



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

Tel.: (+264 61) 287 3061  
Fax: (+264 61) 225 076  
Ref.: **13/18/5**  
Enquiries: Mr Samuel Guruseb  
E-mail: [Samuel.Guruseb@opm.gov.na](mailto:Samuel.Guruseb@opm.gov.na)

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

**13 June 2022**

**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. F OF 2022**

**VACANCIES IN THE PUBLIC SERVICE OF NAMIBIA**

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

**INSTRUCTIONS**

1. All requests for internal advertisements are to be forwarded by e-mail to Ms Sezuni at [Margaret.Sezuni@opm.gov.na](mailto:Margaret.Sezuni@opm.gov.na), not later than the 10<sup>th</sup> of each month at 14H00. **The Offices/Ministries/Agencies are requested to ensure that only approved funded essential services posts are forwarded for advertising. Approval must be obtained from the Secretary to Cabinet and the posts must be budgeted for.**
2. Offices/Ministries/Agencies must take full responsibility to ensure that any e-mail sent to the Department is not virus infected because it will not be

opened and processed. The consequences will be borne by the Office/Ministry/Agency whose e-mail contains viruses. In the event of any 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.**
- (iii) A separate application must be submitted for each post applied for and the number of the circular as well as the post designation and relevant post number (where applicable) must be clearly indicated on each application form (form 156043).
- (iv) The required appropriate experience referred to in the annexure includes all previous appropriate experience, irrespective of which rank or post it was acquired in, as well as appropriate experience gained whilst employed in the private sector (where applicable).
- (v) Note must be taken that competition for vacancies have been limited. **Staff members must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level** (e.g. a Senior Administrative Officer Grade 10 whose probation is confirmed can apply for a vacancy of Chief Administrative Officer Grade 8).

## **To Offices/Ministries/Agencies of Candidates**

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

(ii) Representations for retention of services:

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

### **(b) To the Offices/Ministries/Agencies whose vacancies are contained in the Annexure**

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

## **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: 13 JULY 2022**

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

## MANAGEMENT CADRE

### MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

#### DIRECTORATE: PRINT MEDIA AFFAIRS DIVISION: PRODUCTION

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$478,220 – N\$ 502,753
<b>Motor Vehicle Allowance</b>	:	
<b>Capital Cost</b>	:	N\$76,950 per annum
<b>Running Cost</b>	:	N\$25,751 Per annum
<b>Housing Allowance</b>	:	N\$68,188 per annum

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

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

#### **General responsibilities:**

The incumbent supervises and manages colleagues under the Production Division, which entails campaign management, control and implementation as well as the compilation and production of GRN publications. The incumbent reports to the Director of Print Media Affairs and together they plan, develop and execute campaigns work plans and publications, distribution of campaigns information materials and publications.

- The incumbent is an immediate supervisor and principal information and media officer of the Production Division, who assigns responsibilities, controls, evaluates and monitors progress of individual staff and recommends measures for improvement, including training.
- He / she is a strategic planner responsible for the development, implementation, control and monitoring of the GRN campaigns and the production of government publications.
- He / She is responsible for overseeing the updating of MICT campaigns social media pages and publications, and ensures that the public is informed of all campaigns and publication activities.
- In addition, the incumbent is responsible for the compilation of performance agreements and reviews of subordinates.
- Planning and participating in radio and TV interviews on matters related to ministerial campaigns and publications.
- Assigning staff members under him/her to different campaigns activities, information /news gatherings for publications.
- Carrying out civic education, awareness creation initiatives, and road shows on different campaigns initiatives.
- Perform any other official duties as assigned by the supervisor

#### **Job description:**

- The incumbent is required to provide pro-active information services to all its internal and external stakeholders, on the policies and programmes of the Government, particularly those that are administered by the Ministry. He/she is required to facilitate channels of

communications between the Ministry and its stakeholders through continuous environmental scanning, monitoring, evaluation and feedback.

- The incumbent is responsible for the Ministerial editorial team that is charged with the gathering of information as well as the compilation and production of the Ministerial publications be it regular, periodical and ad-hoc publications and ensure that work is produced before deadline; ensures that the designers produce designs that get their clients' messages across with high visual impact, and work closely with other colleagues involved in production work, such as, media officers, editor, and photographers from all other sub-divisions to produce quality work
- He/she also liaise with printers to ensure that accurate and thorough work is submitted for printing and prepare projects by coordinating with outside agencies, directorates, ministries, art services, printers.
- Plan, coordinate and implement the Ministerial / GRN campaigns and production of GRN publications in line with the Directorate mandate.
- Control, evaluates and monitors the performance of staff in the Division Production and implement measures for improvement, including training;
- Control, guide and monitor all performance of the Division against the Ministerial Strategic Plan vs Annual Work Plan and Performance Agreements and budget execution in line with agreed targets.

**Personal attributes:**

- Strong organizational, time management and problem solving skills
- Good written and oral communication skills
- Good presentation skills
- Good interpersonal skills
- Able to work independently or as a member of a team
- Able to handle confidential information
- Able to deal with stressful situations
- Must be in possession of a valid driver's license

**Enquiries:** Mr. Frans Nghitila, Tel. 061-283 2515 OR Mr. Edward Ndjamba, Tel. 061-283 2385

**Note:** All applications should be done on Form 156043, (obtainable at any government office) and accompanied by a comprehensive CV and certified copies of qualification(s) and ID. All foreign obtained qualification(s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). Candidates within the Public Service must attach proof of probation confirmation letter on the current position. 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**

## MANAGEMENT CADRE

### OTJOZONDJUPA REGIONAL COUNCIL

#### DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES DIVISION: RURAL SERVICES

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$478,220 – N\$502,753
<b>Motor Vehicle allowance</b>	:	
<b>Capital costs</b>	:	N\$76,950 per annum
<b>Running costs</b>	:	N\$25,751 per annum
<b>Housing Benefit</b>	:	N\$68,188 per annum

**Appointment Requirements:** An appropriate B. Degree on NQF L7

**Supplementary requirements:** A B-Degree on NQF Level 7 with nine (9) years appropriate working experience. Preference will be given to applicants with recognized qualifications and working experience in any one of the following fields: in Economics, Development Studies, Business Administration or Public Policy and Administration, Community Development and Natural Resource Management. Candidate must have 5 years appropriate experience at Specialised/Senior supervisory level.

#### **Main Duties:**

- Provide technical support and facilitate financial assistance to Rural Small and Medium Enterprises to stimulate rural industrialization.
- Identification of staff training needs.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plan.
- Coordinate and ensure the implementation of rural project proposals with relevant stakeholders.
- Coordinate other rural-based projects implemented by different stakeholders such as donors, other Ministries and NGOs.
- Continuously monitor and evaluate implemented rural community projects.
- Promote food security and nutrition programs in rural communities.
- Coordinate and ensure the implementation of projects for sustainable management and utilization of natural resources in the region.
- Oversee the activities of Rural Development Committees (RDC) in the region.
- Participate in establishing and amending national policy regarding rural services.
- Advise the Regional Council on policy matters related to Lands, Housing, Resettlement, Rural Water Supply; Sanitation and Environment, Forestry and Conservation.
- Responsible for the development and implementation of the management plan for rural services e.g. electricity, water, road infrastructure etc.
- Interpret and implement national policies and guide the division and advice the Directorate.
- Periodically assess progress and update and review plans where necessary.
- Present monthly, quarterly and annual divisional reports to the Director: Planning and Development Services.
- Coordinate and implement the relevant decentralized functions.
- Ensure the implementation of Regional Council decisions on rural development programs. (e.g. Cash-Food –for- Work, Micro-finance and food security).

- Determine staffing needs for the division.
- Set performance standards for the division.
- Coordinate capacity building measures within the Division and at community level.
- Prepare and present the divisional budget.
- Mobilize resources for rural development programmes.
- Design and implement cost recovery and subsidy system for community based services.
- Oversee activities of Rural Development Centres

**DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES**  
**DIVISION: TECHNICAL SERVICES**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Otjiwarongo
<b>Scale Salary</b>	:	N\$478, 220 - N\$502,753
<b>Housing Allowance</b>	:	N\$68,184 per annum
<b>Motor Vehicle Allowances</b>	:	
<b>Capital Cost</b>	:	N\$76,950 per annum
<b>Running Cost</b>	:	N\$25,751 per annum

**Appointment Requirements:** A B Degree at NQF L7 plus 9 years appropriate experience.

**Supplementary Requirements:** An appropriate B. Degree at NQF Level 7 plus 9 years appropriate experience in Civil Engineering or related fields. Applicant must be registered as a Professional Engineer with the Engineering Council of Namibia.

**Main Duties:**

- Advise on policy matters, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Provide technical input in Directorate and Divisional operational planning ensuring that outcomes support the strategic plan.
- Assist in the formulation, implementation, Monitoring & Evaluation of the strategic plan.
- Provide input for establishing, reviewing and amending national policy, standards and guidelines regarding technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Co-ordinate regional field investigations to identify needs for infrastructure, existing facilities, population distribution, available resources and conditions of land to produce regional infrastructure plans.
- Identification of staff training needs.
- Facilitate implementation of plans within defined time and resource limits.
- On a monthly, quarterly and annual basis, review progress against individual and divisional plans and against budgets.
- Facilitate Technical Services' Divisional and Sub-divisional operational planning within the framework of the overall strategic and development plan of the Regional Council and the plans of line ministries/offices/departments.
- Participate in the establishment of policies for regional technical planning and design, technical contract administration, works inspection and maintenance/renovation.
- Oversee collection of regional infrastructure development needs and combination thereof into a regional infrastructure plan.
- Guide, evaluate and process data on infrastructure needs.
- Writing, planning and designing proposals for GRN or donor funded technical infrastructure projects and programmes
- Oversee establishment and maintenance of an infrastructure database for the region.

