Identify students with disability at regional and constituency level who qualify and need student support
- Conduct assessment of the students to determine funding needs
- Ensure the Identification of persons with disability and manage case management forms
- Mobilize Persons with disability to participate in income generation activities
- Advocate for capacity building of project implementations

NB: Candidate with disability are strongly encouraged to apply.

Enquiries: Ms. Mercy Kufuna : Tel no. 061-4315008 Or Ms Ester Shindinge Tel no: 2833170

DIRECTORATE: SOCIAL PROTECTION SERVICES
DIVISION: OHANGWENA REGION
SUBDIVISION: SOCIAL PROTECTION SERVICES

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Ohangwena (Ohangwena Region)
Salary Scale	:	N\$151,910 – N\$182,202
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 1-year appropriate experience. OR A grade 12 qualification (NQF Level 3) plus 3 years' appropriate experience.

Additional Requirements: A valid Driver's License Code B and computer literacy

Key Responsibilities:

- Supervise the Administrative Officers in the Regions in the implementation of the National Pension Act, 1992 (Act No. 10 of 1992)
- Advise the Chief Administrative Officers on Social Assistance issues.
- Report on monthly basis to the National Level on the status of beneficiaries and the office in general.
- Verify the application forms for Social Grants. (Old Age & Disability Grants)
- Capture or verify the captured data on application forms into the computer and forward both electronic data and files to National Level.
- Check for relevancy of copies of required documents and certify them.
- Submit applications to the Chief Administrative Offices for verification and final certification.
- Check for faults and control monthly on the compact disk for reference purposes.

- Furnish the Data Administration section with the necessary data regarding approved pensions.

Applicants must be Namibian citizens. Application forms, Form **156043** obtainable from all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Id. Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation and confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application. No application forms and documents will be returned.

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

Application forms should be hand-delivered or addressed to:

**The Executive Director
Ministry of Gender Equality, Poverty Eradication and Social Welfare
Juvenis Building
Independence Avenue
Private Bag 13359
Windhoek**

Enquiries: Ms Ester Shindinge Tel no: 2833170

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

DIRECTORATE: AUDIOVISUAL MEDIA, COPYRIGHT SERVICES & REGIONAL OFFICES

DIVISION: AUDIOVISUAL PRODUCTION AND COPYRIGHT SERVICES

SUB-DIVISION: REGIONAL OFFICES

SECTION: OTJOZONDJUPA REGIONAL OFFICE

Post Designation	:	Media Officer Grade 8
1x Post	:	Otjiwarongo
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760.00 per annum

Minimum Requirements: An appropriate B-degree qualification on NQF L7 in Journalism, Media Studies or Mass Communication.

Candidates will be subjected to a practical test.

Enquiries: Mr. Christopher Muhapi, Tel. 067 304 467 **OR** Mr. Edward Ndjamba, Tel. 061-283 2385

SECTION: KAVANGO WEST REGIONAL OFFICE

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

Minimum Requirements: An appropriate B-degree qualification on NQF L7 in Journalism, Media Studies or Mass Communication.

Candidates will be subjected to a practical test.

Enquiries: Mr. Beatus Arnat, Tel. 066 -264 993 **OR** Mr. Edward Ndjamba, Tel. 061-283 2385

DIRECTORATE: INFORMATION COMMUNICATION TECHNOLOGY DEVELOPMENT SECTION: SUPPORT SERVICE

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) in Business Administration, Public Administration or Procurement and Supply Chain Management plus 1-year appropriate experience.

OR

A Grade 12 Certificate (NQF Level 3) plus 3 years' appropriate experience.

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

Note: all applications should be done on Form 156043, (obtained at any government office) and accompanied by a comprehensive CV and original certified copies of qualification (s) and ID. All foreign obtained qualification (s) must be accompanied by an evaluation letter

**PSM CIRCULAR NO. H OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 SEPTEMBER 2023,
CLOSING DATE 06 OCTOBER 2023**

from the Namibia Qualification Authority (NQA). Candidates within the Public Service must attach proof of probation confirmation letter on the current position. **Proof of experience (testimonials or certificate of service) must be attached. Failure to submit all required document(s) will automatically disqualify the applicant.**

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

The application forms must be addressed to:

**The Executive Director
Ministry of Information and Communication Technology
Private Bag 13344
Windhoek**

OR Hand delivery at:

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

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

MINISTRY OF HEALTH AND SOCIAL SERVICES

INTERMEDIATE HOSPITAL KATUTURA

DIRECTORATE: KHOMAS REGION

DIVISION: INTERMEDIATE HOSPITAL KATUTURA

SUBDIVISION: PROFESSIONAL SERVICES

SECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES

SUBSECTION: PHYSIOTHERAPY

Post Designation	:	Senior Physiotherapy Grade 6
1x 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 a Physiotherapist with the Allied Health Council of Namibia (proof must be provided). A four (4) year Bachelor of Physiotherapy or BSc Degree in Physiotherapy, with at least three (3) years working experience as a Clinical Physiotherapist in a variety of physical (neurological, medical, orthopaedic) diagnosis. Candidate should be experienced in design and execution of Physiotherapy assessments, treatment and management of physical health issues.

DIRECTORATE: KHOMAS REGION

DIVISION: INTERMEDIATE HOSPITAL KATUTURA

SUBDIVISION: PROFESSIONAL SERVICES

SECTION: PARAMEDIC AND CLINICAL SUPPORT SERVICES

Post Designation	:	Dietician Grade 6
1x 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 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 plus three (3) years' work experience as a Dietician.

Enquiries: Dr. F. M. Shiweda, Tel: 061-203 4005

DIRECTORATE: KHOMAS REGION

DIVISION: INTERMEDIATE HOSPITAL KATUTURA

SUBDIVISION: PROFESSIONAL SERVICES

SECTION: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Grade 6
1x 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
Fixed Overtime	:	N\$180,840 per annum

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

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

Post designation	:	Radiographer Grade 7
1x Post	:	Intermediate Hospital Katutura
Salary Scale	:	N\$277,264 – N\$331,358
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: Registration as Radiographer with the allied Health Professional council of Namibia.

Enquiries: Dr. M. F. Shiweda, Tel: 061-203 4005

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

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

Minimum Requirements: Bachelor Degree in Dental Technology or an appropriate Qualification on NQF Level 7. Preference will be given to candidates with an appropriate three (3) years working experience in Dental Services.

Address:
The Medical Superintendent
Intermediate Hospital Katutura
Private Bag 13215
Windhoek

Hand Delivery at:

Human Resources office,
First Floor
Intermediate Hospital Katutura

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

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N\$151,910 – N\$182,202
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,615 per annum

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

Additional Requirements: Candidate must have a qualification in Supply Chain Management on NQF Level 5 plus five (5) years appropriate experience in Procurement. A certificate in Purchasing and Sourcing management or Public Procurement will be an added advantage. Candidates employed in the Public Service must attach letter of confirmation on probation and those outside the public service must attach proof of their current job level. Fail to attach will automatically disqualify the application.

Key Performance Areas:

- Prepare submissions and procurement reports and present to the Procurement Committee ensuring compliance with the provisions of the Public Procurement Act, 2015 (Act no. 15 of 2015) as amended
- Management of existing contracts with suppliers and service level agreements
- Prepare submissions and reports to Procurement Committee.
- Generate procurement requisition and purchase order.
- Must be proficient in Microsoft excel and Microsoft word.
- Draft individual procurement plans for procurement for goods.
- Coordinate bid evaluation processes and prepare submissions for presentation to Procurement committee.
- Filing and Record keeping of all procurement related documents for audit purposes.
- Contribute to preparation of the quarterly and annual activity plans and reports for the sub-division.
- Attend sub-divisional and any other meetings as required.
- Carry out any other functions as may from time to time be assigned by the Senior personnel.

Enquiries: HRM Office, Head office, Tel. No. 2032108 or 2032189.

**DIRECTORATE: ATOMIC ENERGY AND RADIATION PROTECTION REGULATOR
DIVISION: NATIONAL RADIATION PROTECTION AUTHORITY
SUBDIVISION: SCIENTIFIC SERVICES**

Post Designation	:	Radiation Physicist Grade 8
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$227,453 – N\$271,828
Salary Notch	:	N\$227,453 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: A B- degree in Physics or Chemistry or Engineering or Biology or Geology or Geophysics or applied environmental science on NQF L8.

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

Key performance areas:

- Manage the dosimetry service
- Implement the environmental monitoring programme
- Develop and implement the radioactive waste management programme
- Manage the advisory service for non-ionizing radiation

DIRECTORATE: HEALTH TECHNOLOGY & INFRASTRUCTURE MANAGEMENT
DIVISION: PHYSICAL FACILITY PLANNING
SUBDIVISION: PLANNING

Post Designation	:	Chief Architect Grade 5 (Re-advertisement)
1x Post	:	Windhoek
Salary Scale	:	N\$412,001 – N\$492,567
Salary Notch	:	N\$412,001 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration with the Namibian Council for Architects and Quantity Surveyors as Professional Architect.

Additional Requirement: An appropriate 4-year Degree in Architectural with seven (7) years post registration with Registration with the Namibian Council for Architects and Quantity Surveyors experience in Architectural design, documentation and contract administration of construction projects, should have seven (7) years' experience in project management or principal Agent in construction industry. Proficiency in computer aided programmes or Archicad or Autocad or Revit and Ms Word or Excel or Power point. Must have a valid driver's licence, minimum code B. Preference will be given to Namibian Citizens and persons with disabilities are encouraged to apply.

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

Applications must be submitted on form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, Identity document, detailed CV and academic records. **All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).** Applicants who failed to complete all items on the application form (incomplete applications) and not attaching the necessary documents will disqualify the application. No documents will be returned.

Applications must be addressed to:

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

Hand delivery to Subdivision:

**Human Resources Management
Ministerial Building (Head Office) Harvey Street
Windhoek.**

Enquiries: Ms. D. Kisting, HRM office, Tel. No.: 061-2032108.

DIRECTORATE: HUMAN RESOURCES
DIVISION: HUMAN RESOURCE MANAGEMENT
SUBDIVISION: HUMAN RESOURCE INFORMATION
SECTION: HUMAN RESOURCE MANAGEMENT SYSTEM

Post Designation	:	Human Resource Practitioner Grade 7
1x Post	:	Windhoek (Head 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: A National Diploma (NQF Level 6) majoring in Human Resource.

Additional Requirements: An appropriate Degree on NQF level 7 or higher majoring in Human Resources plus five (5) years appropriate experience in Human Resource administration at Grade 8 level or equivalent. Must be computer literate. Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, application will not be considered.

Applications must be submitted on form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, Identity document, detailed CV and academic records. **All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).** Applicants who failed to complete all items on the application form (incomplete applications) and not attaching the necessary documents will disqualify the application. No documents will be returned.

Applications must be addressed to:

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

Hand delivery to Subdivision:

Human Resources Management
Ministerial Building (Head Office) Harvey Street
Windhoek.

Enquiries: Ms. N. Tauya or Ms. E. Nashiku, HRM office, Tel. No.: 061-2032189 or 2032188.

DIRECTORATE: HARDAP REGION

DIVISION: CURATIVE SERVICES
SECTION: NURSING SERVICES

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

PSM CIRCULAR NO. H OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 SEPTEMBER 2023, CLOSING DATE 06 OCTOBER 2023

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia. An appropriate B-degree or equivalent qualification on NQF Level 7 in Nursing Science plus approximately five (5) years' experience as a Senior Registered Nurse.

Areas of Performance:

- **Administrative**
Good ability to plan, implement, supervise and evaluate nursing services delivery within the region at district level
Coordinate and supervise file audits for quality purposes
Participate in the planning and budgeting process
- **Technical duties**
Provide technical guidance on Quality Improvement initiatives and IPC related matters
Undertake technical assessments and provide technical reports
Coordinate availability of high and low tech equipment
Review guidelines and protocols and recommend inputs
- **Professional duties**
Be acquainted with Public Service Act, Labour Act, Nursing Professions Act, Public staff rules
Staff counselling and ensure discipline
- **Educational duties**
Planning and development of annual training plans
Coordinate and facilitate in-service trainings in the region
- **Research duties:**
Identify research needs at regional level
Coordinate and Participate in operational research
- **Monitoring and evaluation duties**

Enquiries: Mrs Yvonne E. Stephanus, Tel: 063 – 245500 / Dr. Berit D. Platt, Tel: 063 – 245500/ Mr. Floris D. Keister, Tel: 063 – 245500

DIRECTORATE: HARDAP REGION

Post Designation	:	Private Secretary Grade 9
1x Post	:	Mariental
Salary Scale	:	N\$185,920 – N\$222,994
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 in Office Administration or Management or Related Secretarial Field of Study Plus 3 Years Practical Experience

Areas of Responsibility:

- typing of manuscripts, the screening and channelling of telephone calls and visitors
- updating of diaries and other sources of reference
- performing of elementary secretarial work; the taking and relaying of messages
- ordering of office supplies
- taking down of minutes at meetings where so required
- serving of and arranging for provision of refreshments
- making of photocopies and the collecting/delivering of documents
- The operating of labour saving and communication devices
- Filing and safe keeping of all documents where so required; and
- performing of any duties which may be assigned
- Making of appointments, reservations and travelling arrangements

Enquiries: Mrs. Yvonne E. Stephanus, Tel: 063 – 245500 / Mr. Floris D. Keister, Tel: 063 – 245500

DIRECTORATE: HARDAP REGION
DIVISION: PUBLIC AND ENVIRONMENTAL HEALTH SERVICES

Post Designation	:	Chief Environmental Health Practitioner Grade 7
1x Post	:	Mariental
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate B-Tech Degree in Public Health and Environmental Health and registered with the Health Professions Council of Namibia as an Environmental Health Practitioner plus five (5) years' appropriate experience.

Enquiries: Mrs. Yvonne E. Stephanus, Tel: 063 – 245500 / Dr. Berit D. Platt, Tel: 063 - 245500/ Mr. Floris D. Keister, Tel: 063 – 245500

DIRECTORATE: HARDAP REGION
DIVISION: GENERAL SERVICE AND FACILITY MANAGEMENT
SUBDIVISION: OFFICE AND GENERAL SERVICES
SECTION: TRANSPORT

Post Designation	:	Artisan Grade 10
1x Post	:	Mariental
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Completed apprenticeship or A Trade Diploma / Certificate Level III issued in terms of existing legislation in Automotive Mechanic/Mechatronics. Candidate must have a valid Driver's License.

Areas of Responsibility:

- Administer and adhere to policies and regulations
- Prepare and submit technical vehicle reports, applications to write off vehicles and annual vehicle replacement plan
- Obtain quotations for repairs/maintenance to be done and liaise with officer in charge of budget control
- Test Drivers on driving skills and basic maintenance skills
- Compile monthly vehicle condition reports and submit
- Advise Management on the technical conditions of the fleet by carrying out technical inspections
- Carry out pre-pro inspections for the maintenance work that will be done by private workshops to ensure quality control
- Carry out small repairs when necessary
- Train drivers on driving skills, vehicle management and basic maintenance
- Compile quarterly evaluation reports and submit

Enquiries: Ms. A. M. Isaacks, Tel: 063 – 245500 / Mr. Floris D. Keister, Tel: 063 – 245500

DIRECTORATE: HARDAP REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES – MARIENTAL
SUBDIVISION: DISTRICT HOSPITAL MARIENTAL
SECTION: NURSING SERVICES

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Mariental
Salary Scale	:	N\$ 277 264 – N\$ 331 358
Housing Allowance	:	N\$ 14 520 per annum
Transport Allowance	:	N\$ 8 760 per annum

Minimum Requirement: Registration as a Registered Nurse and Midwife with the Nursing Council of Namibia plus three (3) years' appropriate experience

Enquiries: Dr. G. Alapoti, Tel: 063-245500. / Ms. A. Kauraisa, Tel: 063 – 245500 / Mr. Floris D. Keister, Tel: 063 – 245500

To candidates:

- Applications **must** be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- All Public Servant applications should sent their applications through their O/M/A's Human Resource Officers and confirmation letter of probation **must** be attached.
- All foreign qualifications **must** be evaluated and letters from the Namibian Qualification Authority (NQA) to be attached.
- **Must** complete the 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 encourage to apply.

