



**REPUBLIC OF NAMIBIA**  
**OFFICE OF THE PRIME MINISTER**

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**Department Public Service Management**  
BPI House, Independence Avenue  
PO Box 1117  
**WINDHOEK**

**24 October 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**

**AMENDMENTS TO PSM CIRCULAR NO. I OF 2023**

1. The following post on the establishment of the Ministry of Sport, Youth and National Service which was advertised in **PSM Circular No. I of 2023 dated 16 October 2023** is hereby **amended** in terms of the **minimum requirements** and it must read as follows;

**MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE**

**DIRECTORATE: GENERAL SERVICES  
SUBDIVISION: HUMAN RESOURCES  
SECTION: INDUSTRIAL RELATIONS AND STATISTICS**

<b>Post Designation</b>	:	Senior Human Resource Practitioner Grade 7
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$277, 264 – N\$331, 358
<b>Housing Allowance</b>	:	N\$14, 520.00 per annum
<b>Transport Allowance</b>	:	N\$ 8, 760.00 per annum

**Minimum requirements:** A National Diploma or equivalent qualification at NQF Level 6 majoring in Human Resources Management plus five (5) years of experience in Industrial Relations, Performance Management System, HR Statistics and compilation of Affirmative Action Reports of which four (4) years should be at a level of a **Human Resources Practitioner Grade 8**. Certificate of service/ testimonial(s) from former and current employers in respect of work experience as well as a two (2) year old driver's license are pre-requisite.

**Additional requirements:** Preference will be given to applicants in possession of Bachelor or equivalent qualification at NQF Level 7 majoring in Human Resources Management.

**AMENDMENT TO PSM CIRCULAR NO. I OF 2023, ADVERTISED 16 OCTOBER 2023, CLOSING DATE 16 NOVEMBER 2023**

**Enquiries:** Mr Twekulineekela MM Haiduwa: Tel. 061- 270 6109/ Ms Tuyenikelao P Fabianus: Tel. 061- 270 6100

**Applicants must be Namibian citizens. Application on Form 156043, obtainable from all Government offices, must be accompanied by comprehensive curriculum vitae, original certified copies of educational qualifications, ID and Testimonial. All foreign qualifications must be accompanied by the Namibian Qualification Authority (NQA) evaluation. Confirmation of probation letter must accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant. Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Only shortlisted candidates will be contacted and no application forms and documents will be returned. Emailed and/or faxed applications will not be accepted.**

**Address:**

**The Executive Director  
Ministry of Sport, Youth and National Service  
Private Bag 13391  
WINDHOEK**

**Or Hand deliver at:**

**Human Resources Office  
Ministry of Sport, Youth and National Service  
Government Offices Park  
Ministry of Education Building  
2<sup>nd</sup> Floor, Room 201, West Wing  
WINDHOEK**

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2. The posts on the establishment of the Ministry of Defence and Veterans Affairs which were advertised in **PSM Circular No. 1 of 2023 dated 16 October 2023** are hereby **cancelled** with immediate effect and **replaced** with the following posts:

## **MINISTRY OF DEFENCE AND VETERANS AFFAIRS**

### **DIRECTORATE: HUMAN RESOURCES DIVISION: HUMAN RESOURCES MANAGEMENT**

**Post Designation** : Chief Human Resource Practitioner Grade 6  
**1xPost** : Windhoek  
**Salary Scale** : N\$ 337, 984– N\$ 403, 922

**Minimum Requirements:** A B Degree majoring in Human Resources at NQF Level 7, plus eight (8) years of experience in Human Resource Administration (3 years at Senior Human Resource Level).

**Additional Requirements:** Preference will be given to those with master's degree.

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**Post Designation** : Administrative Officer Grade 12  
**2xPosts** : Windhoek  
**Salary Scale** : N\$ 102, 622 – N\$ 123, 086

**Minimum requirements:** A Grade 12 certificate on NQF Level 3, with 20 points in five subjects including an E symbol in English.