- Prepare, recommend, control and account for all technical projects of the Regional Council.
- Verify Payment Certificates in respect of actual performance, output of goods procured or services rendered against the claims and the budget.
- Monitor and guide improvement to -, construction of -, maintenance - and minor renovations to infrastructure within the tender guidelines.
- Monitor and guide inspection of infrastructure repaired, rehabilitated or constructed.
- Oversee the compilation of town planning- and amendment schemes in the region.
- Recommend applications for rezoning for submission to the Minister of Regional and Local Government Housing and Rural Development.
- Oversee that assistance and advice is provided to local authorities with township establishment and determination of title conditions.
- Monitor the conformance of town planning scheme regulations and title conditions.
- Oversee the investigation and present evidence in cases where scheme provisions and title conditions have been infringed upon.
- Decide on procedures for the compilation and safekeeping of development and planning records.
- Ensure adherence to relevant policies and procedures.
- Monitor and evaluate annual work plan and report progress to the Council.

**Enquiries:** Mr Tonateni M.F Nghilwamo / Mr Charles K. Toromba **Tel:** 067 303702

**Application Procedures:**

Interested applicants must complete the revised Public Service application form 156043 (APPLICATION FOR EMPLOYMENT) and Form 156094 (HEALTH QUESTIONNAIRE), which is obtainable from any Regional Offices of the Ministry.

Failure to attach necessary documents (original certified) and complete part B.11 of the employment form and all items on the application forms correctly will disqualify your application. Testimonials from former or current employer or Certificate of Service must be attached to the application (do not submit original documents). All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA). NB: Persons with disabilities are encouraged to apply. Please take note, only shortlisted candidates will be contacted and no documents will be returned. Applications must be addressed to:

**The Chief Regional Officer  
Otjozondjupa Regional Council  
P O Box 1682  
Otjiwarongo  
NAMIBIA**

**or Hand Delivery  
Otjozondjupa Regional Council  
3<sup>rd</sup> floor, Human Resource Office  
22 Henk Wellem Street**

## OFFICE OF THE PRESIDENT

### NATIONAL PLANNING COMMISSION

#### DEPARTMENT: REGIONAL AND SECTORAL PLANNING AND POLICY CO-ORDINATION

#### DIRECTORATE: PLANNING AND POLICY COORDINATION

#### DIVISION: REGIONAL PLANNING

<b>Post Designation</b>	:	National Development Advisor Grade 6
<b>1xPost</b>	:	Windhoek
<b>Scale of salary</b>	:	N\$328,139 – N\$392,158

**Minimum requirements:** An appropriate Master's Degree on Namibia Qualifications Framework (NQF) Level 9 in Development Economics / Regional and Rural Development / Town and Regional Planning **PLUS** approximately one (1) year appropriate experience in the field of Development- and Regional Planning.

#### OR

An appropriate 4-year Honours Degree on NQF Level 8 (or equivalent qualification) in Development Economics / Regional and Rural Development / Town and Regional Planning **PLUS** approximately four (4) years appropriate experience in the field of Development- and Regional Planning.

#### Reporting Obligation

The National Development Advisor shall report to the Chief National Development Advisor.

**Purpose of the position:** Appraise and analyse Regional Development Plans/Policies and ensure their integration into the National Development Plan; as well as providing planning and development advisory services to Regional Councils, Local Authorities and various stakeholders on all strategic regional development policies, plans, programmes and coordinating, monitoring and evaluating their implementation.

#### Key Responsibilities:

- Assists on the formulation, implementation, monitoring and evaluation of the Regional Development Plan as well as to support and strengthen the Decentralization process.
- Provide guidance and technical advice to Regional Councils and Local Authorities in the preparation of plans, programmes and projects.
- Coordinating the regional planning activities of Line ministries as well as those of Regional Councils and Local Authorities to ensure resources are utilized efficiently and effectively and that cross-cutting issues are well integrated in these systems.
- Review regional statistical data and conduct research on social, economic trends to identify weaknesses, opportunities and rural-urban trends and propose appropriate strategies to reduce socio-economic disparities between the regions.
- Appraise and analyse resource requirements for development in regions and coordinate planning and development activities in regions in line with national planning policies, objectives and strategies.
- Appraise, monitor and evaluate regional projects and programmes to ascertain their viability and feasibility as well as their consistency with national/regional priority.
- Conduct research on global trends on Local Economic Development (LED) initiatives and devises strategies to promote Regional comparative advantage.

- Compile regional development reports and disseminate data timely.
- Contribute to formulation of departmental Annual Work plan and annual reports.

**Enquiries:** Itah Ndjarakana at 061-283 4000

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

Women and persons with disabilities who meet the requirements are encouraged to apply. Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to the following address:

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

**Or hand deliver to:  
The Human Resource Office  
National Planning Commission  
Room 151/153, 1<sup>st</sup> floor  
Government Office Park**

Important notes to applicants from inside- and outside the Public Service

- The "Application for Employment"-form (new format) as well as the "Health Questionnaire" (available at all Offices/Ministries/Agencies) should be properly completed and signed.
- "Application for Employment"-forms should be accompanied by certified copies of the applicant's highest qualifications and certificates of service from all previous employers. The required certificates of service should reflect very clearly the type of experience/field in which experience was gained in each position at such previous employer(s), your exact date of appointment and termination of service and whether such experience was gained on managerial level or not. Please keep in mind that, without service certificates, the experience an applicant claims to have cannot be confirmed which will cause such an applicant not to meet the advertised requirement as far as "proven appropriate experience" is concerned. **Failure to properly complete all items on the "Application for Employment"-form and/or "Health Questionnaire" and not attaching the necessary/required documents to the application form will disqualify the application.** Previous employers might be called at random to confirm the field in/level on which specific indicated experience was obtained.
- Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PoN and IUM are excluded from this requirement.)
- Only shortlisted candidates will be contacted, and no documents will be returned to unsuccessful applicants.

NO APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL BE ACCEPTED.

---

## MINISTRY OF EDUCATION, ARTS AND CULTURE

### DEPARTMENT: FINANCE AND ADMINISTRATION DIRECTORATE OF HUMAN RESOURCE ADMINISTRATION SUBDIVISION: TEACHING SERVICE COMMITTEE SECRETARIAT

**Post Designation** : Senior Human Resource Practitioner Grade 7  
**1 x Post** : Windhoek  
**Salary Scale** : N\$269,189 - N\$321,707

**Minimum Requirements:** A National Diploma majoring in Human Resource on NQF L6.

#### **Supplementary Selection Requirements:**

- Preference will be given to applicants with qualification in Human Resources on NQF Level 8 plus 8 years' human resource experience will serve as an advantage.

#### **Main Duties:**

- Interpretation and Compliance with Constitution of the Republic of Namibia, Labour Act, Public Service Act and its Regulations, Education Act and its Regulations, Affirmative Action Act, Finance Act, Treasury Instructions, Public Service Staff Rules, Personnel Administration Measures and Delegations of the Prime Minister, Public Service Commission and the Executive Director.
- Advise the Teaching Service Committee (TSC) on any matter concerning Education and Teaching Service.
- Analyzing and verifying cases to be presented to the TSC.
- Researching and advice on any matter relevant to cases to be presented to the TSC.
- Ensuring the distribution of documents and agenda on time to TSC members.
- Presentation of complicated cases on Education and Teaching Service to the TSC.
- Obtaining approval from the Executive Director / OPM on the recommendation of the TSC.
- Informing the Education Ministries of the decisions of the TSC.
- Handling of correspondence and attending to enquires.
- Ensure the filing, keeping and maintaining of the records.
- Ensure the compilation and verification of statistical reports.
- Advice and direct HRP's in O/M/A's timeously in the practical application of relevant directives.
- Liaising with OPM and stakeholders on the TSC, when necessary.
- Undertaking of internal audits in the HR offices.
- Investigation of complaints and grievances of staff members and the public with regard to Education and Teaching Service.
- Supervising, monitoring and controlling the work of the subordinates as well as assist in the evaluation of the activities in the subdivision.
- Undertake any appropriate duties assigned time to time by supervisor or any other authorized senior staff member.

**Enquiries:** Mr. Kondjeni S.G Tjilale Tel: 061 293 3235

## **DIVISION: INTERNAL AUDIT**

**Post Designation** : Internal Auditor Grade 8  
**1xPost** : Windhoek  
**Scale of Salary** : N\$220,828 - N\$263,911

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

### **Supplementary Selection Requirements:**

- Must have 3 years working experience relevant to internal audit.
- Qualification in Internal Audit will be an added advantage
- Must be in possession of a valid driver's license.
- Good communication and presentation skills.

**Enquiries:** Ms. A. K. Tjaveondja- Ndjoze Tel: 061 293 3124.

**The Executive Director**  
**Ministry of Education, Arts & Culture**  
**Private Bag 13186**  
**Windhoek**

**OR**

**Hand delivered to: The Ministry of Education, Arts & Culture**  
**Government Office Park, Luther Street**  
**Human Resource Office, 2nd Floor,**  
**East Wing, Room No. 275**

---

## MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

### DIRECTORATE OF ADMINISTRATION, FINANCE AND HUMAN RESOURCES

#### DIVISION: ADMINISTRATION AND HUMAN RESOURCES

#### SUBDIVISION: HUMAN RESOURCES MANAGEMENT

<b>Post designation</b>	:	Chief Human Resource Practitioner Grade 6
<b>1X Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 328,139 – N\$392,158
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport</b>	:	N\$7,680 per annum

**Appointment Requirements:** An appropriate B- Degree or equivalent qualification majoring in Human Resources Management on NQF Level 7 plus five (5) years appropriate experience

**Additional Requirements:** Preferable will be given to candidates with B- Degree on NQF Level 7 majoring in Human Resources Management plus five (5) years appropriate experience in human resources administration of which 3 years must be at the Senior level, and a valid Driver's License.