Failure to complete all items on the application form for employment and not attaching all the required documents etc. confirmation letters 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.

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

Applications must be addressed to:

**The Human Resource Office
Hardap Regional Health Directorate
Private Bag 238
Mariental**

Hand delivered to:

**Human Resource Office
Hardap Regional Health Directorate
388 Prosopis Street
Mariental**

Enquiries: Mrs. Yvonne E. Stephanus, Tel: 063 – 245500 / Mr. Floris D. Keister, Tel: 063 – 245500

DIRECTORATE: KAVANGO EAST REGION
DIVISION INTERMEDIATE HOSPITAL RUNDU
SUBDIVISION: PROFESSIONAL SERVICES

Post Designation : Medical Officer Grade 5 (Internal Medicine)
2x Posts : Rundu
Salary Scale : N\$412,001 – N\$492,567
Fixed Overtime : N\$220,488 per annum
Housing Allowance : N\$14,520 per annum
Motor Vehicle Allowance : N\$78,762 per annum

Minimum Requirement: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia.

Post Designation : Medical Officer Grade 5 (Outpatient and Causality)
2x Posts : Rundu
Salary Scale : N\$412,001 – N\$492,567
Fixed Overtime : N\$220,488 per annum
Housing Allowance : N\$14,520 per annum
Motor Vehicle Allowance : N\$78,762 per annum

Minimum Requirement: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia.

Post Designation : Medical Officer Grade 5 (Surgery)
1x Post : Rundu
Salary Scale : N\$412,001 – N\$492,567
Fixed Overtime : N\$220,488 per annum
Housing Allowance : N\$14,520 per annum
Motor Vehicle Allowance : N\$78,762 per annum

Minimum Requirement: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia.

Post Designation : Medical Officer Grade 5 (Anesthesia)
1x Post : Rundu
Salary Scale : N\$412,001 – N\$492,567
Fixed Overtime : N\$220,488 per annum
Housing Allowance : N\$14,520 per annum
Motor Vehicle Allowance : N\$78,762 per annum

Minimum Requirement: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia.

Post Designation : Medical Officer Grade 5 (Pediatrics)
1x Post : Rundu
Salary Scale : N\$412,001 – N\$492,567
Fixed Overtime : N\$220,488 per annum
Housing Allowance : N\$14,520 per annum
Motor Vehicle Allowance : N\$78,762 per annum

Minimum Requirement: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia.

Post Designation	:	Senior Medical Officer Grade 4 (Obstetrics and Gynecology)
1x Post	:	Rundu
Salary Scale	:	N\$492,567 – N\$517,836
Fixed Overtime	:	N\$246,286 per annum
Housing Benefit	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum

Minimum Requirement: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus 3 years' appropriate experience as a Medical Officer in (Obstetrics and Gynecology department).

Post Designation	:	Senior Medical Officer Grade 4 (Outpatient and Causality)
1x Post	:	Rundu
Salary Scale	:	N\$492,567 – N\$517,836
Fixed Overtime	:	N\$246,286 per annum
Housing Benefit	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum

Minimum Requirement: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus three (3) years appropriate experience as a Medical Officer.

Post Designation	:	Senior Medical Officer Grade 4 (Surgery)
1x Post	:	Rundu
Salary Scale	:	N\$492,567 – N\$517,836
Fixed Overtime	:	N\$246,286 per annum
Housing Benefit	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum

Minimum Requirement: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus three (3) years appropriate experience as a Medical Officer in surgery department.

SECTION: REHABILITATION SERVICES

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

Minimum Requirement: Registration as a Physiotherapist with the Health Professional Council of Namibia.

Post Designation	:	Occupational Therapist Grade 7
1x Post	:	Rundu
Salary Scale	:	N\$277,264– N\$331,358
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirement: Registration as an Occupational Therapist with the Allied Health Professions Council of Namibia.

SECTION: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Assistant Grade 9
2X Posts	:	Rundu
Salary Scale	:	N\$185,920 – N\$222,994
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 per annum

Minimum Requirement: Registration as a Pharmacist Assistant with the Pharmacy council of Namibia plus three (3) years' experience as a Pharmacist Assistant.

Post Designation	:	Pharmacist Assistant Grade 10
1x Post	:	Rundu
Salary Scale	:	N\$151,910 – N\$182,202
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 per annum

Minimum Requirement: Registration as a Pharmacist Assistant with the Pharmacy council of Namibia.

SUBDIVISION: NURSING ADMINISTRATION

Post Designation	:	Control Registered Nurse Grade 5
1x Post	:	Rundu
Salary Scale	:	N\$412,001 – N\$492,567
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirement: Registration as a Registered Nurse/Midwife with the Nursing Council of Namibia plus.

Additional Requirements. Candidate should have 5 years' experience in Nursing Management an appropriate post basic Nursing qualification in nursing or health service management or a degree in Nursing or health service Management will be an added advantage

Applicants in public Sector must attach proof of probation at Grade 6 level.

SUBSECTION OUTPATIENTS & CASUALTIES

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

Minimum Requirement: Registration as a Registered Nurse/Midwife with the Nursing Council of Namibia plus three (3) years' experience as a Registered Nurse. **Applicants in public Sector must attach proof of probation.**

SECTION: GENERAL NURSING ADMINISTRATION

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Rundu
Salary Scale	:	N\$277,264– N\$331,358
Transport Allowance	:	N\$8,760 per annum

PSM CIRCULAR NO. H OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 SEPTEMBER 2023, CLOSING DATE 06 OCTOBER 2023

Housing Allowance : N\$14,520 per annum

Minimum Requirement: Registration as a Registered Nurse/Midwife with the Nursing Council of Namibia plus three (3) years' experience as a Registered Nurse. **Applicants in public Sector must attach proof of probation.**

SUBSECTION: MATERNITY

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

Minimum Requirement: Registration as a Registered Nurse/Midwife with the Nursing Council of Namibia plus three (3) years' experience as a Registered Nurse. **Application in public Sector must attach proof of probation.**

SECTION: SOCIAL WELFARE SERVICES

Post Designation : Senior Social Worker Grade 7
1x Post : Rundu
Salary Scale : N\$227,264 – N\$331,358
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$14,520 per annum

Minimum Requirement: Registration as a Social Worker with the Health Professional Council of Namibia plus three (3) years' experience as a Social Worker.

Application must be submitted on the form (156043) and should be accompanied by originally certified copies of educational qualification(s) with academic transcripts, identity document and detailed CV. Failure to complete all items in the application form for employment and not attaching the necessary documents will disqualify the application. All foreign qualifications must be submitted together with evaluation letter by NQA, candidates in the Public Service must attach proof of their confirmation of probation and submit their applications via their respective HRM offices.

Applications should be forwarded to:

Medical Superintendent
Private Bag 2094
Rundu
Intermediate Hospital Kavango East Region

Or hand Delivery at:

Rundu Intermediate Hospital
Human Resource Department
Office Number G11.

Enquiries: Mr. Alfredo David, Ms. Luiza Shikwetepo Tel 066 265556/559

DIRECTORATE: KUNENE REGION

SUBDIVISION: HEALTH INFORMATION SYSTEM & RESEARCH SECTION: HEALTH INFORMATION SYSTEM & EPIDEMIOLOGY

Post Designation	:	Health Program Officer Grade 8
2x Posts	:	Opuwo & Outjo
Salary Scale	:	N\$227,453 – N\$271,828
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirement: An appropriate Bachelor degree or equivalent qualification on NQF L7.

SUBDIVISION: HEALTH INFORMATION SYSTEM & RESEARCH SECTION: HEALTH INFORMATION SYSTEM & EPIDEMIOLOGY

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

Minimum Requirement: Bachelor Degree in Information Technology on NQF L7.

SUBDIVISION: HEALTH INFORMATION SYSTEM & RESEARCH SECTION: RESEARCH, MONITORING & EVALUATION

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

Minimum Requirement: An appropriate Bachelor degree or equivalent qualification on NQF L7.

SUBDIVISION: HEALTH INFORMATION SYSTEM & RESEARCH

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

Minimum Requirement: An appropriate Bachelor degree or equivalent qualification on NQF L7.

Additional Requirement: Preference will be given to Registered Nurse with experience in Management Health Information /Health Information Systems and candidates must have a valid driver's license.

SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES

Post Designation	:	Environmental Health Practitioner Grade 8
1x Post	:	Opuwo
Salary Scale	:	N\$227,453 – N\$271,828
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirement: Registration as Environmental Health Practitioner with a Health Professional Council of Namibia, plus 2 years appropriate experience.

SUBDIVISION: DISTRICT HOSPITAL OPUWO SECTION: NURSING SERVICES COMPONENT: EYE CARE UNIT

Post Designation	:	Ophthalmic Clinical Officer Grade 7
1x Post	:	Opuwo
Salary Scale	:	N\$227,264 – N\$331,358
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirement: Registration as Ophthalmic Clinical Officer with Health Professional Council of Namibia.

SUBDIVISION: DISTRICT HOSPITAL OUTJO SECTION: NURSING SERVICES COMPONENT: EYE CARE UNIT

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

Minimum Requirement: Registration as Ophthalmic Clinical Officer with Health Professional Council of Namibia.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OPUWO

Post Designation	:	Specialist Grade 4 (obstetrics and gynaecology)
1x Post	:	Opuwo
Salary Scale	:	N\$492,567 – N\$517,836
Fixed Overtime	:	N\$257,494 per annum
Housing Benefit	:	N\$68,188 per annum
Motor Vehicle Allowance	:	N\$102,701 per annum

Minimum Requirement: Registration as a Specialist in obstetrics and gynaecology with the Medical and Dental Council of Namibia.

SECTION: PROFESSIONAL SERVICES SUBSECTION: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Assistant Grade 9
2x posts	:	Opuwo & Outjo
Salary Scale	:	N\$185,920 – N\$222,994
Transport Allowance	:	N\$8,760 per annum

**PSM CIRCULAR NO. H OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 SEPTEMBER 2023,
CLOSING DATE 06 OCTOBER 2023**

Housing Allowance : N\$11,616 per annum

Minimum Requirement: Registration as a Pharmacist Assistant with a Health Professional Council of Namibia, plus 5 years appropriate experience.

SECTION: PROFESSIONAL SERVICES
SUBSECTION: PHARMACEUTICAL SERVICES

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

Minimum Requirement: Registration as a Pharmacist with a Health Professional Council of Namibia, plus 3 years appropriate experience.

SUBDIVISION: DISTRICT HOSPITAL OPUWO
SECTION: HEALTH CENTER SESFONTEIN

Post Designation : Emergency Care Practitioner (Intermediate) Grade 10
1x Post : Sesfontein
Salary Scale : N\$151,910 – N\$182,202
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$11,616 per annum

Minimum Requirement: Registration with Health Professional Council of Namibia as Emergency Care Practitioner (Intermediate) Plus Code C1 driving license.

SUBDIVISION: DISTRICT HOSPITAL KHORIXAS
SECTION: ERWEE CLINIC

Post Designation : Emergency Care Practitioner (Intermediate) Grade 10
1x Post : Erwee
Salary Scale : N\$151,910 – N\$182,202
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$11,616 per annum

Minimum Requirement: Registration with Health Professional Council of Namibia as Emergency Care Practitioner (Intermediate) Plus Code C1 driving license.

SUBDIVISION: DISTRICT HOSPITAL KHORIXAS
SECTION: TERRACE BAY CLINIC

Post Designation : Emergency Care Practitioner (Intermediate) Grade 10
1x Post : Terrace bay
Salary Scale : N\$151,910 – N\$182,202
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$11,616 per annum

Minimum Requirement: Registration with Health Professional Council of Namibia as Emergency Care Practitioner (Intermediate) Plus Code C1 driving license.

**SUBDIVISION: DISTRICT HOSPITAL KHORIXAS
SECTION: TERRACE BAY CLINIC**

Post Designation	:	Emergency Care Technician Grade 7
1x Post	:	Terrace bay
Salary Scale	:	N\$277,264 – N\$331,358
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirement: Registration with Health Professional Council of Namibia as Emergency Care Technician plus Code C1 driving license.

**SECTION: ADMINISTRATIVE SUPPORT SERVICES
COMPONENT: MORTUARY SERVICES**

Post Designation	:	Senior Mortuary Assistant Grade 10
2x Posts	:	Opuwo & Outjo
Salary Scale	:	N\$151,910 – N\$182,202
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 per annum

Minimum Requirement: A Grade 10 (or equivalent) Certificate on NQF Level 2 plus appropriate experience.

**DIVISION: REHABILITATION AND SOCIAL WELFARE SERVICES
SUBDIVISION: REHABILITATION**

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

Minimum Requirement: Registration as an Occupational Therapist with the Health Professional Council of Namibia plus 3 years appropriate experience.

**DIVISION: REHABILITATION AND SOCIAL WELFARE SERVICES
SUBDIVISION: REHABILITATION**

Post Designation	:	Occupational Therapist Grade 7
2x Posts	:	Opuwo & Khorixas
Salary Scale	:	N\$277,264 – N\$331,358
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirement: Registration as an Occupational Therapist with the Health Professional Council of Namibia plus 3 years appropriate experience.

**DIVISION: CURATIVE SERVICES
SUBDIVISION: DENTAL SERVICES**

Post Designation	:	Dentist Grade 5
1x Post	:	Opuwo (Regional Office)
Salary Scale	:	412 001 -492 567
Fixed Overtime	:	N\$220 488 per annum
Motor Vehicle Allowance	:	N\$78,762 per annum

**PSM CIRCULAR NO. H OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 SEPTEMBER 2023,
CLOSING DATE 06 OCTOBER 2023**

Minimum Requirement: Registration as a Dentist with the Health Professional Council of Namibia, plus 3 years appropriate experience and candidate should have a valid driver's license.

DIVISION: GENERAL AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTAINANCE

Post Designation	:	Work Inspector Grade 7
1x Post	:	Opuwo (Regional Office)
Salary Scale	:	N\$227,264 –N\$331,358
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6 **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience
OR an appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience.

Additional Requirement: Candidates must have a valid driver's license.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES OUTJO
SUBSECTION: PHYSIOTHERAPY

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

Minimum Requirement: Registration as a Social Worker with Health Professional Council of Namibia plus 3 years appropriate experience.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OPUWO
SUBDIVISION: SOCIAL WELFARE SERVICES

Post Designation	:	Medical Rehabilitation Worker Grade 11
1x Post	:	Opuwo
Salary Scale	:	N\$126,654 – N\$151,910
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirement: A Grade 12 or equivalent Certificate plus a Certificate issued in terms of appropriate legislation.

NB: Government Application obtainable at all government offices, must be accompanied by curriculum vitae, certified copies of qualifications and Identity documents.

Staff member in the Public Service must complete their probation successfully and may only compete for the position which are on the next higher grade/level. Foreign qualification must be evaluated by Namibia Qualification Authority and confirmation letter of probation should be attached. Failure to complete all items on application and attached all required documents will disqualify the application.