**Additional Requirements:** Preference will be given to those with Office Administration qualification/equivalent.

**Enquiries:** Colonel H I Ntinda/Mrs. N. lingwapha, Tel: (061) 204 2175/2061

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### **DIVISION: CIVIL EDUCATION AND TRAINING**

**Post designation** : Librarian Grade 9  
**1xPost** : Windhoek  
**Salary Scale** : N\$ 185, 920– N\$ 222, 994

**Minimum requirements:** A B. Degree (or equivalent) qualification on NQF Level 7.

**Enquiries:** Colonel W. Tjiveze, Tel : ( 061 ) 204 2802

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### **DIRECTORATE: CENTRAL STAFF DIVISION: PUBLIC RELATIONS SUB-DIVISION: TECHNICAL AND PRODUCTION**

**Post Designation** : Media Officer Grade 8  
**1xPost** : Windhoek  
**Salary Scale** : N\$ 227, 453 – N\$ 271, 828

**Minimum requirements:** A Degree in Media Studies or equivalent qualifications on NQF Level 7.

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### SUB-DIVISION: LIAISON

**Post Designation** : Public Relations Officer Grade 8  
**1xPost** : Windhoek  
**Salary Scale** : N\$ 227, 453 – N\$ 271, 828

**Minimum requirement:** An appropriate B Degree majoring in Media/Marketing or equivalent qualification on NQF Level 7.

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### SUB-DIVISION: PUBLIC RELATIONS

**Post Designation** : Administrative Officer Grade 12  
**2xPosts** : Windhoek  
**Salary Scale** : N\$ 102, 622 – N\$ 123, 086

**Minimum requirements:** A Grade 12 certificate on NQF Level 3, with 20 points in five subjects including an E symbol in English.

**Additional Requirements:** Preference will be given to those with Office Administration qualification/equivalent.

**Enquiries:** Col. P. Shilumbu, Tel : ( 061 ) 204 2216

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### DIRECTORATE: FINANCE DIVISION: PAYROLL ADMINISTRATION

#### SUB-DIVISION: REMUNERATIVE ADMINISTRATIVE

**Post Designation** : Accountant Grade 8  
**1xPost** : Windhoek  
**Salary Scale** : N\$ 227, 453 – N\$ 271, 828

**Minimum requirements:** An appropriate Diploma or equivalent qualification majoring in Accounting and Finance on NQF Level 6.

**Additional requirement:** Preference will be given to candidates in possession of B Degree in Accounting & Finance on NQF Level 7.

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**Post Designation** : Assistant Accountant Grade 11  
**1xPost** : Windhoek  
**Salary Scale** : N\$ 126, 654 – N\$ 151, 910

**Minimum requirements:** A grade 12 certificate in the field of Commerce on NQF Level 3, with 20 points in five subjects including an E symbol in English.

**Additional Requirements:** Preference will be given to candidates with qualification majoring in Accounting and Finance at NQF Level 5.

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**Post Designation** : Administrative Officer Grade 12  
**2xPosts** : Windhoek  
**Salary Scale** : N\$ 102, 622 – N\$ 123, 086

**Minimum requirements:** A Grade 12 certificate on NQF Level 3, with 20 points in five subjects including an E symbol in English.

**Additional Requirements:** Preference will be given to those with Office Administration qualification/equivalent.

**Enquiries:** Col. M. Nambuli, Tel: (061) 204 2284

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**DIVISION: BUDGET CONTROL  
SECTION: BILLS PAYABLE**

**Post Designation** : Accountant Grade 8  
**1xPost** : Windhoek  
**Salary Scale** : N\$ 227, 453 – N\$ 271, 828

**Minimum requirements:** An appropriate Diploma or equivalent qualification majoring in Accounting and Finance on NQF Level 6.

**Additional requirement:** Preference will be given to candidates in possession of B Degree in Accounting & Finance on NQF Level 7.

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**SECTION: DSA**

**Post Designation** : Administrative Officer Grade 12  
**2xPosts** : Windhoek  
**Salary Scale** : N\$ 102, 622 – N\$ 123, 086

**Minimum requirements:** A Grade 12 certificate on NQF Level 3, with 20 points in five subjects including an E symbol in English.

**Additional Requirements:** Preference will be given to those with Office Administration qualification/equivalent.

**Enquiries:** Mrs. Maurihungirire/Ms. S. Kaoas, Tel: (061) 204 2243/2128

**NOTE TO CANDIDATES:**

1. Failure to complete all items or sections on the application form for employment and not attaching the necessary documents will disqualify the applicant.
2. Candidates with foreign qualifications **MUST** attach proof of evaluation of such qualification from Namibia Qualifications Authority (NQA).
3. People with disabilities who meet the advertised requirements are encouraged to apply.
4. Applicants who are already in the Public Service must attach proof of confirmation of probation to their application forms.
5. Faxed and emailed applications will not be considered.
6. Only short-listed candidates will be contacted, and no documents will be returned.
7. The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed fully, together with a comprehensive Curriculum Vitae and originally certified copies of educational qualifications and identification(s) must be submitted to:

**The Executive Director  
Ministry of Defence and Veterans Affairs**

AMENDMENT TO PSM CIRCULAR NO. 1 OF 2023, ADVERTISED 16 OCTOBER 2023, CLOSING DATE 16 NOVEMBER 2023

**Private Bag 13307  
Windhoek**

**OR**

**Hand delivered to:**

**Human Resources Division  
Ministry of Defence and Veterans Affairs  
Bastion 2  
Reception  
Corner of Sam Nujoma Street & Tal Street (CBD)**

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3. The following post on the establishment of Omusati Regional Council was **omitted** and is hereby added to **PSM Circular No. 1 of 2023 dated 16 October 2023**.