#### Job descriptions

- Making proposals on the adjusting of Public Service Commission and Ministerial Delegations.
- Providing advice to the Management of the Ministry on the interpretation of human resource policy and ensuring the proper application thereof.
- Determine deviations from current policy and submit proposals to the Office of the Prime Minister on:
  - Appointments, housing loan scheme, housing subsidy, allowances, medical aid scheme, progress reports, transfers, translations, retirements, Public Service Act, Public Service Regulations, Public Service Staff Rules, Labour Act, Affirmative Action Act and Social Security Act.
- Liaising and consulting directly with the Office of the Prime Minister on all human resource administration matters.
- Conducting of human resources planning through the drafting, implementation and monitoring of monthly and annual HR activity plans.
- Managing the recruitment and selection function of the Ministry through interviewing and / or selecting people for appointment / promotion / transfer.
- Management of the Human Resources registry functions of the Subdivision in accordance with the ministerial Filing system as approved by the National Archives of Namibia.
- Programming, monitor, control and co-coordinating the activities of the Subdivision with that of the rest of the Ministry.
- Assessing the staffing needs of the Ministry and have the necessary establishment proposals drafted for consideration by the Office of the Prime Minister.
- Conducting inspections within the Subdivision to ensure compliance with prescribed staff rules and standards.
- Undertaking inspections in respect of subordinates on their performance in order to enhance professionalism.
- Budgeting for and controlling of expenditure applicable on the Subdivision (if necessary).
- Compiling, analyzing and maintenance of Statistics, Reports, Data and Information e.g. Affirmative Action, etc. as well as all other statutory statistics, reports, data and information required / requested by O/M/A's.

- Compilation of HR computerized data bases to assist with strategic HR planning and management.
- Advising the management of the Ministry, and assisting with the compiling of requests / proposals regarding adjustment of organizations and post establishments, casual employments, overtime remuneration, employment in addition to the fixed establishment.
- Participating in collective meetings with Trade Unions (when necessary).
- Handling grievances, representations, misconduct and labour related issues.
- Supervising subordinates which includes organizing, controlling, verifying, distributing / allocating, co-coordinating, delegating and supplementing of their work.
- Assessing and evaluate performance of subordinates through Performance Agreements.

**Enquiries: Ms. Frieda Kayoo-Mbabi, Tel: 061 2842202**

---

## **OFFICE OF THE EXECUTIVE DIRECTOR**

<b>Post Designation</b>	:	Chief Internal Auditor Grade 6
<b>1X Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$328,139 – N\$392,158
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport</b>	:	N\$7,680 per annum

**Appointment Requirements:** An appropriate B- Degree or equivalent qualification majoring in Auditing on NQF Level 7 plus six (6) years appropriate experience. Confirmation of probation is subjected to the issuing of a Certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance on advice of the Deputy Director: Internal Auditing.

**Additional Requirements:** Preferable will be given to candidates with B- Degree on NQF Level 7 majoring in Auditing plus six (6) years appropriate experience in Internal Auditing and a valid Driver's License.

### **Main Duties**

- To manage, plan, control and organize the internal audit function of the Subdivision.
- Assessing and improving the adequacy, efficiency and effectiveness of risk management, internal controls and governance processes.
- Producing of audit reports and serving as Advisors for improvements and/or corrective action where necessary.
- Conduct internal investigations when requested and provide report thereon.

**Enquiries: Ms. Frieda Kayoo-Mbabi, Tel: 061 2842202**

---

## SUBDIVISION: CASINO, GAMING AND BETTING

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$328,139-N\$392,158
<b>Transport Allowance</b>	:	N\$7,680.00
<b>Housing Allowance</b>	:	N\$13,108

**Minimum requirements:** A B- Degree at NQL 7 plus nine (9) years approximate appropriate experience. in public Administration/Management or Equivalent qualification (NQA Level 6). Knowledge and expert in Gaming Industry legislative framework will be an advantage.

**Job description:** This job includes advanced operational level with the administering and drafting of legislation and prescriptions; interpretation of and advice on legislation and prescriptions; the processing and consideration of applications and representations; and the performance of tasks which are of an advanced nature such as the drafting of memoranda, the rendering of specialized aid with identification and determination of needs.

### Duties and Responsibilities

- Act as secretary to the Gambling Board
- Ensure compliance of Gambling and Entertainment Control Act, 2018 (Act no 13 of 2018 & 2020).
- Supervise, Control, Monitor and evaluate Gaming operations
- Assist with keeping of proper accounts of all transactions of the Board and the preparation of financial reports.
- Screen and check application for licenses
- Conduct inspections and investigation into illegal gambling activities
- Maintain an effective filing and admin system
- Receive all relevant correspondence
- Responsible to compile and submit reports.
- Responsible for revenue collection and banking.
- Market intelligence and research on industry best practices.
- Supervise all staff members in the subdivision
- Execute administrative activities
- Coordinate performance management system
- Ensure efficiency and effective customer services
- Carry out any other duties assigned by the supervisor

**Enquiries: Mr Simeon lingwapha, Tel: 061 2842111**

---

## DIRECTORATE: PLANNING AND TECHNICAL SERVICES DIVISION: TECHNICAL SERVICE

<b>Post Designation</b>	:	Development Planner Grade 8
<b>1xPost</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$220,828 – N\$263,911
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum

**Minimum requirements:** An appropriate Bachelor Degree on NQF Level 7 majoring in one or more of the following subjects: Economics, Business Administration and Public Management with a strong emphasis towards tourism management, tourism infrastructure development or related fields. A good knowledge of Development Budget formulation, resource planning,

and coordination, including projects cycle management, Monitoring and Evaluation, Human Resource Management, Financial Management and Programme Management.

### **Key Responsibilities and Accountabilities**

- ❖ Administer and as part of a team to manage activities in the Subdivision: Strategic Planning, Monitoring and Evaluation by promoting inter and intra-sectoral coordination and cooperation; and contributing toward providing institutional vision, direction and leadership, sourcing, securing, administering and allocating funds, personnel and other resources to ensure optimal performance and achievement of the Sub-division goals and objectives.
- ❖ Assess the impact of development programmes and projects in the Regions.
- ❖ Formulate of High-level reports.
- ❖ Formulation of Regional economic development reports.
- ❖ Compile Project identification forms (PIFs) and projects proposals/concepts for funding.
- ❖ Compile monthly and quarterly review reports
- ❖ Compile Management Plans.
- ❖ Monitor and advise on project implementation.

**Other Requirements:** Valid Driver's License will be added as an advantage

---

**DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY**  
**DIRECTORATE: FORESTRY**  
**DIVISION: CENTRAL & SOUTHERN REGIONS**  
**SUBDIVISION: FORESTRY KHOMAS, OMAHEKE AND ERONGO REGIONS**

<b>Post Designation</b>	:	Chief Forester Grade 5
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$400,001 – N\$478,220
<b>Housing Allowance</b>	:	N\$12,000 per annum
<b>Transport Allowance</b>	:	N\$7,176 per annum

**Minimum requirements:** An appropriate 4-year B.Sc. or B.Sc. (Hons.) degree in the following field: Forestry, Environmental Biology, Natural Resource Management or equivalent qualification at NQF Level 8 **with 7 years' working experience in Natural Resources management activities**. A Master's degree in Forestry or related field would serve as an advantage. A valid driver's license (Code B/BE).

### **Overall responsibilities:**

Supervise at Sub-divisional level the planning, implementation, co-ordination and directing of forest management activities. Oversee the management of forest management offices including budget control.

---

**DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY**  
**DIRECTORATE: FORESTRY**  
**DIVISION: FOREST AND BOTANICAL RESEARCH**  
**SUBDIVISION: NATIONAL BOTANICAL RESEARCH INSTITUTE (NBRI)**

<b>Post Designation</b>	:	Chief Forester Grade 5
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$400,001 – N\$478,220
<b>Housing Allowance</b>	:	N\$12,000 per annum
<b>Transport Allowance</b>	:	N\$7,176 per annum

**Minimum requirements:** An appropriate 4-year B.Sc. or B.Sc. (Hons.) degree in the following field: Natural Resource Management, Environmental Biology (Botany) Forestry or equivalent qualification within any relevant botanical discipline, inter alia plant taxonomy, plant ecology, plant genetic resources, biochemistry, molecular biology at NQF Level 8 **with 7 years' working experience in botanical research.** An appropriate Master's degree would serve as an advantage. Proven experience in project co-ordination, staff supervision and organisational management/administration is required. A valid driver's license (Code B/BE) and experience in grant writing, scientific writing/publication, computer literacy extending beyond the ordinary office packages to include GIS applications and multivariate statistical packages would serve as an advantage.

**Overall responsibilities:**

The staff member will be responsible for the overall administration, management of the subdivision; planning, implementation, co-ordination and guiding research activities. Liaison with national and international stakeholders will be an integral part of this position.

**Enquiries:** Ms. Esmeralda Strauss, [Esmeralda.Strauss@mef.gov.na](mailto:Esmeralda.Strauss@mef.gov.na), Tel. 061 2087327  
Mr. Festus Shaanika, [Festus.Shaanika@mawlr.gov.na](mailto:Festus.Shaanika@mawlr.gov.na), Tel. 061 20877632

**NB:**

- Applicants must be a Namibian
- Foreign obtained qualifications must be evaluated by the Namibia Qualification Authority (NQA)
- Application of employment must be completed in full
- No personal documents will be returned.
- No faxed, emailed or late applications will be accepted.
- All applications (on form 156043 obtained at Government Offices) together with certified copies of identity documents/birth certificate, code BE Driver's License, educational qualifications and comprehensive CV and all supporting documents must be address to:

Applicants should note the following:

- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment.
- Applications with foreign qualifications must attach proof of evaluation of such qualification from the Namibia Qualification Authority (NQA).
- Applicants who only partially complete and / or do not sign application forms, or who do not attach letters of confirmation of their probations in their current positions, will not be considered.