Applications should be addressed to:

The Director

**PSM CIRCULAR NO. H OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 SEPTEMBER 2023,
CLOSING DATE 06 OCTOBER 2023**

Ministry of Health and Social Services
Directorate Kunene Region
Private bag 3003
Opuwo

Or Hand delivery to:

Ministry of Health and Social Services
Directorate Kunene Region
Hospital Premises
Human Resource Office
Opuwo

Enquiries: Mr Tomas Shapumba 065 272837 /Ms Tekla Nghitotelwa 065 272845/23/10

DIRECTORATE: OHANGWENA REGION

DIVISION: DISTRICT HEALTH AND SWS: EENHANA, ENGELA AND OKONGO

SECTION: PROFESSIONAL SERVICES

SUBSECTION: MEDICAL SERVICES

Post Designation	:	Medical Officer Grade 4
5x Posts	:	2x Eenhana, 2x Engela and 1x Okongo
Salary Scale	:	N\$ 478 220 – 502 753
Housing Benefit	:	N\$68,188 per Annum
Motor Vehicle Allowance	:	N\$102,701 per Annum
Fixed Overtime	:	N\$239,112 per Annum
Remoteness Allowance	:	N\$21 000 per annum (Okongo District only)

Minimum Requirement: Registration as a Medical Officer with the Health Professional Council of Namibia plus three (3) years appropriate experience.

Additional experience: Preference will be given to Namibian Medical Officers. Note that one post at Eenhana District Hospital will only be filled with effect from 01.04. 2024.

Job Description: One post at Engela, Eenhana and Okongo will be responsible for the overall management of the whole district Health and Social Welfare Services, while other post at Engela and Eenhana will be responsible to serve as the head of Professional services.

DIRECTORATE: OHANGWENA REGION

DIVISION: DISTRICT HEALTH AND SWS: ENGELA

SECTION: FAMILY HEALTH

SUBSECTION: HEALTH INFORMATION AND EPIDEMIOLOGY

Post Designation	:	Chief Health Program Officer Grade 6
1x Post	:	Directorate Office, Eenhana
Salary Scale	:	N\$337,984 – N\$403,922
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 L7 plus four (4) years appropriate experience in the Health Information System at the level of Grade 7 and a valid code B Driver's license

DIRECTORATE: OHANGWENA REGION
DIVISION: FAMILY HEALTH
SUBDIVISION: HEALTH INFORMATION AND EPIDEMIOLOGY

Post Designation	:	Senior Health Program Officer Grade 7
1x Post	:	Directorate Office (Eenhana)
Salary Scale	:	N\$277,254 –N\$331,358
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 L7 plus three (3) years appropriate experience in nursing services and/ or in Health information services and a valid code B Driver's license.

DIRECTORATE: OHANGWENA REGION
DIVISION: TRAINING AND INSTITUTIONAL DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES
SECTION: WELLNESS

Post Designation	:	Senior Health Program Officer Grade 7
1x Post	:	Directorate Office (Eenhana)
Salary Scale	:	N\$277,254 –N\$331,358
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 L7. Preference will be given to Registered Nurse with three (3) years appropriate experience and a valid code B Driver's license.

DIRECTORATE: OHANGWENA REGION
DIVISION: DISTRICT HEALTH AND SWS: OKONGO
SUBDIVISION: DISTRICT HOSPITAL OKONGO
SUBSECTION: PARAMEDICAL & CLINICAL SUPPORT SERVICES
UNIT: PHARMACEUTICAL SERVICES

Post Designation	:	Pharmacist Grade 6
1x Post	:	Okongo
Salary Scale	:	N\$337,984 – N\$403,922
Fixed Overtime	:	N\$180,840 per annum
Housing Allowance	:	N\$11,616 per Annum
Transport Allowance	:	N\$8,760 per Annum
Remoteness Allowance	:	N\$21,000 per annum

Minimum Requirement: Registration as a Pharmacist with the Health Professional Council of Namibia. Plus three (3) years appropriate of experience.

DIRECTORATE: OHANGWENA REGION
DIVISION: DISTRICT HEALTH & SWS: ENGELA
SUBDIVISION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL & CLINICAL SUPPORT SERVICES
UNIT: RADIOGRAPHIC SERVICES

Post Designation	:	Radiographer Grade 7
2x Posts	:	2x Engela
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 Requirement: Registration as a Radiographer with the Health Professional Council of Namibia.

DIRECTORATE: OHANGWENA REGION
DIVISION: DISTRICT HEALTH AND SWS ENGELA
SUBDIVISION: DISTRICT HOSPITAL ENGELA
SECTION: NURSING SERVICES
SUBSECTION: INPATIENT SERVICES

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Engela
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per Annum
Transport Allowance	:	N\$8,760 per Annum

Minimum Requirement: Registration as a Registered Nurse with the Health Professional Council of Namibia plus three (3) years appropriate experience in Nursing Services mostly at Inpatient Services and a valid code B Driver's license.

Application should addressed to:

The Regional Director
Ministry of Health and Social Services
Directorate: Ohangwena Region
Private Bag 88006
Eenhana

OR

Hand Deliver to Human Resource Office (Rmt)

Enquiries: Mr. Johannes Hango or Mr. Lasarus D. Amuthenu Telephone: 065 263260

DIRECTORATE: OSHIKOTO REGION

DIVISION: INTERMEDIATE HOSPITAL ONANDJOKWE
SUBDIVISION: NURSING SERVICES

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Intermediate Hospital Onandjokwe
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

PSM CIRCULAR NO. H OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 SEPTEMBER 2023, CLOSING DATE 06 OCTOBER 2023

Minimum Requirements: Registration as a Registered Nurse and Midwife/Accocheur with the Health Professions Council of Namibia plus three (3) years appropriate experience.

Enquiries: Mr Simson Nangombe Tel: 065 280403 or Ms Hilma K. Haimbodi Tel: 065 280402

**DIRECTORATE: OSHIKOTO REGION
DIVISION: INTERMEDIATE HOSPITAL ONANDJOKWE
SUDDIVISION: NURSING SERVICES
SECTION: NURSING ADMINISTRATION**

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Intermediate Hospital Onandjokwe
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: Registration as a Registered Nurse and Midwife/Accocheur with the Health Professions Council of Namibia plus three (3) years appropriate experience.

Enquiries: Mr Simson Nangombe Tel: 065 280403 or Ms Hilma K. Haimbodi Tel: 065 280402

**DIRECTORATE: OSHIKOTO REGION
DIVISION: INTERMEDIATE HOSPITAL ONANDJOKWE
SUDDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: INPATIENTS**

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Intermediate Hospital Onandjokwe
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 a Registered Nurse and Midwife/Accocheur with the Health Professions Council of Namibia plus three (3) years appropriate experience.

Enquiries: Mr Simson Nangombe Tel: 065 280403 or Ms Hilma K. Haimbodi Tel: 065 280402

**DIRECTORATE: OSHIKOTO REGION
DIVISION: INTERMEDIATE HOSPITAL ONANDJOKWE
SUDDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: OUTPATIENTS**

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Intermediate Hospital Onandjokwe
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 a Registered Nurse and Midwife/Accocheur with the Health Professions Council of Namibia plus three (3) years appropriate experience.

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 and must be accompanied by a comprehensive CV and certified copies of ID and Educational Qualifications and other relevant documents. Public Service employees must attach proof of confirmation of probation. **Failure to complete all items on the application forms correctly and not attaching all the necessary documents will disqualify the application. Only shortlisted candidates will be contacted and documents will not be returned.**

Applications must be addressed to the following address:

**The Acting Medical Superintendent
Intermediate Hospital Onandjokwe
Private Bag 2016
Ondangwa**

Or hand deliver at:

**Human Resource Office
Intermediate Hospital Onandjokwe
Oniipa**

Enquiries: Mr Simson Nangombe Tel: 065 280403 or Ms Hilma K. Haimbodi Tel: 065 280402

DIRECTORATE: OSHIKOTO REGION

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, TSUMEB

SUBDIVISION: DISTRICT HOSPITAL TSUMEB

SECTION: PROFESSIONAL SERVICES

SUBSECTION: MEDICAL SERVICES

Post Designation	:	Medical Practitioner Grade 5
1x Post	:	Okankolo
Salary Scale	:	N\$412,001 – N\$492,567
Fixed overtime	:	N\$220,488 per annum
Motor Vehicle Allowance	:	N\$78,762 per annum
Housing Allowance	:	N\$14,520 per annum
Remoteness Allowance	:	N\$21,000 per annum

Minimum Requirements: Registration as a Medical Practitioner with Health Professional council of Namibian

Expected date of assumption of duties: 22 March 2024

DIRECTORATE: OSHIKOTO REGION

DIVISION: CURATIVE SERVICES

SUBDIVISION: REHABILITATION

Post Designation	:	Senior Physiotherapist Grade 6
1x Post	:	Omuthiya - RMT
Salary Scale	:	N\$337,984 - 403 922
Transport Allowance	:	N\$7,860 per annum
Housing Allowance	:	N\$14,520 per annum

Expected date of assumption of duties: 01 February 2024

Minimum Requirements: Registration as Physiotherapist with Health Professional Council of Namibia. Plus three (3) years of experience.

DIRECTORATE: OSHIKOTO REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: ONANDJOKWE
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICE

Post Designation	:	Environmental Health Practitioner Grade 7
3x Posts	:	Omuthiya RMT, Onandjokwe and Tsumeb
Salary Scale	:	N\$277,264 –N\$331,358
Transport Allowance	:	N\$7,860 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: Registration with the Health Professional Council of Namibia, plus five (10) years appropriate experience.

DIRECTORATE: OSHIKOTO REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: ONANDJOKWE
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICE

Post Designation	:	Environmental Health Practitioner Grade 8
1x Post	:	Onandjokwe
Salary Scale	:	N\$227,453 – N\$271,828
Transport Allowance	:	N\$7,860 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: Registration with the Health Professional Council of Namibia, plus five (5) years appropriate experience.

DIRECTORATE: OSHIKOTO REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: OMUTHIYA
SUBDIVISION: DISTRICT HOSPITAL OMUTHIYA

Post Designation	:	Senior Social Worker Grade 7
1x Post	:	Omuthiya
Salary Scale	:	N\$277,264 – N\$331,358
Transport Allowance	:	N\$7,860 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: A Bachelor of Arts in Social Work on NQF level 7 and Registration with the Social Work and Psychology of Namibia, plus three (3) years' of experience as a Social Worker Grade 8.

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

Applications (on form 156043 & 156 094) obtainable from all government offices, must be accompanied by a comprehensive CV, ID, educational qualifications and other relevant documents. Public Service employees must attach proof of confirmation of probation. Applications not complying with the above procedures may be disqualified.

Forward application to:

PSM CIRCULAR NO. H OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 SEPTEMBER 2023, CLOSING DATE 06 OCTOBER 2023

The Director
Ministry of Health and Social Services
Private Bag 4005
Omuthiya

Or hand delivery:

Oshikoto Health Directorate Office,
Penda yaNdakolo Avenue
Omuthiya.

Inquiries: Oshikoto Regional Director, Mr. Josua Nghipangelwa, Tel. No: 065 293200.

DIRECTORATE: OSHANA REGION

DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: ADMINISTRATIVE AND SUPPORT SERVICES
SECTION: FINANCE

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

Minimum Requirements: An appropriate Diploma on NQF L6 majoring in Accounting

Additional Requirement: Preference will be given to candidates with a Diploma in Accounting, Business Administration, Economics and Finance on NQF L6 or higher, majoring in Accounting, with two (2) years extensive knowledge and experience in Budgeting, Financial planning, state revenue, stock control and Management. Balancing and reconciliation, state revenue accounts, verification and compilation of revenue reports.

DIRECTORATE: OSHANA REGION
DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES
SUBSECTION: FORENSIC MEDICAL SERVICES
UNIT: MORTUARY SERVICES

Post Designation	:	Mortuary Assistant Grade 11
2x Posts	:	Oshakati
Salary Scale	:	N\$126,654 - N\$151,910
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 per annum

Minimum Requirements: A Grade 10 (or equivalent) Certificate on NQF Level 2 plus satisfactory completion of the appropriate internal functional training course

Additional Requirement: One year experience working in the Mortuary environment

A completed Application Forms 156043 and 156094 (obtained at all Government offices) accompanied by a comprehensive CV, certified copies of educational qualifications. Applicants who are already in the public service must attach proof of Confirmation of probation. Applicants must be Namibian citizens. Only shortlisted candidates will be contacted and no documents will be returned. All supporting documents must be originally certified by the Namibian Police and should be addressed to:

The Medical Superintendent
Office Intermediate Hospital
Private Bag 5501
Oshakati

Hand delivery at:

Human Resource Office Intermediate Hospital
Intermediate Hospital Oshakati
1st Floor
Oshakati

Enquiries: Ms. Martha E. Nakapipi, Tel: 065 22 33171 / Ms. Aune Hamutwe Tel: 065 2233214

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES

**DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PHARMACEUTICAL SERVICES
SECTION: HOSPITAL PHARMACEUTICAL SERVICES**

Post Designation	:	Chief Pharmacist Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$412,001 - N\$492,567
Transport Allowance	:	N\$8,760
Housing Allowance	:	N\$14,520

Minimum Requirements: Registration with Health Professional Council of Namibia, Five (5) years approximate appropriate experience of hospital pharmacy.

Additional Requirements: Experience in Clinical Pharmacy practice including contract management, procurement of pharmaceutical and clinical supply and management of health programmes.

Enquiries: Dr. Sarah Shalongo 061-203 3004/ Ms R.R. Podeweltz 061-203 3071

**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES
SUBSECTION: MENTAL HEALTH SERVICES**

Post Designation	:	Specialist Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$528,193 (P)
Motor Vehicles Allowance	:	N\$102,701 per annum
Housing Benefit	:	N\$68,188 per annum
Fixed Overtime	:	N\$257,494 per annum

Minimum Requirements: Registration as Specialist or as Psychiatrist with the Health Professional Council of Namibia.

Additional Requirements: One (1) year Forensic Psychiatric Service including report writing and court attendance.

Enquiries: Dr. H. Ndjaba 061 – 203 3397/ Ms R.R. Podeweltz 061-203 3071

**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES
SUBSECTION: OPHTHALMOLOGY SERVICES**

Post Designation	:	Medical Officer, Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$412,001 – N\$492,567
Motor Vehicles Allowance	:	N\$78,762 per annum
Housing Allowance	:	N\$14,520 per annum
Fixed Overtime	:	N\$257,494 per annum

Minimum Requirements: Registration as Medical Officer with the Health Professional Council of Namibia.

Additional Requirements: At least three (3) years surgical experience in ophthalmology department.

Enquiries: Dr. E.B. Van de Merwe 061 – 203 3130 / Ms R.R. Podeweltz 061-203 3071

**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES**

Post Designation	:	Chief Medical Officer, Grade 3
1x Post	:	Windhoek
Salary Scale	:	N\$528,193 – N\$560,522
Motor Vehicles Allowance	:	N\$114,475 per annum
Housing Benefit	:	N\$81,558 per annum
Fixed Overtime	:	N\$257,494 per annum

Minimum Requirements: Registration as Medical Officer with the Health Professional Council of Namibia.

Additional Requirements: At least five (5) years working experience in Hospital Management and deputising Chief Medical Superintendent.

Enquiries: Dr. S. Shalongo 061 – 203 3004 / Ms R.R. Podeweltz 061-203 3071

**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES
SUBSECTION: INTENSIVE CARE UNIT**

PSM CIRCULAR NO. H OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 SEPTEMBER 2023,
CLOSING DATE 06 OCTOBER 2023

Post Designation	:	Medical Officer, Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$412,001 – N\$492,567
Motor Vehicles Allowance	:	N\$78,762 per annum
Fixed Overtime	:	N\$220,488 per annum

Minimum Requirements: Registration as Medical Officer with the Health Professional Council of Namibia. Three (3) years approximately appropriate experiences in Anaesthesia or Emergency Medicine after Internship program.

Enquiries: Dr. S. Shalongo 061 – 203 3004 / Ms R.R. Podeweltz 061-203 3071

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES
SUBSECTION: EAR, NOSE & THROAT

Post Designation	:	Medical Officer Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$412,001 – N\$492,567
Motor Vehicles Allowance	:	N\$78,762 per annum
Fixed Overtime	:	N\$220,488 per annum

Minimum Requirements: Registration as Medical Officer with the Health Professional Council of Namibia. Three (3) years approximately appropriate experiences in Ear, Nose & Throat surgical after Internship program.