## **OMUSATI REGIONAL COUNCIL**

### **DIRECTORATE OF PLANNING AND DEVELOPMENT SERVICES**

#### **DIVISION: TECHNICAL SERVICES**

#### **SUBDIVISION: TECHNICAL SERVICES**

<b>Post Designation</b>	:	Engineer Grade 6
<b>1xPost</b>	:	Outapi
<b>Scale of Salary</b>	:	N\$337, 984 – N\$403, 922
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum Requirement:** Bachelor of Science in Engineering on NQF level 7, plus six years (6) years appropriate experience. Registration as a Professional Engineer/Incorporated Engineer with the Engineering Council of Namibia.

#### **Main Duties:**

- Determining the needs of planning, developing, designing and give advice on construction, erecting, maintaining, and running of services, project structure, system and / or equipment.
- Working with consultants and contractors for works, goods and services to the Regional Council.
- Preparing and assisting user units to produce bid documents for goods, works and services.
- Monitoring and evaluating project implementation and contract performance.
- Preparing progress reports on contracts performance.
- Serving in relevant internal procurement structure of the Regional Council
- Carry out any other duties assigned from time to time.

**Enquiries:** Ms. HN Shimuningeni and Mr. N A Amadhila @ 065 251019

#### **NB!**

- Applications should be made by filling a revised application form 156043 obtainable from Human Resources Offices at all government institutions.
- Foreign qualifications should be accompanied by NQA evaluation. Failure to attach such proofs will lead to disqualification.
- Fax, e-mail, and late applications will not be considered.

**Applications must be hand delivered or address to:**

**The Chief Regional Officer**

**Omusati Regional Council**

**Private Bag 523**

**OUTAPI**

**Or hand deliver at:**

**Omusati Regional Council**

**Erf No. 1080, Namaungu Street**

**Human Resource Office**

**OUTAPI**

4. The following post on the establishment of the Ministry of Fisheries and Marine Resources was **omitted** and is hereby added to **PSM Circular No. I of 2023 dated 16 October 2023**.

## MINISTRY OF FISHERIES AND MARINE RESOURCES

### DIRECTORATE: OPERATIONS DIVISION: TECHNICAL SERVICES SUBDIVISION: AIR WING

Post designation	:	Senior Pilot Grade 6
1xPost	:	Arandis
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Transport allowance	:	N\$ 8, 760 per annum
Housing allowance	:	N\$ 14, 520 per annum
Danger allowance	:	N\$ 30, 780 per annum

**Appointment requirements:** A Commercial Pilot License and instrument night ratings. He/she should have a minimum of 3000 hours of flying experience. Minimum of 1500 flight experience as Pilot in command on multi-engine turbine engine aero plane. He/she should have experience in flight Operations.

**Enquiries:** Mr. Steven Ambabi, Tel: +264 2016202/ Mr. Fabian Nghiulivali, Tel: 061 2053054.

#### NOTES TO CANDIDATES:

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**
- Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
- Faxed applications will not be considered.
- **Only shortlisted candidates will be contacted and no documents will be returned.**
- Applicants must be Namibian citizens. Applications (on form 156043 obtained at all Government Offices) together with a comprehensive Curriculum Vitae and **originally certified copies by the Namibian Police** of educational qualifications must be submitted to:

The Executive Director  
Ministry of Fisheries and Marine Resources  
Private Bag 13355  
WINDHOEK

OR

Hand delivery at:  
Block C Brendan Simbwaye Square Cnr Uhland, Goethe Street,  
Ministry of Fisheries and Marine Resources  
Human Resources Division, Ground Floor, Room 013.



Kindly circulate the attached notice to all staff members in your Offices/Ministries/Agencies/RCs. Any inconvenience caused is greatly regretted.

***Signed by:***

**TUYAKULA HAIPINGE  
DEPUTY EXECUTIVE DIRECTOR: DPSM**