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

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

**Address:**

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

**Windhoek**

**OR**

**Hand delivered to the**

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

**Windhoek**

---

## MINISTRY OF HEALTH AND SOCIAL SERVICES

### DIRECTORATE: KAVANGO EAST REGION DIVISION: INTERMEDIATE HOSPITAL RUNDU SECTION: PROFESSIONAL SERVICES SUBSECTION: MEDICAL SERVICES:

<b>Post Designation</b>	:	Medical Officer Grade 5
<b>5xPosts</b>	:	Rundu
<b>Scale of Salary</b>	:	N\$ 400, 001 – N\$478, 220
<b>Housing Allowance</b>	:	N\$13, 080 per annum
<b>Motor Vehicle Allowance</b>	:	N\$ 78, 762 per annum
<b>Fixed Overtime</b>	:	N\$ 214, 066 per annum

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

---

### SECTION: HUMAN RESOURCE MANAGEMENT

<b>Post Designation</b>	:	Human Resources Practitioner Grade 8
<b>1xPost</b>	:	Rundu
<b>Scale of Salary</b>	:	N\$220,828 – N\$263,911
<b>Transport Allowance</b>	:	N\$7,680 per annum
<b>Housing Allowance</b>	:	N\$13,080 per annum

**Minimum Requirement:** A National Diploma majoring in human resources on NQF L6.

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.

**Enquiries:** Mr. Elia Alfredo David Tel 066 265556

Forward Applications to:

**Rundu Intermediate Hospital  
Kavango East Region  
Private Bag 2094**

**Or Hand Delivery at Rundu Intermediate Hospital Human Resource Department.**

---

**DIRECTORATE: OSHIKOTO REGION**

**DIVISION: INTERMEDIATE HOSPITAL ONANDJOKWE**

**SUBDIVISION: NURSING SERVICES**

<b>Post Designation</b>	:	Chief Registered Nurse Grade 6 (Nurse Manager)
<b>1 x Post</b>	:	Intermediate Hospital Onandjokwe
<b>Scale of Salary</b>	:	N\$328,139 – N\$392,158
<b>Housing Allowance</b>	:	N\$13,080.00 per annum
<b>Transport Allowance</b>	:	N\$7,680.00 per annum

**Minimum Requirements:** Registration as a Registered Nurse and Midwife/Accocheur with the Health Professions Council of Namibia plus five (5) years appropriate experience in Nursing Management.

**Additional requirements:** An appropriate Post Basic Degree at NQA level 7 or equivalent qualification in Nursing and Health Service Management will be added as an advantage.

Enquiries: **Dr A. Munyika Tel: 065 – 280402** or **Mr M.T. Teofilus Tel: 065 –280474**

---

**DIRECTORATE: OSHIKOTO REGION**

**DIVISION: INTERMEDIATE HOSPITAL ONANDJOKWE**

**SUBDIVISION: NURSING SERVICES**

**SECTION: NURSING ADMINISTRATION**

**SUBSECTION: PERSONNEL DEVELOPMENT AND TRAINING (QUALITY IMPROVEMENT)**

<b>Post Designation</b>	:	Senior Registered Nurse Grade 7
<b>1 x Post</b>	:	Intermediate Hospital Onandjokwe
<b>Scale of Salary</b>	:	N\$269,189 – N\$321,707
<b>Housing Allowance</b>	:	N\$13,080.00 per annum
<b>Transport Allowance</b>	:	N\$7,680.00 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.

**Additional requirements:** An appropriate Post Basic Degree or equivalent qualification in Health Service Management/Education, and or appropriate experience in clinical education, Computer literate with good Microsoft Office and presentation skills will be added as an advantage.

Enquiries: **Ms F. N. Akudhenga Tel: 065 – 280464** or **Ms Albertine Mpinge Tel: 065 –280425**

**Address:**

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

---

**DIRECTORATE: KUNENE REGION**

<b>Post designation</b>	:	Private Secretary Grade 9
<b>1xPost</b>	:	Opuwo (Regional Office)
<b>Salary scale</b>	:	N\$ 180, 505 – 216, 499
<b>Housing Allowance</b>	:	N\$ 10, 464 per annum
<b>Transport Allowance</b>	:	N\$ 7, 680 per annum

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

**Additional Requirements:** Preference will be given to candidates with National Diploma in Office Management and Technology on NQF L6 and computer literate.

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

Candidates must ensure that copy of confirmation letter of probation in their current post is attached. All foreign qualifications should be accompanied by 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.

Applicants in designated groups especially women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply. Only shortlisted candidates will be contacted and no personal documents will be returned.

**Enquiries:** Tel No.: Mr. Tomas Shapumba on 065 – 272837, Ms. Tracey Toivo, Ms. Jennifer Goses or Ms. Lidwina Aipinge on 065 – 272823/10.

All Applications must be address to:

---

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

---

**DIRECTORATE: OTJOZONDJUPA REGION**  
**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, OTJIWARONGO**  
**SUBDIVISION: DISTRICT HOSPITAL OTJIWARONGO**  
**SECTION: PROFESSIONAL SERVICES**  
**SUBSECTION: MEDICAL SERVICES**

<b>Post Designation</b>	:	Medical Officer Grade 5
<b>4xPosts</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$ 400, 001-478, 220
<b>Fixed overtime</b>	:	N\$ 214, 066 per annum
<b>Motor Vehicle Allowance</b>	:	N\$ 78, 762 per annum

**Housing Allowance** : N\$ 13, 080 per annum

**Minimum requirements:** Registration as a Medical Officer with the Medical and Dental Council of Namibia. Must have a driver's licence.

---

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, OKAHANDJA**  
**SUBDIVISION: DISTRICT HOSPITAL OKAHANDJA**  
**SECTION: PROFESSIONAL SERVICES**  
**SUBSECTION: MEDICAL SERVICES**

**Post Designation** : Medical Officer Grade 5  
**2xPosts** : Okahandja  
**Salary Scale** : N\$ 400, 001-478, 220  
**Fixed overtime** : N\$ 214, 066 per annum  
**Motor Vehicle Allowance** : N\$ 78, 762 per annum  
**Housing Allowance** : N\$ 13, 080 per annum

**Minimum requirements:** Registration as a Medical Officer with the Medical and Dental Council of Namibia. Must have a driver's licence.

---

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, OKAKARARA**  
**SUBDIVISION: DISTRICT HOSPITAL OKAKARARA**  
**SECTION: PROFESSIONAL SERVICES**  
**SUBSECTION: MEDICAL SERVICES**

**Post Designation** : Medical Officer Grade 5  
**1xPost** : Okakarara  
**Salary Scale** : N\$ 400, 001-478, 220  
**Fixed overtime** : N\$ 214, 066 per annum  
**Motor Vehicle Allowance** : N\$ 78, 762 per annum  
**Housing Allowance** : N\$ 13, 080 per annum

**Minimum requirements:** Registration as a Medical Officer with the Medical and Dental Council of Namibia. Must have a driver's licence.

---

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, OTJIWARONGO**  
**SUBDIVISION: SOCIAL WELFARE SERVICES**

**Post Designation** : Social Worker Grade 8  
**1xPost** : Otjiwarongo  
**Salary Scale** : N\$ 220, 828 – 263, 911  
**Transport Allowance** : N\$ 7, 680 per annum  
**Housing Allowance** : N\$ 13, 080 per annum

**Minimum requirements** : Registration as a Social Worker.

**Minimum requirements:** An appropriate National Diploma or equivalent qualification

(NQF L6) PLUS 1 year appropriate approximately experience OR A Grade 12 Certificate (NQF L3) PLUS 3 years appropriate approximately experience

Only shortlisted candidates will be contacted and documents will not be returned. All supporting documents 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 applicant. Confirmation of probation letter should accompany the applicant (Namibians)

**Enquiries:** Mr. Gebhardo S. Timotheus, Regional Director. Tel: 067-300800 or Mr. Abraham Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

Applications should be addressed to:

**The Regional Director  
Otjozondjupa Region  
Private Bag 2612  
Otjiwarongo.**

---

**DIRECTORATE: ERONGO REGION**

**SUBDIVISION: DISTRICT HOSPITAL WALVIS BAY  
SECTION: ADMINISTRATIVE SUPPORT SERVICES**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1xPost</b>	:	Walvis Bay
<b>Salary Scale</b>	:	N\$ 147, 485 – 176, 895
<b>Housing Allowance</b>	:	N\$ 10, 464 per annum
<b>Transport Allowance</b>	:	N\$ 7, 680 per annum

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

**Additional requirements:** Preference will be given to candidates with 3 years' experience as Administrative officer Grade 12.

**Enquiries:** Ms. A. Jonas, Director / Ms. F. Ilungu, Senior HR Practitioner, Tel: 064 – 4106105/25

**NB: All foreign qualifications must be accompanied by NQA evaluation. Staff member in the Public Services must attach their probation confirmation letter. Failure to complete all items on the application forms and not attaching all relevant documents will disqualify the application.**

Application form for Employment, Form 156043, is obtainable at all government offices and must be submitted at:

Ministry of Health and Social Services, HRM offices, RMT building or addressed to:

**The Regional Director  
Erongo Health Directorate  
Private Bag 5004  
Swakopmund**

---

**DIRECTORATE: FINANCE AND PROCUREMENT  
DIVISION: FINANCIAL MANAGEMENT  
SUBDIVISION: BUDGET CONTROL**

**Post Designation** : Senior Accountant Grade 7  
**1x Post** : Windhoek  
**Salary Scale** : N\$269,189 – N\$321,707

**Minimum Requirements:** An appropriate Diploma on NQF Level 6 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 and knowledge of (IFMS) Integrated Financial Management System modules Taxation, Auditing and data management skills.

**Enquiries:** Ms. M. Gorases **Tel:** 061 - 2032241

---

**DIRECTORATE: FINANCE AND PROCUREMENT  
DIVISION: FINANCIAL MANAMENT  
SUBDIVISION: ACCOUNTS RECONCILIATION**

**Post Designation** : Senior Accountant Grade 7  
**1x Post** : Windhoek  
**Salary Scale** : N\$269,189 – N\$321,707

**Minimum Requirements:** An appropriate Diploma on NQF Level 6 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 and knowledge of (IFMS) Integrated Financial Management System modules Taxation, Auditing and data management skills

**Enquiries:** Ms. N. Cloete **Tel.** 061 – 2032280

---

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

**Post Designation** : Senior Accountant Grade 7  
**1x Post** : Windhoek  
**Salary Scale** : N\$269,189 – N\$321,707

**Minimum Requirements:** An appropriate Diploma on NQF Level 6 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 and knowledge of (IFMS) Integrated Financial Management System modules Taxation, Auditing and data management skills and experience in accounts payable.