Enquiries: Dr. F. Zam 061 – 203 3004 / Ms R.R. Podeweltz 061-203 3071

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES
SUBSECTION: ONCOLOGY WARDS/CLINICS

Post Designation	:	Registered Nurse Grade 8
3x Posts	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271,828
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: Registration as a Registered Nurse with the Health Professional Council of Namibia.

Additional Requirements: **A three (3) approximate appropriate experience in nursing care of Oncology wards/ Clinics**

NB: Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

Applications (on form 156043 and 156094) obtainable at all Government offices should be fully completed together with a comprehensive Curriculum Vitae and certified copies of

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educational qualification. Staff members in the Public Service must have completed their probation successfully and should be attached.

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

Applications should be submitted to the following address;

The Medical Superintendent
Windhoek Central Hospital
Private Bag 13215
Windhoek

Or
Hand delivery to:
Human Resource Office
Windhoek Central Hospital, Basement

Enquiries: Ms R.M Masule 061 – 203 3191 / Ms R.R. Podeweltz 061-203 3071

DIRECTORATE: KAVANGO WEST

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES SUBDIVISION: PRIMARY HEALTH CARE SERVICES

Post Designation	:	Senior Registered Nurse Grade 7
3x Posts	:	Nkurenkuru District, 1x Rupara Health Centre 1x Mupini Health Centre
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

Additional Requirements: Preference will be given to candidates with Three (3) years' experience in Primary Health Care (PHC) Services. Candidates should have a valid Driver's license. Must attach a Confirmation of probation as a Registered Nurse.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES SUBDIVISION: NANKUDU DISTRICT HOSPITAL SECTION: PROFESSIONAL SERVICES SUBSECTION: RADIOGRAPHIC SERVICES

Post Designation	:	Radiographer Grade 7
1x Post	:	Nankudu District Hospital
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 a Radiographer with the Health Professional Council of Namibia.

DIVISION: PUBLIC AND ENVIRONMENTAL HEALTH

SUBDIVISION:PORT/ BORDER HEALTH SERVICES

Post Designation	:	Chief Environmental Health Practitioner Grade 7
1x Post	:	Regional Management Team (RMT)
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 with the Allied Health professions Council of Namibia as an Environmental Health Practitioner and Certificate must be attached plus three (3) years appropriate experience.

Additional Requirements: Candidates should have a valid Driver's license.

Post Designation	:	Environmental Health Practitioner Grade 8
2x Posts	:	Nkurenkuru District and Ncamagoro District
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 an Environmental Health Practitioner with the Health Professional Council of Namibia plus three (3) years appropriate experience.

Additional Requirements: Candidates should have a valid Driver's license.

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

Applications must be addressed to:

**The Regional Director
Kavango West Health Directorate
Private Bag 2099
Nkurenkuru**

Or

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

Enquiries: Ms.V.N.Kandjeke or MR.V.K.Mbangu Tel No: 066-270045/258043

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

DEPARTMENT: NAMIBIAN POLICE FORCE

DIRECTORATE: NAMIBIAN POLICE FORENSIC SCIENCE INSTITUTE

DIVISION: MANAGEMENT OF SCIENTIFIC COMPONENT

Post Designation	:	Chief Forensic Scientist (Physics) Grade 5
1x Post	:	Windhoek (NPFSI)
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements:

- Be in possession of a four-year bachelor's degree (NQF 8) or equivalent qualification majoring in one of the following fields, Forensic Science, Natural Science, Chemistry, Biology, Physics, Genetics, or any related applied scientific field.
- At least six years of appropriate experience in any related Forensic Science discipline.
- Proven history of forensic case work and expert forensic testimony in courts of law.
- At least three (3) years of experience in a supervisory role
- Valid driver's license.
- Computer literacy.
- Applicants in the Public Service must attach a letter of confirmation of probation.

Main Duties:

- Organize, plan, supervise and direct as Laboratory Manager, all the resources of the Physics Division of the NPFSI.
- Prepare budgets and develop funding recommendations.
- Recommend and finalize standards and criteria to be followed and advise law enforcement officials, attorneys and others on laboratory analyses, report interpretations, policies, and procedures.
- Present scientific/technical information at public hearings, educational forums, and Media events.
- Maintains records, prepare reports and composes correspondence relative to work.
- Provides training for developing Laboratory Scientist in laboratory examinations, reporting, and testifying procedures.
- Develops training programs for all levels of Police Officers and Laboratory Scientists in the evaluation and interpretation of physical evidence.
- Testifies in court as an expert witness.
- Develops research pertinent to laboratory analysis within the Physics Division and participate in the more complex casework.
- Studies scientific journals and provides motivation and direction for developing new laboratory techniques and improvement of existing techniques.
- Understanding and implementing the operational processes of the laboratory into the LIMS, creating user manuals, and updating Standard Operational Procedures.
- Manages the administrative, business, and technical affairs of the Physics Division
- Functions as a liaison for laboratory with related governmental and non-governmental agencies.
- Responsible for the overall performance of the Physics Division scientific component to ensure optimal production output.
- Performs analysis and examination on cases assigned.
- In all the above matters accountable to the Deputy Director and to the Head of the Namibian Police Forensic Science Institute.

Additional Requirements:

- Applicants must have previous relevant experience in working in a Forensic Laboratory specifically with Physics/Ballistics.
- Proven competency and proficiency in firearm and tool mark examination by employing physical, microscopic, chemical, photographic, and instrument techniques.

- Proven competency and proficiency of mechanical functional checks of firearms, fired bullet and cartridge determinations, projectile velocity analysis, tool and tool-mark identification, physical match comparisons, serial number restoration and other specialized problems will be required.
 - Proven competency and proficiency with IBS Brass and Bullet Track systems.
 - Proven competency and proficiency with the scanning Electron Microscopy and Field Emission Electron Microscopy and its applications
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DIVISION: DIGITAL FORENSICS

Post Designation	:	Chief Forensic Scientist Grade 5(Questioned documents)
1x Post	:	Windhoek (NPFSI)
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements:

- Be in possession of a four-year bachelor's degree (NQF 8) or equivalent qualification majoring in one of the following fields, Forensic Science, Questioned Documents, Computer Science, Cybercrime and/or Digital Forensics
- At least six years of appropriate experience in Forensic Questioned Documents/Digital Forensics, Cybercrime Investigations, or computer analysis and/or data extraction work
- Proven history of forensic case work and expert forensic testimony in courts of law will be an advantage
- At least three (3) years of experience in a supervisory role
- Valid driver's license
- Computer literate
- Applicants in the Public Service must attach a letter of confirmation of probation.

Main Duties:

- Organize, plan, supervise and direct all the resources of the Questioned document/Digital Forensic Division of the NPFSI
- Prepare budgets and develop funding recommendations
- Recommend and finalize standards and criteria to be followed by law enforcement officials, attorneys and others on laboratory analyses, report interpretations, policies, and procedures.
- Present scientific/technical information at public hearings, educational forums, and media events.
- Maintains records, prepare reports and composes correspondence relative to work.
- Provides training for developing level specialists and or laboratory scientists in laboratory examinations, reporting and testifying procedures.
- Develops training programs for all levels of police officers and laboratory scientists in the evaluation and interpretation of physical evidence.
- Testifies in court as an expert witness.
- Develops research pertinent to laboratory analysis within the unit and participate in the more difficult casework.
- Studies scientific journals and provides motivation and direction for developing new laboratory techniques and improvement of existing techniques.
- Understanding and implementing the operational processes of the laboratory into the LIMS (Laboratory Information Management System) and creating user manuals.
- Manages the administrative, business, and technical affairs of the Questioned Document/Digital Forensic Division at the NPFSI.
- Functions as a liaison for laboratory with related governmental and nongovernmental agencies.
- Responsible for the overall performance of the Questioned Document/Digital Forensic Scientific Division to ensure optimal production output.

- In all the above matters accountable to the Deputy Director and the Head of the Namibian Police Forensic Science Institute.
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Post Designation	:	Chief Forensic Scientist Grade 5 (Chemistry)
1x Post	:	Windhoek (NPFSI)
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Motor Vehicle Allowance	:	N\$8,760 per annum

Minimum Requirements:

- Be in possession of a four-year bachelor's degree (NQF 8) or equivalent qualification majoring in Chemistry or Toxicology.
- At least six years of experience in Forensic Chemistry or Chemistry related work
- Proven history of forensic case work and expert forensic testimony in courts of law will be an advantage.
- Experience in a supervisory role will be an advantage
- Valid driver's license.
- Computer literate.
- Applicants in the Public Service must attach a letter of confirmation of probation.

Main Duties:

- Organize, plan, and direct all the resources of the Chemistry Division of the NPFSI
 - Prepare budgets and develop funding recommendations.
 - Recommend and finalize standards and criteria to be followed by law enforcement officials, attorneys and others on laboratory analyses, report interpretations, policies, and procedures.
 - Present scientific/technical information at public hearings, educational forums, and Media events.
 - Maintains records, prepares reports and composes correspondence relative to work.
 - Provides training for developing level specialists and or laboratory scientists in laboratory examinations, reporting and testifying procedures.
 - Develops training programs for all levels of police officers and laboratory scientists in the evaluation and interpretation of physical evidence.
 - Testifies in court as an expert witness.
 - Develops research pertinent to laboratory analysis within the unit and participates in the more difficult casework.
 - Studies scientific journals and provides motivation and direction for developing new laboratory techniques and improvement of existing techniques.
 - Understanding and implementing the operational processes of the laboratory into the LIMS and creating user manuals.
 - Assist in managing the administrative, business, and technical affairs of the Chemistry Division at the NPFSI.
 - Functions as a liaison for laboratory with related governmental and nongovernmental agencies.
 - In all the above matters accountable to the Head of the Chemistry Division and the Head of the Namibian Police Forensic Science Institute.
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Post Designation	:	Chief Forensic Technician grade 6
4x Posts	:	Windhoek (NPFSI)
Salary Scale	:	N\$337,984 - N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements:

- Be in possession of an appropriate National Diploma (NQF 6), or an equivalent qualification, in one of the following fields: Forensic Science, Natural Science, Chemistry, Biology, Physics, Genetics, Digital Forensics, Questioned Documents, or any related applied scientific or Laboratory field.
- At least 3 years of appropriate experience in a Laboratory environment.
- Experience in a supervisory role will be an advantage
- Computer literate.
- Applicants in the Public Service must attach a letter of confirmation of probation.

Main Duties:

- Must have the ability to acquire a working knowledge of departmental rules/regulations/policies/procedures.
 - Must be skilled in the use of laboratory equipment/materials.
 - Assist in maintaining scientific equipment.
 - Must assist in the processing/analysis of crime scenes as required.
 - Must assist in conducting casework analysis/examination.
 - Assist in preparing documentation of analyses performed.
 - Maintain accurate chain of custody records on evidence examined.
 - Work effectively with laboratory, legal and law enforcement personnel.
 - Performs additional duties as assigned.
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**DEPARTMENT OF NAMIBIAN POLICE FORCE
DIRECTORATE: HUMAN RESOURCES DIRECTORATE
DIVISION: HUMAN RESOURCE MANAGEMENT**

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

Minimum Requirements: Be in possession of a National Diploma in Human Resources Management or equivalent qualification at NQF Level 6 plus (six) 6 years appropriate experience in the field of Human Resources Management of which (four) 4 years must be at the level of Senior Human Resources Practitioner.

Applicants in the Public Service must attach a letter of confirmation of probation.

DIRECTORATE: GENDER AND WELFARE DIRECTORATE

Post Designation	:	Chief Social Worker grade 6
2x Posts	:	Windhoek (Gender and Social Welfare)
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum requirements: Be in possession of Honors degree in Social worker or equivalent qualification or NQF Level 7 Registration with Health Professional Council of Namibian, plus (five) 5 years of appropriate experience, be willing to work in uniform environment, Be willing to work in the organization of +/- 18 000 workforce.

Applicants in the Public Service must attach a letter of confirmation of probation.

**DIRECTORATE: NAMIBIAN POLICE FORENSIC SCIENCE INSTITUTE
DIVISION: NAMIBIAN POLICE CRIME RECORDS BUREAU**

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Windhoek (NPCRB)
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum requirements: Be in possession of a National Diploma or equivalent qualification (NQF Level 6) from a recognized tertiary institution plus appropriate experience. Applicants in the Public Service must attach a letter of confirmation of probation.

**DEPARTMENT OF NAMIBIAN POLICE FORCE
KHOMAS POLICE REGIONAL HEADQUARTERS**

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek (Khomas Police Regional Headquarter)
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Be in possession of a Diploma (NQF Level 6) or equivalent qualification from a recognized tertiary institution with one (1) year appropriate experience or a Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience. Applicants in the Public Service must attach a letter of confirmation of probation.

**DEPARTMENT OF NAMIBIAN POLICE FORCE
KHOMAS POLICE REGIONAL HEADQUARTERS
LOGISTIC SUB-DIVISION**

Post Designation	:	Artisan Grade 8
1x Post	:	(Windhoek) Logistic Sub-Division)
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Be in possession of National Trade Diploma in Mechanics equivalent qualification or NQF Level 6 Plus (seven) 7 years appropriate experience in the field of Mechanics of which (four) 4 years must be at level of supervisory and advanced operational 1st promotional post, Be in possession of a valid Driver's License, Be able to work without supervision and under pressure and have good interpersonal and communication skills. Applicants in the Public Service must attach a letter of confirmation of probation.

**DEPARTMENT OF NAMIBIAN POLICE FORCE
KHOMAS POLICE REGIONAL HEADQUARTERS
LOGISTIC SUB-DIVISION**

Post Designation	:	Artisan Grade 9
1x Post	:	(Windhoek) Logistic Sub-Division)
Salary Scale	:	N\$185,920 – N\$222,994
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11, 616 per annum

Minimum requirements: Be in possession of National Trade Diploma in Mechanics equivalent qualification or NQF Level 6 plus (eight) 8 years of experience, registration as Engineering Technician at the Engineering Council of Namibia, Be in possession of valid driving license. Applicants in the Public Service must attach a letter of confirmation of probation.

DEPARTMENT OF NAMIBIAN POLICE FORCE

Post Designation	:	Kitchen Supervisor Grade 13
5x Posts	:	Lüderitz Police Station
	:	Karibib Police Station
	:	Nkurenkuru Police Station
	:	Klein Windhoek Police Station
	:	Okahandja Police Station
Salary Scale	:	N\$74,733 – N\$97,180
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 per annum

Minimum Requirements: Grade 10 or equivalent qualification on NQF Level 2.

Additional Requirements: An appropriate three (3) years appropriate experience as advantage.

Post Designation	:	Senior Cleaner Grade 14
5 x Posts	:	Police Regional Headquarters, Mariental
	:	Police Regional Headquarters, Rundu
	:	Nkurenkuru Police Station
	:	Police Regional Headquarters, Opuwo
	:	Police Regional Headquarters, Katima Mulilo
Salary Scale	:	N\$56,322 – N\$73,239
Transport Allowance	:	N\$8,760 per annum
Housing Allowance:	:	N\$11,616 per annum
Minimum Requirements	:	None

Additional Requirements: An appropriate three (3) years appropriate experience as advantage.

Post Designation	:	Senior Laborer Grade 14
2x Posts	:	Police Regional Headquarters, Outapi
	:	Tsandi Police Station
Salary Scale	:	N\$56,322 – N\$73,239
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 per annum

Minimum Requirements: None

Additional Requirements: An appropriate three (3) years appropriate experience.

Applicants in the Public Service must attach a letter of confirmation of probation.

NB: Foreign qualifications must be evaluated by the Namibian Qualifications Authority (NQA) and proof of evaluation of qualifications should be attached.

NB! Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. Only short-listed candidates will be notified and no documents will be returned.