**Enquiries.** Mr. R. Imbili

**Tel:** 061 – 2032232

---

**DIRECTORATE: FINANCE AND PROCUREMENT  
DIVISION: EXPENDITURE  
SUBDIVISION: DAILY SUBSISTANCE ALLOWANCE (DSA)**

**Post Designation** : Senior Accountant Grade 7  
**1x Post** : Windhoek  
**Salary Scale** : N\$269,189 – N\$321,707

**Minimum Requirements:** An appropriate Diploma on NQF Level 6 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 and knowledge of (IFMS) Integrated Financial Management System modules Taxation, Auditing and data management skills and experience in DSA.

**Enquiries:** Mr. V. Reinhold

**Tel:** 061 2032230

---

**EXECUTIVE MANAGEMENT  
SUBDIVISION: INTERNAL AUDIT & INSPECTIONS**

**Post Designation** : Accountant (Internal Auditor) Grade 8  
**1x Post** : Windhoek  
**Salary Scale** : N\$220,828 – N\$263,911

**Minimum Requirements:** An appropriate B. Degree or equivalent qualification on NQF Level 7 plus three (3) years appropriate experience.

**Additional Requirements:** The candidate must have experience in auditing and investigation will be an advantage. Must be in possession of a valid driver's licence. The candidate will be expected to travel in Namibia to execute assignments and be able to work independently as well as in a team.

**Enquiries:** Ms. M. Y. Husselmann  
Ms. V. M. Kamwi

**Tel:** 061 – 2032043  
**Tel:** 061 – 2032238

**ADDRESS:  
THE EXECUTIVE DIRECTOR  
MINISTRY OF HEALTH AND SOCIAL SERVICES  
PRIVATE BAG 13198  
WINDHOEK**

OR  
HAND DELIVERY TO:

HUMAN RESOURCE MANAGEMENT  
HEAD OFFICE  
HARVEY STREET  
WINDHOEK

---

**ZAMBEZI HEALTH DIRECTORATE**

**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES**  
**SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO**  
**SECTION: PROFESSIONAL SERVICES**  
**SUBSECTION: MEDICAL SERVICES**

**Post Designation** : Senior Medical Officer Grade 4  
**1xPost** : Katima Mulilo District Hospital  
**Salary Scale** : N\$478,220 – N\$502,753  
**Housing Benefit** : N\$68,188 per annum  
**Motor Vehicle Allowance**  
**Capital** : N\$76,950 per annum  
**Running** : N\$25,751 per annum  
**Fixed Overtime** : N\$239,112 per annum

**Minimum Requirements:** Registration as Medical Officer at the Medical and Dental Council of Namibia.

**Additional Requirement:** The applicant should have three (3) years appropriate experience in the mentioned specialization and be in possession of a valid driver's license.

---

**ZAMBEZI HEALTH DIRECTORATE**  
**SUBDIVISION: HEALTH INFORMATION & RESEARCH**

**Post Designation** : Health Programme Officer Grade 6  
**1x Post** : Katima Mulilo (Regional Office)  
**Salary Scale** : N\$328,139 – N\$392,158  
**Housing Allowance** : N\$13,080 per annum  
**Transport Allowance** : N\$7,680 per annum

**Minimum Requirements:** An appropriate Bachelor's Degree or equivalent qualification on NQF level 7 plus six (6) years appropriate experience.

**Additional Requirements:** Preference will be given to Registered Nurses with experience in Management Information Systems or Health Information Systems. The candidate should be Computer literate with knowledge of Excel and a valid driver's license.

---

**ZAMBEZI HEALTH DIRECTORATE**  
**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES**  
**SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO**  
**SECTION: PROFESSIONAL SERVICES**  
**SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES**  
**PHARMACEUTICAL SERVICES**

<b>Post Designation</b>	:	Pharmacist Grade 6 (Senior)
<b>1x Post</b>	:	Katima Mulilo District Hospital
<b>Salary Scale</b>	:	N\$328,139 – N\$392,158
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum
<b>Fixed Overtime</b>	:	N\$175,527 per annum

**Minimum Requirements:** Registration as a Pharmacist with the Council of Namibia plus three (3) years appropriate experience.

---

**ZAMBEZI HEALTH DIRECTORATE**

<b>Post Designation</b>	:	Chief Medical Officer Grade 3
<b>1xPost</b>	:	Katima Mulilo (RMT)
<b>Salary Scale</b>	:	N\$512,809 – N\$544,196
<b>Housing Benefit</b>	:	N\$81,558 per annum
<b>Motor Vehicle Allowance:</b>		
<b>Capital</b>	:	N\$87,202 per annum
<b>Running</b>	:	N\$27,273 per annum
<b>Fixed Overtime</b>	:	N\$257,645 per annum

**Minimum Requirements:** Registration as Medical Officer at the Medical and Dental Council of Namibia.

**Additional Requirement:** The applicant should have six (6) years appropriate experience and be in possession of a valid driver's license.

**Confirmation of probations should be attached to all applications that require experiences and only shortlisted candidates will be notified.**

**Enquiries:** **Ms. Agnes Mwilima** or **Ms. Jannety Chilinda**  
Regional Director Senior Human Resource Practitioner  
Tel: 066 – 251400

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

**The Regional Director**  
**Ministry of Health and Social services**  
**Zambezi Health Directorate**  
**Private Bag 1081**  
**Katima Mulilo**

---

**DIRECTORATE: OHANGWENA**  
**DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT**  
**SUBDIVISION: HUMAN RESOURCE**

<b>Post Designation</b>	:	Chief Health Programme Officer Grade 6 (CHRP)
<b>1xPost</b>	:	Eenhana RMT
<b>Salary Scale</b>	:	N\$328,139 – N\$392,158
<b>Transport Allowance</b>	:	N\$7,680.00 per annum
<b>Housing Allowance</b>	:	N\$13,080.00 per annum

**Minimum Requirement:**

A Bachelor degree or equivalent qualification at the level of NQF level 7. Candidates with foreign qualifications must attach their NQF approval.

**Additional Requirement:**

Five (5) years work experience of which three (3) years must be at a Grade 7 level post in the field of Human Resource Management and/or Human Resource Development services. A valid driver's license code 8 serves as an advantage.

**Enquiries:**

Mr. Johannes Hango (Regional Director) **Tel:** 065-263260/1; Mr. Lasarus Dapper Amuthenu

**Tel:** 065-263260/1

**Addresses:**

The Regional Director  
Ohangwena Region  
Private Bag 88006Eenhana

---

**DIRECTORATE: OHANGWENA REGION**  
**DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT**  
**SUBDIVISION: HUMAN RESOURCE**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**SUBSECTION: HUMAN RESOURCE DEVELOPMENT**

<b>Post Designation</b>	:	Senior Health Programme Officer Grade 7 (SHRP)
<b>1xPost</b>	:	Eenhana RMT
<b>Salary Scale</b>	:	N\$269,189 – N\$321,707
<b>Transport Allowance</b>	:	N\$7,680.00 p.a
<b>Housing Allowance</b>	:	N\$13,080.00 p.a

**Minimum Requirement:** A Bachelor degree or equivalent qualification at the level of NQF level 7. Candidates with foreign qualifications must attach their NQF approval.

**Additional requirement:** A probation confirmed plus three (3) years appropriate experience in the field of Human Resource Management and /or Human Resource Development Services. A valid driver's license code 8 serves as an advantage.

**Enquiries:** Mr. Johannes Hango (Regional Director) **Tel:** 065-263260/1; Mr. Lasarus D Amuthenu **Tel:** 065-263260/1

**Addresses:**

The Regional Director

Ministry of Health and Social Services  
Ohangwena Region  
Private Bag 88006  
Eenhana

---

**DIRECTORATE: OHANGWENA REGION**  
**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES;**  
**SUBDIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT**  
**SUBDIVISION: HUMAN RESOURCE**

**Post Designation** : Senior Health Programme Officer Grade 7 (SHRP)  
**2xPosts** : Eenhana, Engela  
**Salary Scale** : N\$269,189 – N\$321,707  
**Transport Allowance** : N\$7,680.00 p.a  
**Housing Allowance** : N\$13,080.00 p.a

**Minimum Requirement:** A Bachelor degree or equivalent qualification at the level of NQF level 7. Candidates with foreign qualifications must attach their NQF approval.

**Additional Requirements:** A probation confirmed plus three (3) years appropriate experience in the field of Human Resource Management and /or Human Resource Development Services. A valid driver's license code 8 serves as an advantage.

**Enquiries:** Mr. Johannes Hango (**Regional Director**) Tel: 065-263260/1; Mr. Lasarus Dapper Amuthenu Tel: 065-263260/1

**Addresses:**  
The Regional Director  
Ohangwena Region  
Private Bag 88006  
Eenhana

---

**DIRECTORATE : OHANGWENA REGION**  
**DIVISION : DISTRICT HEALTH & SOCIAL WELFARE SERVICES, ENGELA**  
**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES**

**Post Designation** : Senior Registered Nurse Grade 7  
**1x Post** : Engela  
**Salary Scale** : N\$269,189 – N\$321,707  
**Transport Allowance** : N\$7,680.00 p.a  
**Housing Allowance** : N\$13,080.00 p.a

**Minimum Requirement:** Registration with Health Professional Council of Namibia as a Registered Nurse.

**Additional Requirements:** A candidate must have a probation confirmed. Must be in possession of three (3) years of appropriate experience in Primary Health Care Services. A valid driver's license code 8 serves as an advantage.

**Enquiries:** Mr. Johannes Hango (Regional Director), Tel: 065-263260/1; Mr. Lasarus Dapper Amuthenu Tel: 065-263260/1

**Addresses:**

The Regional Director  
Ohangwena Region  
Private Bag 88006  
Eenhana

---

## MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

### DEPARTMENT: CIVIL REGISTRATION, ADMINISTRATION AND REFUGEE MANAGEMENT

<b>Post Designation</b>	:	Senior Private Secretary Grade 8
<b>2xPosts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 220,828 –N\$263,911
<b>Transport Allowance</b>	:	N\$7,680 per annum
<b>Housing Allowance</b>	:	N\$13,080 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF L6 plus 3 years appropriate experience.

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

- To schedule meetings of the Deputy Executive Director, physically and virtually (using Microsoft Teams, Skype, Zoom and other).
- To manage the Deputy Executive Director's appointments, physical and virtual, and always inform or remind Deputy Executive Director on meetings and main concerns.
- To follow up instruction given to staff and be the ears and eyes of the Deputy Executive Director regarding implementation of official functions.
- To ensure that meeting facility and office is always tidy.
- To serve the Deputy Executive Director and visitors of the Deputy Executive Director.
- To prepare materials/inputs required for the Deputy Executive Director's meetings (Confidential).
- To manage the filing and record system of the Deputy Executive Director's office. This includes physical files and electronic files as well as using drop box and Microsoft share point.
- Identify improvements in office processes and implement, following consultation with the Deputy Executive Director and team members.
- Appropriate follow-through arising from Deputy Executive Director Meetings are arranged.
- To potentially manage the Deputy Executive Director's e-mail box.
- Draft general correspondence for the Deputy Executive Director and staff as required, using judgment and initiative, ensuring that it meets Government Policies.
- To add value to the office of the Deputy Executive Director by way of appropriate summarizing, reviewing, or prioritizing information.
- Carry out any research, special tasks or projects as directed by the Deputy Executive Director.
- To make reservations and traveling arrangements, including DSA administration.
- Support the Deputy Executive Director through delivery of effective and efficient private office duties, including management of diary, correspondence, drafting briefings, taking minutes, action management, communications, and portfolio delivery.
- To assist Deputy Executive Director when he/she is tied up in an official engagement that will influence his other commitments, through innovatively arrange alternative interactions.
- Support the development of a team culture and environment of continuous improvement that supports the wider department to deliver.
- To work at pace on a range of competing priorities, whilst remaining calm under pressure and demonstrating resilience.
- Perform other duties as can be reasonably be regarded as incidental to the job description, and such other duties reasonably within the job holder's experience and capabilities as may be assigned by the Deputy Executive Director after consultation.

**DEPARTMENT: CIVIL REGISTRATION**  
**DEPARTMENT: ADMINISTRATION**  
**DIRECTORATE: HUMAN RESOURCES AND SUPPORT SERVICES**  
**DIRECTORATE: NATIONAL CIVIL REGISTRATION**

<b>Post Designation</b>	:	Private Secretary Grade 9
<b>2xPosts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$180, 505 – N\$216,499
<b>Transport Allowance</b>	:	N\$7,680 per annum
<b>Housing Allowance</b>	:	N\$10,464 per annum

**Minimum Requirements:** An appropriate National Diploma or equivalent qualification on NQF L6.

**Additional Requirements:** Candidate should have excellent computer skills, communication skills, writing skills and organizing skills. Experience in minutes taking, report writing and general secretarial work. The candidate is required to keep a high level of confidentiality.

---

**DIRECTORATE: HUMAN RESOURCES AND SUPPORT SERVICES**  
**DIVISION: SUPPORT SERVICES (IT)**  
**SECTION: SYSTEM DEVELOPMENT AND MAINTANANCE**

<b>Post Designation</b>	:	Senior Analyst Programmer Grade 7
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$269,189-N\$321,707
<b>Transport Allowance</b>	:	N\$7,680 per Annum
<b>Housing Allowance</b>	:	N\$13,080 per Annum

**Minimum requirements:** A Diploma in Programming on NQF Level 6 (or equivalent qualification) plus four (4) years approximate appropriate experience

---

**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT**  
**DIVISION: GENERAL SERVICES**  
**SECTION: PROCUREMENT**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>2xPosts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$147,485 – N\$176,895
<b>Transport Allowance</b>	:	N\$7,680 per annum
<b>Housing Allowance</b>	:	N\$10,464 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.

**Key performances areas:**

- Supervise Administrative officers responsible for procurement
- Coordinate the compilation and Implementation of annual Procurement plan
- Develop and review specifications in consultation with the user Divisions / Directorate

- Timely procurement completion within standard time as indicated on the individual procurement plan Payment processing time
- Invite bids for the provision of goods, services and works
- Coordinate opening of the bids,
- Safeguarding records for the Procurement Management Unit
- Supplier performance management
- Staff Capacity Building for staff members under your span of control
- Stock control
- RFQ's, ONB, DP, EP
- Perform any other duties assigned by Supervisor
- Over all support services for Procurement Management Unit and Stock Control.
- Administration of Procurement according to Public Procurement Act 15 of 2015.
- Supervise Procurement in accordance to Treasury Instructions and State Finance Act 31 of 1991.
- Secretariat of Ministerial Procurement Committee, taking minutes and advice according to Procurement Act 15 of 2015.
- Monitor Encumbrance detail report and report status of outstanding commitment.
- To ensure proper filing system for preserve Namibia's documentary heritage according to National Archives Acts no 12 of 1992.
- Ensure payments are processed in compliance to State Finance Act 31 of 1991.
- Approval of payment on the IFMS.
- Monitor contracts on tender and ensure compliance.
- Renewal of Security and refuse removal tenders.
- Facilitate capacity building in terms of procurement within the Ministry.

#### SECTION: REGISTRY

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$147,485 – N\$176,895
<b>Transport Allowance</b>	:	N\$7,680 per annum
<b>Housing Allowance</b>	:	N\$10, 464 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.

#### SECTION: REGISTRY

<b>Post Designation</b>	:	Administrative Officer Grade 12
<b>4xPosts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$99, 633 – N\$119,501
<b>Transport Allowance</b>	:	N\$7,680 per annum
<b>Housing Allowance</b>	:	N\$10,464 per annum

**Minimum Requirements:** A Grade 12 Certificate (NQF Level 3)

**NB!** Interested candidates 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 this position will be subject to vetting.**

**Enquiries:** Ms. Jennifer Dunn (+264) 819510105

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:

**Applications should 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**  
**Ministry of Home Affairs, Immigration, Safety and Security**  
**Windhoek North**  
**Corner of Hosea Kutako Drive and Harvey Street, Erf 6971**  
**Opposite Electoral Commission of Namibia**  
**9<sup>th</sup> Floor**

---

## MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

### DIRECTORATE: PRINT MEDIA AFFAIRS DIVISION: PRODUCTION SUBDIVISION: CAMPAIGNS

<b>Post Designation</b>	:	Senior Information Officer Grade 7
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 269,189 – N\$321,707
<b>Transport Allowance</b>	:	N\$7,680 per annum
<b>Housing Allowance</b>	:	N\$13,080 per annum

**Minimum requirements:** An appropriate recognized Bachelor degree on NQF L7 in Journalism or Public Relation or Media Studies plus 3 years appropriate experience. Good interpersonal relations, excellent English writing skills and verbal expression, previous journalism/public relations experience and computer literacy are prerequisites for this position. Extensive knowledge of the Namibian, SADC, African and World historical, political and economic background will be an advantage. **Candidates will be subjected to a written aptitude test.**  
**Report to: Chief Information Officer.**

**Enquiries:** Mr. Shasimana Uugulu, Tel. 061- 283 2506 OR Mr. Edward Ndjamba, Tel. 061-283 2385

---

### DIRECTORATE: PRINT MEDIA AFFAIRS DIVISION: PRODUCTION SUBDIVISION: PUBLICATION

<b>Post Designation</b>	:	Senior Media Officer Grade 7
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$269,189 – N\$321,707
<b>Transport Allowance</b>	:	N\$7,680 per annum
<b>Housing Allowance</b>	:	N\$13,080 per annum

**Minimum requirements:** An appropriate recognized Bachelor degree on NQF L7 in Journalism or Media Studies plus 3 years appropriate experience. Experience in management of information and communication fields, print media production (editing and pre-printing process). Good interpersonal relations, excellent English writing skills and verbal expression, previous journalism experience and computer literacy are prerequisites for this position. Extensive knowledge of the Namibian, SADC, African and World historical, political and economic background will be an advantage. Experience in management of information and communication fields, print media production (editing and pre-printing process). Candidates will be subjected to a written aptitude test. *Report to: Chief Media Officer.*

**Enquiries:** Ms. Jennifer Pogisho, Tel. 061-283 2398 OR Mr. Edward Ndjamba, Tel. 061-283 2385

---

**DIVISION: PRODUCTION  
SUBDIVISION: PUBLICATION;  
SECTION: PERIODICAL AND EXHIBITION**

<b>Post Designation</b>	:	Senior Photographer Grade 10
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$147,485 – N\$176,895
<b>Transport Allowance</b>	:	N\$7,680 per annum
<b>Housing Allowance</b>	:	N\$10,464 per annum

**Minimum requirements:** A grade 12 certificate with 20 points in five (5) Subjects and E symbol in English or equivalent Certificate on NQF L3 plus five (5) years appropriate experience in taking, processing and adaptation of photos as well as the arrangement, storage and making available thereof.

**Enquiries:** Ms. Jennifer Pogisho, Tel. 061-283 2398 OR Mr. Edward Ndjamba, Tel. 061-283 2385

---

**DIVISION: MEDIA LIAISON SERVICES  
SUBDIVISION: MEDIA MONITORING AND ANALYSIS**

<b>Post Designation</b>	:	Information Officer Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$220,828 – N\$263,911
<b>Housing allowance</b>	:	N\$13,080 per annum
<b>Transport allowance</b>	:	N\$7,680 per annum

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

**Additional requirements:** : Proven communication skills, proficiency in oral and written English, source and initiate contributions and write articles for regular and ad hoc Ministerial and GRN publications, computer literacy and experience in working with communities are prerequisites for this position. The ability to translate materials from English into one or more Namibian languages and proficiency in at least one of the local languages will be considered as advantage. Preference will be given to persons with a driver's license.