Interested candidates should complete the Public Service Application for employment form No. 156043, obtainable at government offices and forward or deliver their applications with CV's certified copies of qualifications and any other relevant documents to:

The Namibian Police Force: Recruitment Office
Private Bag 12024
Ausspännplatz
Windhoek

Hand deliver at:

Corner of Julius K. Nyerere And Jan Jonker Road
Police National Headquarters
Ausspännplatz
Windhoek

Enquiries: Inspector P. Shimanda or W/O¹ Hange 061 2093345/3364

DEPARTMENT: CIVIL REGISTRATION
DIRECTORATE: NATIONAL CIVIL REGISTRATION
DIVISION: REGIONAL OFFICES

Post Designation	:	Control Administrative Officer Grade 6
6x Posts	:	Oshikoto Regional Office Omusati Regional Office Kunene Regional Office Omaheke Regional Office Karas Regional Office Otjozondjupa Regional Office
Salary Scale	:	N\$337,984 – N\$403,922
Salary Notch	:	N\$337,984 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: National Diploma or equivalent qualification (NQF Level 6) plus four (4) years approximate appropriate experience.

Post Designation	:	Chief Administrative Officer Grade 8
5x Post	:	Hardap Regional Office Kunene Regional Office Oshana Regional Office Kavango East Kavango West
Salary Scale	:	N\$227,453 – N\$271,828
Salary Notch	:	N\$227,453 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: National Diploma or equivalent qualification (NQF Level 6) plus four (4) years approximate appropriate experience

Post Designation	:	Senior Administrative Officer Grade 10
20x Posts	:	Outapi Hospital Okalongo Sub-Regional Office Tsandi Hospital Okangwati Sub-Regional Office Katima Mulilo Hospital Kavango East Regional Office (2x posts)

	:	Divindu Sub-regional Office
	:	Rundu Hospital
	:	Nyangana Hospital
	:	Nkurenkuru Hospital
	:	Mpungu Hospital
	:	Aranos Sub-Regional Office
	:	Otjozondjupa Regional Office
	:	Tsumkwe Sub-Regional
	:	Okakarara Sub-Regional Office
	:	Otavi Sub-Regional Office
	:	Oshikuku Hospital
	:	Outapi Hospital
	:	Okalongo Sub-Regional Office
Salary Scale	:	N\$151,910 – N\$182,202
Salary Notch	:	N\$151 910 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$11,616 per annum

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

Enquiries: Mr. C. Muleke Tel: 0819510118

DIVISIONS: INFORMATION CAPTURING AND PRODUCTION AND NATIONAL POPULATION REGISTER

Post Designation	:	Chief Administrative Officer Grade 8
2x Posts	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271,828
Salary Notch	:	N\$227,453 per annum
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: National Diploma or equivalent qualification (NQF Level 6) plus four (4) years approximate appropriate experience

DIVISION: NATIONAL POPULATION IDENTIFICATION AND PRODUCTION SUBDIVISION: PROCESSING AND CLASSIFICATION

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

Minimum Requirements: National Diploma or equivalent qualification (NQF Level 6) plus six (6) years approximate appropriate experience

SUB-DIVISIONS: PROCESSING AND CLASSIFICATION, BIRTHS MARRIAGES AND DEATHS

Post Designation	:	Senior Administrative Officer Grade 10
6x Posts	:	Windhoek
Salary Scale	:	N\$151,910 – N\$182 202
Salary Notch	:	N\$185,920 per annum

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Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$11 616 per annum

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

Enquiries: Mr. Oscar Muhapi Tel: 0819510064

DIVISIONS: IMMIGRATION AND BORDER CONTROL

Post Designation : Senior Immigration Officer Grade 9
2x Posts : Katima Mulilo Border
Salary Scale : N\$185,920 – N\$222,994
Salary Notch : N\$185,920 per annum
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$14,520 per annum

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

Enquiries: Mrs M. Musweu Tel: 0811467043

NB! Interested candidates in the Public service should attach their copy of confirmation of probation letter. Candidates with foreign qualifications should have their qualifications evaluated by the Namibia Qualification Authority otherwise; their applications will be disqualified automatically.

Appointment to these positions will be subject to security vetting.

In terms of the Affirmative Action Plan of the Ministry of Home Affairs, Immigration, Safety and Security, qualifying females and persons with disabilities are encouraged to apply.

NB! Failure to complete all items on the application for employment form (156043) and not attaching all the necessary certified documents will disqualify the application. Foreign qualifications should be accompanied by NQA evaluation. Failure to attach such a proof will lead to disqualification. Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

No late applications will be considered.

An application (on form 156043) as well as a comprehensive curriculum vitae and certified copies of education qualifications must be addressed to:

The Executive Director
Ministry of Home Affairs, Immigration, Safety and Security
Private Bag 13200
Windhoek
Or hand deliver to:

The Human Resource Office
9th Floor
Ministry of Home Affairs, Immigration, Safety and Service
Corner of Hosea Kutako Drive and Harvey Street,
Erf 6971, Windhoek North
Windhoek,
Namibia

MINISTRY OF HIGHER EDUCATION, TECHNOLOGY AND INNOVATION
DEPARTMENT RESEARCH, INNOVATION AND TRAINING
DIRECTORATE: RESEARCH AND INNOVATION
DIVISION: RESEARCH

Post Designation	:	Chief Science and Technology Officer Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A degree or an equivalent qualification on NQF L8 majoring in one of the following subjects: Physics, Chemistry, Biochemistry, Microbiology, Botany, Zoology, Biology, Geology, Food Technology, Marine Biology, Life Sciences, Mathematics, etc.

Additional Requirements: Seven (7) years appropriate experience in STI policy Formulation, Coordination and Management.

Main Responsibilities:

This post requires middle to senior management, leadership and supervisory skills especially in Research & Development activities. The incumbent is expected to be knowledgeable in the relevance of research and development, develop a clear vision and policies of research, adaptation, product and process improvement and technical innovations. Demonstrate good leadership qualities, with the ability to chair professional meetings, communicate efficiently in English and liaise with counterparts in other governmental and non-governmental organisations.

Job Characteristics: Working knowledge of standard computer programs and their applications. The incumbent will at all times familiarize him/her with the rules, regulations, policies and relevant acts that has bearing on his/her operation and specifically on his/her duties. This will include international development in the area of his/her responsibility.

DIRECTORATE: RESEARCH AND INNOVATION
DIVISION: INNOVATION

Post Designation	:	Chief Science and Technology Officer Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A degree or an equivalent qualification on NQF L8 majoring in one of the following subjects: Physics, Chemistry, Biochemistry, Microbiology, Botany, Zoology, Biology, Geology, Food Technology, Marine Biology, Life Sciences, Mathematics, etc.

Additional Requirements: Seven (7) years appropriate experience in STI policy Formulation, Coordination and Management.

Main Responsibilities:

This post requires middle to senior management, leadership and supervisory skills especially in Research & Development activities. The incumbent is expected to be knowledgeable in the relevance of research and development, develop a clear vision and policies of research, adaptation, product and process improvement and technical innovations. Demonstrate good leadership qualities, with the ability to chair professional meetings, communicate efficiently in English and liaise with counterparts in other governmental and non-governmental organisations.

Job Characteristics: Working knowledge of standard computer programs and their applications. The incumbent will at all times familiarize him/her with the rules, regulations, policies and relevant acts that has bearing on his/her operation and specifically on his/her duties. This will include international development in the area of his/her responsibility.

Note: All applications should be done on the Amended Form **156043 & 156094**, (obtainable at any government office) All applicants must attach certified copies of educational certificates and identification documents. All foreign obtained qualification(s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). Failure to comply with the above mentioned requirements, will result in immediate disqualification. In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted. No documents will be returned.

NB: A separate application must be submitted for each post and the number of the circular as well as the Division of the post designation must be clearly indicated on each application form (form 156043).

Applications should be addressed to:

**The Executive Director
Ministry of Higher Education, Technology and Innovation
Private Bag 13406
Windhoek**

OR

Hand deliver at:

**Government Office Park,
Luther Street
Ministry of Education Building
First Floor, Left wing, room 144B OR Registry room 135 First Floor, Left wing**

Enquiries: Dr Lisho Mundia | Director: Research and Innovation | Tel. 061- 435 6026/Dr Natascha Cheikhyoussef | Deputy Director: Innovation | Tel 061-435 6019

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

DIRECTORATE: LABOUR SERVICES DIVISION: LABOUR INSPECTORATE

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

Minimum Requirements: A National Diploma or equivalent qualification either in Labour Law, Human Resources and Industrial Relations at NQF Level 6 plus five (5) years of appropriate experience in Labour matters. Interested candidates must be in possession of a valid driver's license.

Additional Requirements: Preference will be given to candidates in possession of a B. Degree at NQF Level 7 in one of the above-mentioned disciplines.

Enquiries: Ms. Aune Mudjanima Telephone: 061 – 2066111

DIVISION //KHARAS REGION SUBDIVISION: LABOUR SERVICES

Post Designation	:	Control Labour Inspector Grade 6
1x Post	:	Keetmanshoop
Salary Scale	:	N\$337,984 – 403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A National Diploma or equivalent qualification either in Labour Law, Human Resources and Industrial Relations at NQF Level 6 plus five (5) years of appropriate experience in Labour matters. Interested candidates must be in possession of a valid driver's license.

Additional Requirements: Preference will be given to candidates in possession of a B. Degree at NQF Level 7 in one of the above-mentioned disciplines.

Enquiries: Ms. Aune Mudjanima Telephone: 061 – 2066111

DIVISION: OSHANA REGION SUBDIVISION: LABOUR SERVICES

Post Designation	:	Chief Labour Inspector Grade 7
1x Post	:	Oshakati
Salary Scale	:	N\$277,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A National Diploma or equivalent qualification either in Labour Law, Human Resources and Industrial Relations at NQF Level 6 plus four (4) years of appropriate experience in Labour matters. Interested candidates must be in possession of a valid driver's license.

Additional Requirements: Preference will be given to candidates in possession of a B. Degree at NQF Level 7 in one of the above-mentioned disciplines.

Enquiries: Mr. Shou-Henok Amukwa Telephone: 061 – 2066224

DIRECTORATE: LABOUR RELATIONS
DIVISION: LABOUR ADVISORY COUNCIL SECRETARIAT
SUBDIVISION: LABOUR ADVISORY COUNCIL

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

Minimum Requirements: An appropriate National Diploma either in Human Resources Management or Labour Relations Management at NQF Level 6 plus six (6) years of appropriate experience.

Additional Requirements: A valid driver's license, research skills and computer literacy will be an added advantage.

Enquiries: Mr. David Katjaimo Telephone: 061 – 2066264

DIRECTORATE: LABOUR RELATIONS
DIVISION: LABOUR ADVISORY COUNCIL SECRETARIAT
SUBDIVISION: INTERNATIONAL RELATIONS

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

Minimum Requirements: An appropriate National Diploma either in Human Resources Management or Law or Labour Relations Management at NQF Level 6 plus four (4) years of appropriate experience.

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

Enquiries: Mr. David Katjaimo Telephone: 061 – 2066264

DIRECTORATE: LABOUR MARKET SERVICES
DIVISION: LABOUR MARKET INFORMATION
SUBDIVISION: LABOUR STATISTICS

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

Minimum Requirements: An appropriate Bachelor's Degree at NQF Level 8 or equivalent qualification majoring in one or more of the following subjects: Statistics, Mathematics, Econometrics, Economics, and /or Operational Research plus six (6) years of appropriate experience in research, data management and data analysis.

Additional Requirements: Knowledge of statistic tools (e.g. SPSS, STATA, Microsoft Excel, etc). Strategic capacity and leadership skills, people management and empowerment. Interested candidates must be in possession of a valid driver's license.

PSM CIRCULAR NO. H OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 SEPTEMBER 2023, CLOSING DATE 06 OCTOBER 2023

**DIRECTORATE: PLANNING AND ADMINISTRATION
OFFICE OF THE EXECUTIVE DIRECTOR
SUBDIVISION: INTERNAL AUDIT**

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

Minimum Requirements: An appropriate B. Degree or equivalent qualification in Auditing, Accounting or Commerce at NQF Level 7 plus six (6) years of appropriate experience in the Auditing Field. Confirmation of probation is subject to the issuing of a certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance and Public Enterprises on the advice of the Deputy Director: Internal Auditing of the Ministry of Finance and Public Enterprises.

Additional Requirements: Candidates must have a valid driver's license older than two (2) years as per the National Fleet Management Policy.

Enquiries: Ms. Michelle M. Pieters Telephone: 061 – 2066202

**DIVISION: FINANCE, HUMAN RESOURCE AND DEVELOPMENT
SUBDIVISION: EMPLOYEE WELLNESS**

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

Minimum Requirements: A National Diploma majoring in Human Resources Management at NQF Level 6 plus five (5) years of appropriate experience in Employee Wellness, Industrial Relations and Human Resources Administration.

Additional Requirements: Preference will be given to candidates with a Bachelor's Degree in Human Resources Management at NQF Level 7. Candidate must have a valid driver's license older than two (2) years as per the National Fleet Management Policy.

Enquiries: Mr. Simon J. M. Amupolo or Ms. D. Ndafenongo Telephone: 061 – 2066111

**DIVISION: GENERAL SERVICES
SUBDIVISION: AUXILIARY SERVICES
SECTION: TRANSPORT**

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

Minimum Requirements: A National Diploma either in Public Management / Administration, Business Management / Administration, Logistics and Supply Chain Management or Transport Management at NQF Level 6 plus six (6) years of appropriate experience of which three (3)

years should be in fleet management and at the level of Senior Administrative Officer Grade 10.

Additional Requirements: Preference will be given to candidates with a Bachelor's Degree at NQF Level 7 either in Public Management / Administration, Business Management / Administration, Logistics and Supply Chain Management or Transport Management plus a valid driver's license older than two (2) years as per the National Fleet Management Policy.

Enquiries: Ms. Ester Kamati or Ms. D. Ndafenongo Telephone: 061 – 2066111

DIVISION: GENERAL SERVICES
SUBDIVISION: AUXILIARY SERVICES
SECTION: TRANSPORT

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

Minimum Requirements: An appropriate National Diploma either in Transport Management, Business Management / Administration, Public Administration / Management or equivalent qualification at NQF Level 6 plus one (1) year of appropriate experience.

Additional Requirements: Preference will be given to candidates with a Bachelor's Degree either in Transport Management, Business Management / Administration, Public Administration / Management at NQF Level 7. Candidate must have experience in Fleet Management and Blue Fuel plus a valid driver's license older than two (2) years as per the National Fleet Management Policy.

Enquiries: Ms. Ester Kamati or Ms. D. Ndafenongo Telephone: 061 – 2066111

SUBDIVISION: PROCUREMENT AND STOCK CONTROL
SECTION: PROCUREMENT

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

Minimum Requirements: An appropriate National Diploma either in Procurement Management, Logistic and Supply Chain Management, Business Administration / Management or Public Administration / Management or equivalent qualification at NQF Level 6 plus one (1) year of appropriate experience in Administration.

Additional Requirements: Preference will be given to candidates with a Bachelor Degree either in Procurement Management, logistics and Supply Chain Management, Business Administration / Management or Public Administration / Management or equivalent qualification at NQF Level 7. Candidate must have knowledge of the Integrated Finance Management System (IFMS) plus a valid driver's license older than two (2) years as per the National Fleet Management Policy.

Enquiries: Ms. Ester Kamati or Ms. D. Ndafenongo Telephone: 061 – 2066111

SUBDIVISION: SYSTEMS DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE
SECTION: SUPPORT SERVICES AND HELP DESK

Post Designation	:	Chief Computer Technician Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$205,681 – N\$246,204 (P)
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A National Diploma or equivalent qualification in Information Technology at NQF Level 6 plus three (3) years of appropriate experience in IT.