**Candidates will be subjected to a practical test. Report to: Senior Information Officer.**

**Enquiries:** Mrs. Elizabeth Amagola, Tel. 061- 283 2665 OR Mr. Edward Ndjamba, Tel. 061-283 2385

---

**DIRECTORATE: AUDIOVISUAL MEDIA, COPYRIGHT SERVICES & REGIONAL OFFICES  
SUBDIVISION: FIRM PRODUCTIONS AND ENGINEERING SERVICES**

<b>Post Designation</b>	:	Media Officer Grade 8 (Motion Graphics and Animator, Streaming and Video Editor and Design)
<b>3xPosts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$220,828 – 263,911
<b>Housing allowance</b>	:	N\$13,080 per annum
<b>Transport allowance</b>	:	N\$7,680 per annum

**Minimum Requirements:** An appropriate B-degree qualification on NQF L7 in Journalism, Media Studies or Mass Communication. Preferential will be given to candidates who specialized in motion graphics and animation, streaming and video editing and design.

**Additional requirements:** Proven communication skills, proficiency in oral and written English, source and initiate contributions and write articles for regular and ad hoc Ministerial and GRN publications, computer literacy and experience in working with communities are prerequisites for this position. The ability to translate materials from English into one or more Namibian languages and proficiency in at least one of the local languages will be considered as advantage. Preference will be given to persons with a driver's license.

**Candidates will be subjected to a practical test. Report to: Senior Media Officer.**

**Enquiries:** Ms. Krischka Stoffels, Tel. 061-283 2716 OR Mr. Edward Ndjamba, Tel. 061-283 2385

---

**DIVISION: AUDIOVISUAL PRODUCTION AND COPYRIGHT SERVICES  
SUB-DIVISION: REGIONAL OFFICES  
SECTION: OMUSATI REGIONAL OFFICE**

<b>Post Designation</b>	:	Information Officer Grade 8
<b>1xPost</b>	:	Outapi
<b>Salary Scale</b>	:	N\$220,828 – N\$263,911
<b>Housing allowance</b>	:	N\$13,080 per annum
<b>Transport allowance</b>	:	N\$7,680 per annum

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

**Additional requirements:** Proven communication skills, proficiency in oral and written English, source and initiate contributions and write articles for regular and ad hoc Ministerial and GRN publications, computer literacy and experience in working with communities are prerequisites for this position. The ability to translate materials from English into one or more Namibian languages and proficiency in at least one of the local languages will be considered as advantage. Preference will be given to persons with a driver's license.

**Candidates will be subjected to a practical test. Report to: Senior Information Officer.**

**Enquiries:** Mr. Donatius Kaimbi, Tel. 065-251033 OR Mr. Edward Ndjamba, Tel. 061-283 2385

---

## DIVISION: SECURITY AND RISK MANAGEMENT

<b>Post Designation</b>	:	Chief Security Operations Officer Grade 6
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$328,139 –N\$329,158
<b>Housing allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,176 per annum

**Minimum requirements:** A National Diploma in either Security Management, Police Science, Correctional Service Management or Military Science on NQF Level 6 with 6 years working experience. A qualification and experience in Risk Management plus a driver's license will be an added advantage. **Please note that this post is subject to vetting.**

### Main Responsibilities:

- Compliance with the Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules, Treasury Instructions, Tender Board Regulations, and other relevant Acts and Regulations.
- To work closely with the Deputy Director for Security and Risk Management Division to ensure the safety and security of the personnel and assets of the MICT;
- To provide leadership to subordinates and evaluate their work,
- Monitor the progress of Division projects and offer suggestions for the completion of assigned projects.
- Co-ordinate the security needs from the Directorates, Divisions and Offices
- Monitor the implementation of the Ministerial Risk Framework and Risk Register.
- Coordinate training of Risk Champions from all Directorates, Divisions and Offices.
- Conduct investigations and coordinate with law enforcement agencies
- Conduct security audits to all MICT offices and security awareness to all staff.
- Co-ordinate the handling of classified information and communication as per MICT Security Policy and Procedure Manual
- Monitor the utilization of technical equipment including cameras, computers, radar, Close Circuit Television
- Set up monthly operational activities of the Division
- Act on any lawful task that might be assigned by the supervisor or the ED.

**Enquiries:** Mr. Mberii Kapuku, Tel. 061- 283 2368 OR Mr. Edward Ndjamba, Tel. 061-283 2385

**Note:** All applications should be done on Form 156043, (obtainable at any government office) and accompanied by a comprehensive CV and certified copies of qualification(s) and ID. All foreign obtained qualification(s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). Candidates within the Public Service must attach proof of probation confirmation letter on the current position. 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 JUSTICE

<b>Post Designation</b>	:	Senior Human Resource Practitioner Grade 7
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$269,189 – N\$321,707
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680.00 per annum

**Minimum Requirements:** A National Diploma, majoring in Human Resource on NQF Level 6 plus six (6) years appropriate experience in Human Resource Management, Industrial Relations, HR Statistics, compilation of AA Reports and wellness.

**Additional Requirements:** Applicants in possession of an appropriate B. Degree on NQF Level 7, majoring in Human Resources Management, plus a driver' licence will get preference.

### **Main duties:**

- Provide advice on the interpretation of HR rules and regulations and ensuring the proper application thereof.
- Interpret and ensure implementation of policy frameworks in line with approved legislation.
- Ensure that HR records in relation to staff records, leave records, housing subsidy, progress reports of staff members on probation, salary increments/adjustments, promotions and transfers are up to date and accurate.
- Ensure accuracy in the remuneration and overtime calculations of staff members.
- Interview and/or select people for appointment in a post or serve as secretary during interviews.
- Handling grievances, misconduct/disciplinary and labour related issues
- Advise on (or assist with) the compilation of requests or proposals regarding the adjustment of organizational and post establishments, casual employment, overtime remuneration and assisting in the proper handling of queries.
- Coordinate the activities of the Human Resource Office with that of the rest of the Ministry.
- Ensure that all staff movements (appointments, transfers, promotions, demotions, discharges, etc) are properly recorded and relevant information transmitted to the Office of the Prime Minister.
- Conduct inspections to ensure compliance with prescribed staff rules and standards.
- Supervise subordinates which include organizing, controlling, verifying, distributing/allocating, delegating, coordinating and supplementing of their work.
- Liaise and consult
- directly with the Office of the Prime Minister on all HR matters.
- Compile circulars on HR matters.
- Assist with the compilation of Annual Plans and Reports and other Human Resources related reports.
- Audit and recommend salary advices to the Finance Division.
- Assist with the compilation of Affirmative Action Plans and Reports.
- Ensure the compilation and reviewing of Performance agreements of Human Resource Practitioners.
- Perform any other work-related duties that may be assigned from time to time.

**Enquiries:** Ms. Miriam Kapofi, Tel: 061 – 280 5245 or Ms Johanna Kapembe, Tel: 061-280 5270

**Applicants should note the following:**

- Applications should be done on Form 156043, (obtainable at any government office) and must be accompanied by a comprehensive CV, certified copies of educational qualification(s) and Identity Documents.
- Applicants within the Public Service must attach proof of confirmation of probation in their current positions.
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
- Applicants who only partially complete and /or do not sign application forms, or failed to attached all required document(s) will automatically disqualified.
- Candidate with Curriculum Vitae which do not clearly indicate the years of experience and exact type of working experience will not be considered.
- Faxed applications will not be considered.
- Applicants in designated groups and marginalised are encouraged to apply.

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

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

The Acting Executive Director,  
Ministry of Justice,  
Private Bag 13302,  
**WINDHOEK**

**OR HAND DELIVERY AT:**

The Human Resources Office, Second Floor Justitia Building, Independence Avenue  
(Between Zoo Park and Telecom)

---

## OFFICE OF THE AUDITOR-GENERAL

### DIRECTORATE: INFORMATION SYSTEM & FORENSIC AUDITING

#### DIVISION: INFORMATION SYSTEMS AUDITS

<b>Post Designation</b>	:	Assistant Auditor Grade 8(Trainee)
<b>2 x Posts</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$220,828 (Fixed)

#### Minimum Requirement

An appropriate qualification at NQF Level 7 in Information Technology.

#### Additional Requirements

- Post Graduate Certificate in Informatics ( Information System Auditing) NQF Level 8
- Information Technology Auditing background or CISA Certification
- Drivers License

#### 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, the candidate may be translated thereto. The Assistant Auditor Grade 8 are placed temporarily on a fixed-term contract with the following 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.
- Shall enter into a contractual agreement with the OAG before training commences.

## 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, copies of Certificate/s of Service from previous employer/s if any, Educational qualifications, Academic records, Identity document. All copies of documents must be certified.
- Applications not complying with the above maybe disqualified.
- Shortlisted candidates may be required to undergo Psychometric Test

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

Applications for employment must be addressed to:

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

OR

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

Any enquiries should be directed to: **Ms. Joolokeni Hamunyela; [Tel: 061-285 8426](tel:061-285-8426)** or **Mr. Nehemia Ndeshuva; Tel: 061-285 8401**

---

## OFFICE OF THE JUDICIARY

### DEPARTMENT: JUDICIAL SERVICES DIRECTORATE: SUPREME AND HIGH COURTS DIVISION: HIGH COURT

<b>Post designation</b>	:	Senior Legal Officer Grade 5
<b>2 x Posts</b>	:	Windhoek
<b>Scale of salary</b>	:	N\$400,001 – N\$478,220
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680 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 performance;

**OR**

BA LLB Degree plus Registration as provided for in the appropriate legislation

**Additional requirements:**

- Admission as Legal Practitioner in Namibia;
- Proficiency in Microsoft Office programs (tested during interviews).