Additional Requirements: Preference will be given to candidates with a Certificate in Microsoft and/or Cisco plus a valid driver's license older than two (2) years as per the National Fleet Management Policy.

Applicants should note the following:

- Candidacy is not limited to Public Servants only and preference will be given to Namibian Nationals.
- Women and persons living with disabilities are encouraged to apply.
- A confirmation letter of probation **must** be attached for all Public Servant applicants.
- **All foreign qualifications must be submitted with an evaluation of qualification from the Namibia Qualification Authority (NQA).**
- **Failure to complete all items on the application form for employment and not attaching the required documents will disqualify the application.**
- Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

Application form for employment 156043 and Health questionnaire form 156094 (obtainable at all Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational qualifications as well as academic records, identity documents and certificate of service (if any) must be addressed to:

The Acting Executive Director
Ministry of Labour, Industrial Relations and Employment Creation
Private Bag 19005
Khomasdal
32 Mercedes Street
WINDHOEK

OR hand-delivered at:

The Ministry of Labour, Industrial Relations and Employment Creation
Khomasdal
32 Mercedes Street
Human Resource Office, First Floor

Enquiries: Ms. Ndeshihafela Kakwambi or Ms. D. Ndafenongo Telephone: 061 – 2066111

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND INFORMATION TECHNOLOGY

SUBDIVISION: AUXILIARY SERVICES

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

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

Additional Requirement: A three (3) year National Diploma in Procurement Management or equivalent and/ or related qualification plus three (3) years working experience in procurement environment of which two (2) years should have been at supervisory level.

Main Duties:

- Provides secretarial services and technical input and supports the functioning of Procurement Committee;
- Serves as the channel of communication for procurement in the public entity;
- Hands complaints by suppliers, contractors or consultants and submits to the accounting officer a report on how such complaints have been or are to be resolved;
- Prepares an annual procurement plan that a public entity intends to carry out during the financial year;
- Initiate a procurement activity on receipt of a purchase requisition approved by the accounting officer;
- Implement procurement policy decisions of a public entity and decisions made by the review panel;
- Prepares an individual procurement plan for each relevant individual procurement;
- Monitor every stage of the procurement process and ensure delivery of procurement contract;
- Provides timely procurement reports to the accounting officer and the policy unit; and
- May be tasked to assist in taking minutes at Procurement Committee if the head of PMU needs support.

Enquires: Mr Evans Mashwahu Tel: 061 2975268

DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES AFFAIRS
DIRECTORATE: REGIONAL, LOCAL GOVERNMENT AND TRADITIONAL AUTHORITIES
COORDINATION
DIVISION: LOCAL AUTHORITIES COORDINATION
SUB-DIVISION: ADMINISTRATIVE SUPPORT SERVICES

Post Designation : Chief Administrative Officer Grade 8 **(Re-advertisement)**
1x Post : Windhoek
Salary Scale : N\$227,453 – N\$271,828
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,160 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on (NQF Level 6) plus four (4) years appropriate experience.

NB: Candidates with foreign qualifications must attach proof of evaluation of such qualifications from Namibian Qualification Authority (NQA). Failure to complete all items in the application form for employment and not attaching the necessary documents will disqualify the application. Fax and email applications will not be considered.

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

Applicants in the Public Service must apply through their Human Resources Office and attach proof of confirmation of probation to their application forms.

Please note: Only shortlisted candidates will be contacted and no documents will be returned.

Completed application forms for employment No. 156043 together with the Health Questionnaire form No. 156094 (obtainable from any Government Office/Ministry/Agency) with originally certified copies of educational qualifications and proof of citizenship must be addressed to:

The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
Windhoek.

OR

Hand deliver to:

Ministry of Urban and Rural Development
Government Office Park
Luther Street, 1st floor, room 108

Enquiries: Ms Frieda Andreas Tel: 061 - 297 5288

MINISTRY OF WORKS AND TRANSPORT

DEPARTMENT OF WORKS DIRECTORATE: MAINTENANCE DIVISION TECHNICAL AND MAINTENANCE SERVICES SECTION MAINTENANCE & INSPECTIONS: //KHARAS

Post Designation	:	Artisan Grade 10 (Electrical)
1x Post	:	Keetmanshoop Sub-Office Hospital
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Completed apprenticeship OR A Trade Diploma OR National Vocational Diploma (IV) OR Certificate Level III issued in terms of existing legislation in Electrical General.

Additional Requirements: A valid driver's licence will be an added advantage.

DEPARTMENT OF WORKS DIRECTORATE: MAINTENANCE DIVISION TECHNICAL AND MAINTENANCE SERVICES SECTION MAINTENANCE & INSPECTIONS: //KHARAS

Post Designation	:	Artisan Grade 10 (Electrical)
1x Post	:	Lüderitz Sub Office
Salary Scale	:	N\$151,910 – N\$182 202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Completed apprenticeship OR A Trade Diploma OR National Vocational Diploma (IV) OR Certificate Level III issued in terms of existing legislation in Electrical General.

Additional Requirements: A valid driver's licence will be an added advantage.

Enquiries: Mr. I Nghishekwa: +264 811241119/ Ms A Namupala: +264 61-208 8139

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

Post Designation	:	Artisan Grade 10 (Electrical)
1x Post	:	Katima Mulilo Regional Office
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Completed apprenticeship OR A Trade Diploma OR National Vocational Diploma (IV) OR Certificate Level III issued in terms of existing legislation in Electrical General.

Enquiries: Mr. D Bock: +264 66 253016 / Ms. Ruusa Nekwaya: +264 61-208 8107

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

Post Designation	:	Artisan Grade 10 (Electrical)
2x Posts	:	Windhoek (Andimba Toivo Ya Toivo)
Salary Scale	:	N\$151,910 – N\$182 202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Completed apprenticeship OR A Trade Diploma OR National Vocational Diploma (IV) OR Certificate Level III issued in terms of existing legislation in Electrical General.

Enquiries: Ms J Katamba: +264 61 2088135 / Ms. B Sambu: +264 61-2084210

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

Post Designation	:	Senior Works Inspector Grade 8 (Multi)
1x Post	:	Helao Nafidi Sub office
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 8 years appropriate experience.

Additional Requirement: An appropriate National Vocational Diploma (IV) / Certificate Level III plus Certificate Level II plus six (6) years appropriate experience.

Enquiries: Ms.H Amwiigidha: +264 61-208 103 / Mr A Nghihangwa +264 813142135 / 065 208401

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

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience **OR** An appropriate N1 (or equivalent) plus

a completed apprenticeship or the passing of a trade test plus 8 years appropriate experience.

Additional Requirement: An appropriate National Vocational Diploma (IV) / Certificate Level III plus Certificate Level I plus six (6) years appropriate experience.

Enquiries: Mr I Nghishekwa: +264 811241119 / Ms. Ruusa Nekwaya: +264 61-208 8107

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

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 8 years appropriate experience.

Additional Requirement: An appropriate National Vocational Diploma (IV) / Certificate Level III plus Certificate Level II plus six (6) years appropriate experience.

Enquiries: Ms P Ambondo 264 61-208 8124 / Mr A Kamurongo 264 62 577100

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

Post Designation	:	Artisan Grade 10 (Welder)
1x Post	:	Keetmanshoop Regional Office
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Completed apprenticeship **OR** A Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation in Welding.

Additional Requirements: A valid driver's licence will be an added advantage.

Enquiries: Mr. I Nghishekwa +264 81121119 / Ms. Ruusa Nekwaya: +264 61-208 8107

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

Post Designation	:	Works Inspector Grade 9 (Electrical)
1x Post	:	Nkurenkuru Regional Office
Salary Scale	:	N\$185,920 – N\$222,994
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus four (4) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience.

Additional Requirement: An appropriate National Vocational Diploma (IV) / Certificate Level III plus Certificate Level II plus four (4) years appropriate experience.

Enquiries: Ms V Kakambi +264 61 208 8125 / Mr P Kgotlang +264 812351844

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

Post Designation	:	Artisan Grade 10 (Plumber)
1x Post	:	Windhoek (Andimba Toivo Ya Toivo)
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

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

Additional Requirements: A valid driver's licence will be an added advantage.

Enquiries: Ms. J Katamba +264 61 2088135 / Ms B Sambi +264 61 208 4210

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

Post Designation	:	Artisan Grade 10 (Plumber)
1x Post	:	Windhoek Hospital Sub-Office
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

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

Additional Requirements: A valid driver's licence will be an added advantage.

Enquiries: Ms. J Katamba +264 61 2088135 / Mr F Husfieldt +264 81 1483371

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

Post Designation	:	Artisan Grade 10 (Plumber)
1x Post	:	Lüderitz Sub office
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

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

Additional Requirements: A valid driver's licence will be an added advantage.

Enquiries: Ms. A Namupala 264 61 208139 / Mr I Nghishekwa +264 811241119

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

Post Designation	:	Artisan Grade 10 (Plumber)
1x Post	:	Mariental Regional Office
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

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

Additional Requirements: A valid driver's licence will be an added advantage.

Enquiries: Ms. A Namupala +264 61 208139 / Mr G Mumbango + 264 81 1229694

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

Post Designation	:	Artisan Grade 10 (Plumber)
1x Post	:	Swakopmund Regional Office
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

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

Additional Requirements: A valid driver's licence will be an added advantage.

Enquiries: Ms S Kalukolo +264 61-208 8113 / Mr L Shinyenga +264 811425718

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

Post Designation	:	Artisan Foreman Grade 9 (Civil)
1x Post	:	Oshakati Workshop
Salary Scale	:	N\$185,920 – N\$222,994
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirement: Completed apprenticeship OR a Trade Diploma/ Certificate Level III issued in terms of existing legislation plus three (3) years appropriate experience.

Enquiries: Ms. H Amwiigidha +264 61-2088103 / Mr K N Kandowa +264 813771988

**DEPARTMENT OF WORKS
DIRECTORATE OF MAINTENANCE
DIVISION MAINTENANCE AND TECHNICAL SERVICES
SUBDIVISION GARDEN SERVICES
SUBSECTION HORTICULTURAL SERVICES: MINISTERIAL GARDENS**

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

Minimum Requirement: An appropriate National Diploma for Technicians (or equivalent qualification) on NQF Level 6.

Additional Requirements: Candidates with a National Diploma on NQF Level 6 (or equivalent qualification) in Agriculture will be an added advantage.

Enquiries: Mr. Lutombi Tel: +264 814814424/ Ms. M Salufu: +264 61-2088136

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

Post Designation	:	Chief Works Inspector Grade 7
1x Post	:	Grootfontein Sub 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: An appropriate National Diploma or equivalent qualification on NQF L6 plus six (6) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years appropriate experience.

Additional Requirement: An appropriate National Vocational Diploma (IV) / Certificate Level III plus Certificate Level II plus eight (8) years appropriate experience.

Enquiries: Ms S Kalukolo +264 61-208 8113 / Mr S Hatutale +264 812462621

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

Post Designation	:	Artisan Grade 10 (Welder)
1x Post	:	Outapi Regional Office
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Completed apprenticeship **OR** A Trade Diploma **OR** A Trade Diploma **OR** National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation in Welding.

Additional Requirements: A valid driver's licence will be an added advantage.

Enquiries: Ms E Sheya +264 61-208 8128 / Ms T Hashipemebe +264 811425716

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

Post Designation	:	Artisan Grade 10 (Electrical)
1x Post	:	Keetmashoop Sub-Office Hospital
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

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

Additional Requirements: A valid driver's licence will be an added advantage.

Enquiries: Mr. I Nghishekwa: +264 811241119/ Ms A Namupala: +264 61-208 8139

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

Post Designation : Artisan Grade 10 (Bricklayer)
1x Post : Keetmashoop Regional Office
Salary Scale : N\$151,910 – N\$182,202
Housing Allowance : N\$11,616 per annum
Transport Allowance : N\$8,760 per annum

Minimum Requirements: Completed apprenticeship OR A Trade Diploma OR A Trade Diploma OR National Vocational Diploma (IV) OR Certificate Level III issued in terms of existing legislation in Bricklaying.

Enquiries: Mr. I Nghishekwa Tel: +264 811 211119 /Ms. Ruusa Nekwaya: 061-208 8107

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

Post Designation : Artisan Grade 10 (Bricklayer)
1x Post : Katima Mulilo Regional Office
Salary Scale : N\$151,910 – N\$182,202
Housing Allowance : N\$11,616 per annum
Transport Allowance : N\$8,760 per annum

Minimum Requirements: Completed apprenticeship OR A Trade Diploma OR A Trade Diploma OR National Vocational Diploma (IV) OR Certificate Level III issued in terms of existing legislation in Bricklaying.

Enquiries: Mr D Bock Tel: +264 66253016/ Ms. Ruusa Nekwaya: 061-208 8107

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

Post Designation : Artisan Grade 10 (Carpenter)
1x Post : Keetmashoop Regional Office
Salary Scale : N\$151,910 – N\$182,202
Housing Allowance : N\$11,616 per annum
Transport Allowance : N\$8,760 per annum

Minimum Requirements: Completed apprenticeship OR A Trade Diploma OR A Trade Diploma OR National Vocational Diploma (IV) OR Certificate Level III issued in terms of existing legislation in Carpentry.

Additional Requirements: A valid driver's licence will be an added advantage.

Enquiries: Ms A Namupala: +264 61 2088139 / Mr I Nghishekwa: +264 811211119

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

Post Designation	:	Artisan Grade 10 (Carpenter)
1x Post	:	Rehoboth Sub-Office
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Completed apprenticeship OR A Trade Diploma OR A Trade Diploma OR National Vocational Diploma (IV) OR Certificate Level III issued in terms of existing legislation in Carpentry.

Additional Requirements: A valid driver's licence will be an added advantage.

Enquiries: Ms A Namupala: +264 61-208 8139 / Ms L Tjavava: +264 62 52 4088

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

Post Designation	:	Artisan Grade 10 (Painter)
1x Post	:	Windhoek (Andimba Toivo Ya Toivo)
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Completed apprenticeship OR A Trade Diploma OR A Trade Diploma OR National Vocational Diploma (IV) OR Certificate Level III issued in terms of existing legislation in painting.

Enquiries: Ms J Katamba: +264 61 2088135/ Ms. B Sambi: +264 61-2084210

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

Post Designation	:	Chief Works Inspector Grade 7 (Mechanical/Electrical)
1x Post	:	Omuthiya 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: An appropriate National Diploma or equivalent qualification on NQF L6 plus six (6) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years appropriate experience.

Additional requirement: An appropriate National Vocational Diploma (IV) / Certificate Level III plus Certificate Level II in (Mechanical /Electrical) plus eight (8) years appropriate experience.

Enquiries: Ms H Amwiigidha +264 61 208 8103 / Mr J Iita +264 811425710

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

Post Designation	:	Control Works Inspector Grade 6 (Multi)
1x Post	:	Katima Mulilo Regional Office
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus 8 years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 12 years appropriate experience.

Additional requirement: An appropriate National Vocational Diploma (IV) / Certificate Level III plus Certificate Level II plus ten (10) years appropriate experience.

Enquiries: Mr. F Chimwamrombe +264 811406539 /Ms. V Kakambi: +264 61-208 8125

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

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus 8 years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 12 years appropriate experience.

Additional Requirement: An appropriate National Vocational Diploma (IV) / Certificate Level III plus Certificate Level II plus ten (10) years appropriate experience.

Enquiries: Ms P Ambondo 264 61-208 8124 / Mr F Chimwamurombe 264 811406539

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE AND INSPECTIONS: //KHARAS
SUB SECTION MAINTENANCE AND SUPPORT SERVICES: KEETMANSHOOP**

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

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

Enquiries: Mr. I Nghishekwa: +264 811241119/ Ms. A Namupala: +264 61-208 8139

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

Post Designation	:	Chief Works Inspector Grade 7 (Mechanical/Electrical)
1x Post	:	Opuwo
Salary Scale	:	N\$277,264 – N\$331,358
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 four (4) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years appropriate experience.

Additional Requirement: An appropriate National Vocational Diploma (IV) / Certificate Level III plus Certificate Level II in Mechanical/Electrical plus eight (8) years appropriate experience.

Enquiries: Ms P Ambondo 264 61-208 8124 / Mr I Hamutumbangela +264 65 273090

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION TECHNICAL AND MAINTENANCE SERVICES
SECTION MAINTENANCE AND INSPECTIONS: KAVANGO – EAST**

Post Designation	:	Operator Driver Grade 12
1x Post	:	Rundu Regional Office
Salary Scale	:	N\$102,622 – N\$123,086
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Grade 10 or equivalent Certificate (NQF Level 2) with 24 points over 7 subjects including English, with a D symbol in English, and a valid Code CE driving licence.

Enquiries: Mr. G Sikoka: +264 812413899/Ms. V Kakambi: +264 61-208 8125

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

Post Designation	:	Chief Works Inspector Grade 7 (multi)
1x Post	:	Swakopmund 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: An appropriate National Diploma or equivalent qualification on NQF L6 plus four (4) years appropriate experience **OR** An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience **OR** An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years appropriate experience.

Additional Requirement: An appropriate National Vocational Diploma (IV) / Certificate Level III plus Certificate Level II in plus eight (8) years appropriate experience.

Enquiries: Ms S Kalukolo +264 61-208 8113 / Mr L Shinyenga +264 811425718

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SEUPPORT SERVICES
DIRECTORATE ADMINISTRATION
DIVISION HUMAN RESOURCES**

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

Minimum Requirements: An appropriate National Diploma majoring in Human Resource on (NQF L6) plus six (6) years appropriate experience.

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.

Enquiries: Ms. E Fikeipo +264 61 208 8112 / Ms. K N Nangolo: +264 61-208 8106

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SEUPPORT SERVICES
DIRECTORATE CENTRALISED SUPPORT SERVICES
DIVISION MANAGEMENT SUPPORT AND AUXILLIARY SERVICES
SECTION CLEANING SERVICES**

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

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

Experience in cleaning services will be an added advantaged

Enquiries: Mr W Kazekondjo +264 208 8433 / Ms V Bock: +264 61 20 88123

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE CENTRALISED SUPPORT SERVICES
DIVISION CENTRALIZED SERVICES
SUBSECTION: FURNITURE**

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

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

Additional Requirement: A B-Degree in Business Administration, Supply Chain, Logistics, Project Management, Marketing. Experience in logistics, marketing and supply chain will be added advantage. Must be computer literate.

Enquiries: Mrs. K Nitembu: +264 61- 208 8424 /Ms. H Uushona: +264 61-208 8143

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE CENTRALISED SUPPORT SERVICES
DIVISION CENTRALIZED SERVICES
SUBSECTION: EDUCATIONAL MATERIALS**

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

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

Additional Requirement: A B-Degree in Business Administration, Supply Chain, Logistics, Project Management, Marketing. Experience in logistics, marketing and supply chain will be added advantage. Must be computer literate.

Enquiries: Mrs. K Nitembu: +264 61- 208 8424 /Ms. H Uushona: +264 61-208 8143

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE ADMINISTRATION
DIVISION FINANCE
SUBDIVISION STAFF EXPENDITURE**

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

Minimum Requirement: An appropriate Diploma at NQF L6 majoring in Accounting plus (five) 5 years appropriate experience.

Additional Requirements:

- A B-Degree or equivalent qualification (NQF) Level 7 will serve as an added advantage.
- Experience in Ministerial Payroll, DSA, Accounts Payable, Accounts Receivable and Budget processing and knowledge of Integrated Financial Management System (IFMS) modules.
- Experience in training users on IFMS modules related matters as per the guidelines set by the Ministry of Finance, Treasury Instructions, State Finance Act, 1991 (Act 31 of 1991);
- Computer Literacy and knowledge in the application of Performance Management System (PMS).
- A valid Driver's License will serve as an added advantage.

Enquiries: Ms. JN Reynecke Tel: +264 61-208 8309 / Ms M Silas: +264 61-208 8108

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

Post Designation	:	Senior Artisan Foreman Grade 8 (Diesel Mechanic)
1x Post	:	Rundu
Salary Scale	:	N\$227,453 – N\$271,828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Completed apprenticeship **OR** A Trade Diploma/Certificate Level III issued in terms of existing legislation plus approximately 6 years appropriate experience.

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

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

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIRECTORATE CENTRALISED SUPPORT SERVICES
DIVISION MANAGEMENT SUPPORT AND AUXILIARY SERVICES
SECTION OFFICE SERVICES**

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

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

Additional Requirements: A Degree/ Diploma in Business Administration, Public Management, Supply Chain Management / Logistics and experience in stocktaking, budget as well as procurement will be an added advantage.

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:

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.

All applications should be addressed to:

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

OR hand delivered to:

**The Human Resource Office
Ministry of Works and Transport
Registry Office - Room 101
First floor
Windhoek**

Enquiries: Ms A David +264 811599102 / Ms V Bock: +264 61 20 88123

HARDAP REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: ADMINISTRATION SUB-DIVISION: CONSTITUENCY SUPPORT GIBEON

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Gibeon
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Allowance	:	N\$9,000 per annum

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

Main Duties:

- Provide budgetary inputs to the Control Administrative Officer.
- Receive correspondences and channel all correspondences timely to all recipients. Responsible for proper filing of official documentation.
- Identify staffing needs/resources.
- Identify training needs of subordinates and submit proposals to the Control Administrative Officer. Responsible for minute-taking at CDC meetings.
- Report IT related problems to the Control Administrative Officer.
- Coordinate community development projects at constituency level and communicate any relevant complaints to Control Administrative Officer / Directorate Development Planning, Monitoring and Evaluation.
- Communicate customer complaints on basic services to relevant stakeholders.
- Assist the Directorate of Development Planning, Monitoring and Evaluation on issues relating to OVCs, DBTP etc. Organize community meetings on the instructions of the Control Administrative Officer.
- Implement relevant regional council policies, Rules and Regulations.
- Serve as the scribe during CDC meetings.
- Provide inputs for the compilation of the CDC monthly reports. Responsible for the cleanliness and image of the constituency buildings and premises.
- Responsible for the updating of CDC inventory registers.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. Dennis Demuinda/ Ms. Fair Shihepo Tel. 063 245800

DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: ADMINISTRATION SUB-DIVISION: CONSTITUENCY SUPPORT ARANOS

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

Minimum Requirement: National Diploma or equivalent qualification (NQF Level 6) plus 6 years' appropriate experience of which three years should be on Supervisory Level Grade 8.

Supplementary requirements: Preference will be given to candidates with experience in Local Government Administration. Must be in possession of a valid Driver's License

Main Duties:

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- Ensures the implementation of the Annual Work Plan. Creates platforms to solicit inputs from CDC on project proposals. Submit budget proposals to supervisor. Ensure the existence of inventory registers at Constituency Office.
- Ensure the reconciliation of transport transactions and produce monthly reports.
- Organize proper handling of correspondences (incoming/outgoing mail). Identify staffing needs/ resources.
- Identify constituency training needs and submit proposals to the supervisor.
- Ensure the existence of proper filing systems.
- Organize community meetings on instructions.
- Ensure minute-taking and submission of CDC minutes to the Regional Council.
- Ensure that all purchases at Constituency Office are done according to the approved procurement procedure.
- Inform IT personnel of any IT related problems. Provide support services in relation to emergency management activities.
- Communicate customer complaints/inputs / suggestions on basic services to relevant service providers.
- Coordinate development projects at constituency level and communicate any relevant concerns to the Directorate Planning.
- Assist the Directorate Planning and Development on issues relating to OVCs, Decentralized Build Together Programme etc.
- Assist in the distribution of food and non-food items at constituency office. Implement relevant Regional Council; policies, rules and regulations and advise staff accordingly. Provide secretarial services at CDC meetings.
- Ensure that stock-taking takes place occasionally.
- Ensure the supervision of staff at Constituency office.
- Monitor and evaluate annual work plan and produce monthly progress reports.
- Monitor and evaluate Constituency Office budget and ensure compliance.
- Oversee the cleanliness and image of CDC / Settlement building and premises.

Enquiries: Mr. P. A. Skrywer/ Mrs. Katrina B. Van Wyk Tel: 063 245 800

**DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: HUMAN RESOURCES MANAGEMENT
SUB-DIVISION: PERSONNEL**

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

Minimum Requirements: A National Diploma majoring in Human Resources Management (NQF Level 6) plus seven (7) years appropriate experience. The experience mentioned must have been attained whilst employed in the same Job Category performing the same functions and duties as per PSM Circular no. five (5) of 2015.

Supplementary Requirements: Preferences will be given to candidates at the level of a Human Resource Practitioner Grade 8 with extensive knowledge of VIP payroll system, Candidate must be conversant with the **Sage VIP Premier ESS leave module** administration and Performance Management System (PMS). (attach proof of certificates).

Main Duties:

- Interpret and ensure implementation of human resource policy guidelines.
- Draft and review monthly, quarterly and annual reports against divisional plans.
- Handle correspondence (submissions, letters etc.) in respect of deviations on personnel administration. Facilitate and coordinate the recruitment process.
- Handle human resources enquiries.
- Ensure human resources office stores, stationary and equipment is ordered.

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- Attend to personnel audit queries.
- Oversee the disciplinary process.
- Assist with the compilation of requests/proposals regarding the adjustment of organizational and post establishments, casual employment, overtime remuneration, employment in addition to the fixed establishment. Update staff establishment on a regular basis.
- Conduct human resource inspections to ensure compliance with prescribed staff rules and standards.
- Compile internal circulars on human resource matters.
- Supervise and direct staff members.
- Ensure that salary advices are submitted to Division Finance timely.
- Ensure that Route Lists are circulated to all relevant Directorates in respect of Departmental Debt / Information Technology equipment in case of termination of service.
- Carry out any other official duties assigned from time to time

NB: All **foreign qualifications** must be submitted with an **evaluation report of qualifications from Namibia Qualifications Authority**. All applications must be done on the **new employment application** form 156043 and 156094 obtainable at all Government Offices together with a **comprehensive CV and certified copies of educational qualifications, proof of identification, testimonials** and any other relevant documents. **Note must be taken that competitions for vacancies in the Public Service have been limited. Public Servants must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level. Failure to complete all items** on the application form for employment and **not attaching the necessary documents** will **disqualify the application**. **People with disabilities are encouraged to apply**. Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

Applications must be addressed to:

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

Hand delivered at:

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

Enquiries: Mr. Werner Coetzee Tel: 063 245 800

OSHANA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE OLUNO CIRCUIT

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

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

OR

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

NB:

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

DIRECTORATE OF EDUCATION, ARTS AND CULTURE EHEKE CIRCUIT

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshindonga (Grade 4 -7)
1x Post	:	Eyelyehongo Primary School (Eheke Circuit)
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

NB:

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

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE
SECTION: BUILDING AND MAINTENANCE SERVICES**

Post Designation	:	Chief Works Inspector Grade 7
1x Post	:	Oshakati
Salary Scale	:	N\$227,264 – N\$331,358
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 (Electrical Construction/ Mechanical Construction/ Building Construction) **OR** an appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of trade test plus four years appropriate experience **OR** an appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience as a Works Inspector.

Supplementary Requirements: Preference will be given to candidates with three (3) years practical experience.

NB:

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

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

Appointment Requirements: A Grade 10 Certificate on NQF Level 2 with 24 points in seven (7) subjects including English with D symbol / Standard 8 Certificate

Supplementary Requirements: Preference will be given to candidates who are currently serving as Hostel Matron Grade 13 with Grade 12 or Standard 10 Certificate and four (4) years appropriate experience **(proof must be attached)**

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

**Oshana Regional Council
Directorate of Education, Arts & Culture
Private Bag 5518
OSHAKATI**

Or hand Delivery to:

**Directorate of Education, Arts & Culture
Human Resource Office
906 Sam Nuyoma Road**

**PSM CIRCULAR NO. H OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 SEPTEMBER 2023,
CLOSING DATE 06 OCTOBER 2023**

Old Complex (Oshakati Town Council)

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

KAVANGO WEST REGIONAL COUNCIL

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SUBDIVISION: PROFESSIONAL DEVELOPMENT

SECTION: CIRCUIT OFFICES

Post Designation	:	Inspector of Education Grade 5
1x Post	:	Mpungu Circuit Office
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirement: A recognized 4-year tertiary teaching qualification on NQF L7 plus 9 years teaching experience.

Supplementary Requirement: Driver's Licence will serve as an added advantage

SECTION: ADVISORY SERVICE

Post Designation	:	Senior Education Officer Grade 6 (English Grade 4 -7)
1x Post	:	Nkurenkuru Regional Office
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

Supplementary Requirement: Driver's Licence will be an added advantage

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SECTION: SCHOOLS

Post Designation	:	Principal Grade 5
4x Posts	:	Cause Senior Primary School (Mpungu Circuit)
	:	Bravel Mankupi Senior Primary School (Mpungu Circuit)
	:	Mavandje Primary School (Ncuncuni Circuit)
	:	Pandureni Combined School (Ncuncuni Circuit)
Salary Scale	:	N\$400,001 – N\$478,220
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

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

OR

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

Post Designation : Head of Department Grade 6

4x Posts	:	(Geography or History Grade 8 -12) Nkurenkuru Combined School
	:	(Rukwangali Pre-Primary to Grade 3) Rainer Mangungu Combined School
	:	(Rukwangali and English Grade4 – 7) Kulisuka Junior Primary School
	:	(Mathematics and Physics Grade 8 – 11) Ncagcu Combined School
Salary Scale	:	N\$337,984 - N\$403 922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirement: 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 qualifications (or equivalent) on NQF Level 6 in relation to the subject to be taught plus a 1- year teaching qualification plus 6 years teaching experience.

SUB-DIVISION: ADULT AND CONTINUING EDUCATION

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

Appointment Requirement: An appropriate Degree or equivalent qualification on NQF L7.

Supplementary Requirements: An appropriate Degree on NQF L7 in Adult Education or equivalent qualification. Driver's Licence will serve as an added advantage.

SUB-DIVISION: FINANCIAL MANAGEMENT

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

Appointment Requirement: An appropriate Diploma on NQF L6 majoring in accounting.

Supplementary Requirement: Driver's Licence will serve as an added advantage

SECTION NAMAVAMBI COMMUNITY LIBRARY

Post Designation	:	Assistant Librarian Grade 10
1x Post	:	Namavambi Community Library
Salary Scale	:	N\$151,910 – N\$182,202
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirement: An appropriate National Diploma on NQF L6

Supplementary Requirement: An appropriate National Diploma on NQF L6 in Library or information science.

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

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

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

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

Please Send Applications on Prescribed Forms to:

**The Regional Director
Directorate of Education, Arts And Culture
Human Resource
Private Bag 6193
Nkurenkuru**

Hand Delivery to:

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

Inquiries: Human Resource Office Tel: 066-274200

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

SUBDIVISION: PROFESSIONAL DEVELOPMENT

SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Junior Primary Phase) (Medium of instruction English and Oshindonga or Oshikwanyama)
1x Post	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

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

OR

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

Supplementary Requirement:

- Candidate must possess appropriate teaching experience of Junior Primary Phase (**Proof must be attached**).
- Candidate must possess an appropriate teaching qualification in terms of the minimum appointment requirements majoring Junior Primary Phase (Medium of instruction English and Oshindonga or Oshikwanyama) (**Proof must be attached**).
- Candidates with previous experience as a Subject Head or Head of Department for Junior Primary Phase (Medium of instruction English and Oshindonga or Oshikwanyama)
- 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: Ms. E. Benjamin Tell no: 061- 293 4208

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

SUBDIVISION: PROFESSIONAL DEVELOPMENT

SECTION: ADVISORY SERVICES

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

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

OR

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

Supplementary Requirement:

- Candidate must possess appropriate teaching experience of Accounting Grade 8 -AS (**Proof must be attached**).

PSM CIRCULAR NO. H OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 07 SEPTEMBER 2023, CLOSING DATE 06 OCTOBER 2023

- Candidate must possess an appropriate teaching qualification in terms of the minimum appointment requirements majoring in Accounting (**Proof must be attached**).
- Candidate who possesses an appropriate teaching experience in Entrepreneurship up to AS level will have an advantage.
- Candidates with previous experience as a Subject Head or Head of Department for Commerce.
- 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: Ms. E. Benjamin Tell no: 061- 293 4208

**KHOMAS REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE
DIVISION: PROGRAMMES AND QUALITY ASSURANCE:
SECTION: HIV & AIDS PREVENTION**

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

Minimum Requirements: 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 at least 5 years (or more) appropriate extensive knowledge / experience of HIV & AIDS prevention and management and the integration of programs pertaining to HIV & AIDS (**Proof must be attached**);
- Candidates must possess an appropriate qualification in HIV & AIDS management in terms of the minimum appointment requirements (**Proof must be attached**);
- Candidates with previous experience as institutional / organizational/ Divisional Head of HIV & AIDS prevention and management 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: Mr. P. Lewin Tell no: 061 – 293 4410

**KHOMAS REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE
DIVISION: GENERAL SERVICES
SUB-SECTION: PROCUREMENT AND STOCK CONTROL**

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

Minimum Requirements: A National Diploma or equivalent qualification (NQF L6) plus 1 year appropriate experience.

OR

A Grade 12 Certificate (NQF L3) plus 3 years appropriate experience

Supplementary Requirement:

- Candidates must possess at least 3 years (or more) appropriate experience as Administrative Officer Grade 12 (**Proof must be attached**); and
- Candidates in possession of an appropriate Diploma at NQF L6 (or higher) will have an added advantage (**Proof must be attached**).

Enquiries: Human Resources Tel: [061] 293 9411

**KHOMAS REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE
DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBSECTION: HOSTEL ADMINISTRATIONS**

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

Minimum Requirements: A National Diploma or equivalent qualification (NQF L6) plus 1 year appropriate experience.

OR

A Grade 12 Certificate (NQF L3) plus 3 years appropriate experience

Supplementary Requirement:

- Candidates must possess at least 3 years (or more) appropriate experience as Administrative Officer Grade 12 (**Proof must be attached**); and
- Candidates in possession of an appropriate Diploma at NQF L6 (or higher) majoring in Office Administration/Office Management will have an added advantage (**Proof must be attached**).

Enquiries: Mr. P. Lewin Tell no: 061- 293 4410

**KHOMAS REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE
DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBSECTION: HOSTEL ADMINISTRATIONS**

Post Designation	:	Chief Hostel Matron Grade 12
3x Posts	:	Windhoek
	:	Post A: Groot Aub Junior Secondary School (+_40 km south of Windhoek)
	:	Post B: Chairman Mao Zedong High School
	:	Post C: Delta Primary School
Salary Scale	:	N\$102,622 – N\$123,086
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Grade 10 Certificate (or equivalent qualification) on NQF Level 2 plus appropriate experience

Supplementary Requirement: Candidate must possess at least 5 years appropriate experience as a Hostel Matron Grade 13 or higher (**Proof must be attached**).

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

**KHOMAS REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION**

Post Designation	:	Principal Grade 5
8x Posts	:	Windhoek
Duty Station	:	Khomas 1: Pionierspark Primary School
	:	Khomas 2: People's Primary School
	:	Khomas 3: Olof Palme Platoon School
	:	Khomas 4: Bet-el Primary School
	:	Khomas 5: Green Leaves Primary School
	:	Khomas 6: Delta Secondary School
	:	Khomas 7: School for the Visually Impaired
	:	Khomas: (New): Cuba Primary Project School
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

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

Supplementary Requirement:

- Candidates in possession of 5 years (or more) experience at the functional level Grade 6 (or higher) at school or in a related work environment. (**Proof must be attached**)
- Competition is limited. **Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.**
- Candidates must be suitably /appropriately qualified or trained for the phase he or she applies for in terms of the provision of the National Curriculum for Basic Education (2016)

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

**KHOMAS REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION
CIRCUIT 1**

Post Designation	:	Head of Department Grade 6
3x Posts	:	Otjomuise Primary School
Post Number	:	Khomas 8: Languages Department English and Oshindonga or Otjiherero or Khoekhoegowab or Afrikaans [Grade 4-7]
	:	Khomas 9: Social Sciences Department [Grade 4-7] (Social Studies will be an added advantage)
	:	Khomas 10: Mathematics and Science Department [Mathematics and Natural Science Grade 4-7]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Moses //Garoëb Primary School
Post Number	:	Khomas 11: Junior Primary Department Mol: English and Afrikaans or Oshindonga
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Tobias Hainyeko Primary School
Post Number	:	Khomas 12: Languages Department [English and Afrikaans or Oshindonga Grade 4-7]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
2x Posts	:	Dawid Bezuidenhout High School
Post Number	:	Khomas 13: Commerce Department: Accounting and Business Studies Grade 8-11
Post Number	:	Khomas 14: Languages Department: English and Afrikaans Grade 8-11
Salary Scale	:	N\$337,984 – 403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
3x Posts	:	St. Barnabas Primary School
Post Number	:	Khomas 15: Mathematics and Science Department: Mathematics and Natural Science Grade 4-7
	:	Khomas 16: Languages Department: English and Otjiherero Grade 4-7
	:	Khomas 17: Social Sciences Department Grade 4-7 [Social Studies will be an added advantage]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
2x Posts	:	People's Primary School
Post Number	:	Khomas 18: Junior Primary Department Mol: English and Otjiherero or Afrikaans
Post Number	:	Khomas 19: Junior Primary Department Mol: English and Oshindonga
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Havana Primary School
Post Number	:	Khomas 20: Languages Department: Afrikaans and English Grade 4-7
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Academia Secondary School
Post Number	:	Khomas 21: Languages Department: Afrikaans and English Grade 8-AS
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

KHOMAS REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION
CIRCUIT 2

Post Designation	:	Head of Department Grade 6
1x Post	:	Theo Katjimune Primary School
Post Number	:	Khomas 22: Junior Primary Department Mol: Otjiherero and English
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Immanuel Shifidi Secondary School
Post Number	:	Khomas 23: Languages Department [English and Afrikaans or French or Oshindonga or Oshikwanyama or Otjiherero [Grade 8-AS]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Hermann Gmeiner Primary School
Post Number	:	Khomas 24: Mathematics and Science Department [Mathematics and Natural Science Grade 4-7]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Hillside Primary School
Post Number	:	Khomas 25: Languages Department [English and Oshikwanyama or Oshindonga or Afrikaans or Khoekhoegowab [Grade 4-7]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

KHOMAS REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION
CIRCUIT 3

Post Designation	:	Head of Department Grade 6
2x Posts	:	Delta Secondary School
Post Number	:	Khomas 26: Languages Department [German and English Grade 8-AS]
Post Number	:	Khomas 27: Social Sciences Department [Geography and History Grade 8-AS]

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Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Centaurus High School
Post Number	:	Khomas 28: Language Department [English and Afrikaans or Otjiherero Grade 8-AS]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Cosmos High School
Post Number	:	Khomas 29: Commerce Department [Accounting and Economics or Entrepreneurship or Business Studies Grade 8-11]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Delta Primary School
Post Number	:	Khomas 30: Junior Primary Department [Mol: English and German Grade 0-3]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Moses Van der Byl Primary School
Post Number	:	Khomas 31: Junior Primary Department [Mol: English and Afrikaans]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Mount-View High School
Post Number	:	Khomas 32: Commerce Department [Accounting and Business Studies or Entrepreneurship Grade 8-11]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Baumgartsbrunn Primary School
Post Number	:	Khomas 33: Mathematics and Science Department [Mathematics and Natural Science Grade 4-7]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Auas Primary School
Post Number	:	Khomas 34: Mathematics and Science

		Department [Mathematics and Natural Science Grade 4-7]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department [Grade 6]
1x Post	:	Dagbreek Special School
Post Number	:	Khomas 35: Head of Department [Junior Phase, Senior Phase and Basic Skills Training] Special Needs Syllabus and Basic Skills subjects
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

An additional qualification in Special Needs Education and/or Occupational Directed Education, Training and Development Practices (ODETD) will be an added advantage.

Post Designation	:	Head of Department Grade 6
1x Post	:	Windhoek Technical High School
Post Number	:	Khomas 36: Technical Department [Grade 8-AS] [Design and Technology will be an added advantage]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

**KHOMAS REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION
CIRCUIT 4**

Post Designation	:	Head of Department Grade 6
1x Post	:	Namutuni Primary School
Post Number	:	Khomas 37: Languages Department [English and Oshindonga Grade 4-7]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Augeikhas Primary School
Post Number	:	Khomas 38: Languages Department [English and Afrikaans or Oshikwanyama or Khoekhoegowab Grade 4-7]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Dr. Frans Aupa Indongo Primary School
Post Number	:	Khomas 39: Junior Primary Department Mol: English and Afrikaans or Khoekhoegowab or Rukwangali
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Eros Girls Resource School
Post Number	:	Khomas 40: Mathematics and Science Department Grade 5-8
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

An additional qualification in Inclusive Education or Learning Support will be an added advantage (Experience in Basic Pre-Vocational Skills Training will be an added advantage).

Post Designation	:	Head of Department Grade 6
1x Post	:	Fidel Castro Ruz Primary School
Post Number	:	Khomas 41: Languages Department Grade 4-7[English and Afrikaans or Oshindonga]
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Groot Aub Junior Secondary School
Post Number	:	Khomas 42: Languages Department: English and Afrikaans or Khoekhoegowab Grade 8-11
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Highline Secondary School
Post Number	:	Khomas 43: Languages Department English and Afrikaans or Oshindonga Grade 8-11
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Hochland High School
Post Number	:	Khomas 44: Commerce Department Accounting and Business Studies or Entrepreneurship
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Namibia Primary School
Post Number	:	Khomas 45: Languages Department: English and Afrikaans or Khoekhoegowab or Otjiherero or Oshindonga Grade 4-7
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Windhoek High School
Post Number	:	Khomas 46: Commerce Department: Accounting and Business Studies Grade 8-AS
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum

Transport Allowance : N\$8,760 per annum

Post Designation : Head of Department Grade 6
1x Post : Groot Aub Primary School
Post Number : **Khomas 47:** Languages Department: English and Afrikaans or Khoekhoegowab Grade 4 - 7
Salary Scale : N\$337,984 – N\$403,922
Housing Allowance : N\$14,520 per annum
Transport Allowance : N\$8,760 per annum

Minimum 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 subject(s) to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Additional Selection Requirements:

- Competition is limited. **Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.**
- Candidates must be suitably /appropriately qualified or trained in terms of the provision of the National Curriculum for Basic Education (2016)
- The shortlisting of Heads of Department posts will be done in terms of the major fields of study and appropriate years of teaching experience.

Applications must be submitted to the following address:

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

Deliver by hand at:

The Registry Office
6th Floor, Dr. Frans Indongo Gardens
Windhoek

OTJOZONDJUPA REGIONAL COUNCIL

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

CIRCUIT: GROOTFONTEIN

Post Designation	:	Principal Grade 5 (Grade: 8-11)
1x Post	:	Fridrich Awaseb Secondary School
Salary Scale	:	N\$412,001 – N\$492,567
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) 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 Secondary Phase.

Post Designation	:	Head of Department Grade 6 Mathematics and Science (Natural Science and Health Education) Grade 4-7
1x Post	:	Omatoko Primary School
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum
Remoteness Allowance	:	N\$13,800 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: OTJIWARONGO

Post Designation	:	Head of Department Grade 6 (re-advertisement) Languages: English Grade 8-12 and Afrikaans/Khoekhoegowab Grade 8-9
1x Post	:	Khorab 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 Grade 8-12 and Khoekhoegowab Grade 8-9 or Afrikaans Grade 8-9.

Post Designation	:	Head of Department Grade 6 (re-advertisement) Languages: English Grade 8-12 and Afrikaans/Khoekhoegowab/ Otjiherero Grade 8-9
1x Post	:	Paresis 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 Grade 8-12 and Khoekhoegowab/Afrikaans/Otjiherero Grade 8-9.

CIRCUIT: OKAHANDJA

Post Designation	:	Head of Department Grade 6 Languages – English and Otjiherero Grade 4-7
1x Post	:	Okakarara 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 Junior Primary: Pre-Primary – Grade 3
1x Post	:	Okamatapati Combined School
Salary Scale	:	N\$337,984 – N\$403,922
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 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

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

Post Designation	:	Head of Department Grade 6 Mathematics and Science Grade 8-11
1x Post	:	Okamatapati Combined School
Salary Scale	:	N\$337,984 – N\$403,922
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 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: Applicant must have a professional teaching qualification with Mathematics and Physical Science Grade 8-9, Physics and Chemistry Grade 10-11 and must be able to support the Science Department at Senior Primary Grade 4-7.

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

Hand Delivery to:

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

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

ZAMBEZI REGIONAL COUNCIL

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SUB-DIVISION: PROFESSIONAL DEVELOPMENT

SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Junior Primary Phase, Silozi Medium of Instruction)
1x Post	:	Katima Mulilo
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 (NQF Level 7 plus 5 years appropriate experience OR an appropriate degree or equivalent qualification on NQF level 8 plus 3 years appropriate experience.

Supplementary Requirements: Only applicants who major in Junior Primary Phase/Lower Primary with **Silozi** as a Medium of Instruction will be considered for the position.

Additional Requirement:

- Computer Literate
 - Valid Driver's Licence
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DIVISION: PROGRAMS AND QUALITY ASSURANCE

SECTION: CIRCUIT OFFICES

SUB-SECTION: HOSTEL ADMINISTRATION

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

Minimum Requirements: A National Diploma or equivalent qualification on NQF level 6 plus 1-year appropriate experience or a Grade 12 Certificate (NQF) Level 3 plus 3-years appropriate experience.

Additional Requirement:

- Driving Licence
 - Computer Literacy
-

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

Minimum Requirements: A Grade 10 or Equivalent Qualification on NQF Level 2 with a minimum of 24 points over seven subjects and a D symbol in English plus at least (1) one year appropriate experience as a Cleaner Grade 15.

Post Designation	:	Hostel Matron Grade 12
2x Post	:	Caprivi Senior Secondary School
Salary Scale	:	N\$102,622 – N\$123,086
Housing Allowance	:	N\$11,616 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum requirements: A Grade 10 or equivalent Qualification on NQF Level 2 with a minimum of 24 points over seven subjects and a D symbol in English plus at least (1) one year appropriate experience as a Cleaner Grade 15.

Important Notes to Applicants:

- The application for employment form (new format) as well as the Health Questionnaire should be properly completed and signed. Failure to properly complete all items on the application form and Health Questionnaire and not attaching the necessary documents to the application form will lead to disqualify the application.
- Application for employment forms should be accompanied by certified copies of the applicant's comprehensive Curriculum vitae and all relevant certified copies of all educational qualifications and proof of Namibian citizenship and certificates of service from previous employers.
- Applicants are reminded to attach academic records, NQA evaluation reports for foreign qualifications and confirmation of probation.
- Interested and suitably qualified persons from designated groups are strongly encouraged to apply.

Applications forms should be addressed to:

**The Chief Regional Officer
Zambezi Regional Council
Directorate of Education, Arts and Culture
Private Bag 5006
Katima Mulilo.**

Enquiries: Mrs. Regina Ndopu-Lubinda Chief Regional Officer Tel: 066-261706 OR Mr. Salushando Kaigwe Chief Human Resource Practitioner Tel: 066-261942