**Purpose of the post:**

- The incumbent of this position will be assisting Judges of the High Court with research, case management and court proceedings in general

**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 Supreme Court;
- 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

**DEPARTMENT: JUDICIAL MANAGEMENT  
DIRECTORATE: ADMINISTRATION**

**DIVISION: INFORMATION TECHNOLOGY**

<b>Post designation</b>	:	Senior Analyst Programmer Grade 7
<b>1x Post</b>	:	Windhoek
<b>Scale of salary</b>	:	N\$269,189 – 321,707
<b>Housing allowance</b>	:	N\$13,080 per Annum
<b>Transport allowance</b>	:	N\$7,680 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 requirement**

- 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;
- Experience with relational databases;
- Skills in using (Structural Query Language);
- A high level of integrity, flexibility and initiative;
- Proven problem-solving ability; and
- Valid Driver's License (**a certified copy must be attached and license must be at least two(2) years old**)

**Key Accountabilities**

- 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

### 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;

---

## DEPARTMENT: JUDICIAL SERVICES DIRECTORATE: LOWER COURTS

### SUBDIVISION: KEETMANSHOOP, OTJIWARONGO & RUNDU

<b>Post designation</b>	:	Chief Legal Clerk Grade 8
<b>1 x Post</b>	:	Keetmanshoop
<b>1 x Post</b>	:	Tsumkwe
<b>1 x Post</b>	:	Rundu
<b>Scale of salary</b>	:	N\$ 220 828 – N\$263 911
<b>Housing Allowance</b>	:	N\$ 13,080 per annum
<b>Transport Allowance</b>	:	N\$ 7,680 per annum

### Minimum Requirements:

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

### Additional requirement

- Preference will be given to candidates with extensive knowledge and experience in quasi-judicial functions and court administration at Magistrate's Offices.
- Valid Driver's License (**a certified copy must be attached and license must be at least two(2) years old**)

### Key Accountabilities

- Supervisor and train of the administrative staff;
- 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;

- Submit the monthly expenditure cashbook and cash account to Division Financial Management of Office of the Judiciary and Treasury at the Ministry of Finance;
- Submit monthly expenditure cash account for commercial bank account to Division Financial Management of Office of the Judiciary;
- Ensure that payment vouchers are submitted on a monthly basis 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 effective

## SUBDIVISION: WINDHOEK, OTJIWARONGO & OSHAKATI

<b>Post designation</b>	:	Senior Legal Clerk Grade 10
<b>1 x Post</b>	:	Windhoek
<b>1 x Post</b>	:	Outjo
<b>1 x Post</b>	:	Oshakati
<b>Scale of salary</b>	:	N\$147,485 – N\$176,895
<b>Housing Allowance</b>	:	N\$10,464 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum

### Minimum requirements:

- A Grade 12 (or Equivalent) certificate on NQF Level 3 **Plus** 3 years' experience in court administration

### Additional requirements:

- An appropriate National Diploma on NQF Level 6 in Accounting, Business Administration, Public Management/Administration or Human Resources Management would be an added advantage;
- Candidates must have extensive knowledge and experience in quasi-judicial functions and court administration at Magistrates' Office.

### Key performance areas:

- Supervise and train junior administrative staff;
- Perform quasi- judicial functions;
- Receive state revenue in respect of bail, court fines and traffic fines;
- Perform administrative duties as prescribed in the Codified and Treasury Instructions and/or other relevant legal instruments;
- Perform bookkeeping functions;

- Check and balance/Reconcile Revenue accounts/register;
- Compile and submit monthly expenditure cashbook and cash accounts;
- Assess the performance agreements of junior staff members;
- Execute any other duties assigned by the supervisor or any other authorized persons.

### SUBDIVISION: WINDHOEK

<b>Post designation</b>	:	Senior Interpreter Grade 11
<b>1 x Post</b>	:	Windhoek
<b>Language requirements</b>	:	English <u>plus</u> Oshiwambo and Afrikaans/Damara Nama
<b>1 x Post</b>	:	Walvisbay
<b>Language requirements</b>	:	English <u>plus</u> Otjiherero and Damara/Nama (Rukwangali and Afrikaans and will be an added advantage)
<b>Scale of salary</b>	:	N\$122,965 – N\$147,485
<b>Housing Allowance</b>	:	N\$10,464 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum

#### Minimum Requirements:

A Grade 12 (or equivalent) Certificate on NQF L3 with 20 points in 5 Subjects including at least E symbol in English; ability to speak, read and write English and at least two (2) indigenous languages as indicated above; and five (5) years as a Court Interpreter.

#### Key Performance Areas:

- Provide Interpretation services in Court;
- Assist with quasi-judicial administrative duties;
- Verify case records with court roll on daily basis;
- Evaluate interpretations and granting of assistance and training; and
- Execute any other duties assigned by the supervisor or any other authorized person.

#### Applicants should note the following:

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

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

#### Please further note:

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

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

**Ms. Aletta Emvula, Tel: 061- 435 3603; Ms. Wilka Ashipala, Tel: 061- 435 3606**

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

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

**OR**

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

**FAXED APPLICATIONS WILL NOT BE CONSIDERED.**

---

**MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT  
CREATION**

**DIVISION: OSHANA REGION  
SUBDIVISION: LABOUR SERVICES**

<b>Post Designation</b>	:	Control Labour Inspector Grade 6
<b>1xPost</b>	:	Oshakati
<b>Salary Scale</b>	:	N\$328,139 – N\$392,158
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum

**Minimum requirements:** A National Diploma or equivalent qualification on NQF Level 6 in Labour Law, Human Resources and Industrial Relations plus six (6) years' experience in Labour Matters of which three (3) years should be at Supervisory Level.

**Additional Requirements:** Preference will be given to candidates in a possession of a B. Degree on NQF Level 7 in one of the above-mentioned disciplines. Applicants must be in a possession of a valid Driving License. Computer skills will be an added advantage.

**Enquiries:** Ms. Aune Mudjanima, Telephone: 061 – 2066111

Candidacy is limited to Namibian citizens. Women and persons living with disabilities are encouraged to apply. **All foreign qualifications must be submitted with an evaluation of qualification from Namibia Qualification Authority (NQA). Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.** Please take note that only shortlisted candidates will be contacted and no personal documents will be returned. Applications (on a new form 156043, obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and Originals Certified Copies of Educational Qualifications and Identity Document should be addressed to:

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

---

**OHANGWENA REGIONAL COUNCIL  
DIRECTORATE OF EDUCATION, ARTS AND CULTURE**

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

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (Physics 10-12 & Physical Science 8-9)
<b>1X Post</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$328,139- N\$392,158
<b>Housing allowance</b>	:	N\$13,080 per annum
<b>Transport allowance</b>	:	N\$7,680 per annum

**Minimum Requirements:** An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

**OR**

An appropriate Degree or equivalent on NQF L8 plus three (3) years appropriate experience.

**Supplementary Selection requirements:** preference will be given to candidates who are specialized and experience in teaching Physics up to Advanced Subsidiary Level (proof must be attached) . Applicant must be experience in Marking National Examination for Senior Secondary Phase (proof must be attached), computer literate and a driver's license or be willing to obtain such within a reasonable time frame will be an added advantage.

---

**DIVISION: LIFELONG LEARNING  
SUBDIVISION: ADULT AND CONTINUING EDUCATION**

<b>Post Designation</b>	:	Senior Education Officer Grade 6
<b>1XPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$328,139- N\$392,158
<b>Housing allowance</b>	:	N\$13, 080 per annum
<b>Transport allowance</b>	:	N\$7,680 per annum

**Minimum Requirements:** An appropriate degree on NQF Level 7 plus five (5) years appropriate experience.

**OR**

An appropriate Degree or equivalent on NQF L8 plus three (3) years appropriate experience.

**Supplementary Selection requirements:** Preference will be given to candidates with a qualification in Adult Education, Community Development and Lifelong Learning. Computer literate and Driving License will be added as advantage.

<b>Post Designation</b>	:	Head of Department Grade 6 (English & Oshikwanyama 4-9) <b>re-advertisement</b>
<b>1xPost</b>	:	Onyofi Combined School, Ohangwena Circuit
<b>Salary Scale</b>	:	N\$ 328,139- N\$392,158
<b>Housing allowance</b>	:	N\$13, 080 per annum
<b>Transport allowance</b>	:	N\$7,680 per annum
<b>Remotness allowance</b>	:	N\$21,000 per annum

**Minimum Requirements:** A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience.

OR

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

**Supplementary Selection requirements:** Candidates should be able to teach Grade 9.

Candidates with BETD qualifications, which are silent on medium of instruction applying for language posts, must attach proof of language specialization.

**SUBDIVISION: GENERAL SERVICES  
SECTION: PROCUMENT AND STOCK CONTROL**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1xPost</b>	:	Eenhana
<b>Salary Scale</b>	:	N\$147,485 – N\$176,895
<b>Housing allowance</b>	:	N\$10,464 per annum
<b>Transport allowance</b>	:	N\$7,680 per annum

**Minimum Requirements:** An appropriate National Diploma (NQF Level 6) in Business Administration or Public Administration, Public Management, or Logistics and Supply Chain Management plus three (3) year experience in stock control and procurement.

Or

A grade 12 Certificate (NQF Level 3) with 20 points and E-symbol in English plus three (3) years experience in stock control and procurement. **Applicants in the Public Service should attach their confirmation of probation letter as Administrative Officer Grade 12.**

**Supplementary Selection requirements:** Preference will be given to candidates with 3 years' appropriate experience in Procurement Management, Stock Control and general administration. should have excellent computer skills. Candidate should be currently serving as a member of the Procurement Management Unit (PMU) of the current employer (certified copy of the appointment letter must be attached). A valid driver's license code (8) BE would be an advantage and/or be able to acquire the driver's license within the reasonable period

Applications for employment on form (156043) and Health Questionnaire (156094) obtainable from all government offices, must be accompanied by a comprehensive CV, two recent testimonials from **2020 to date**, certified copies of Namibian ID or proof of citizenship, educational qualifications and academic records/transcripts. Proof of confirmation of probation must be attached. Preference will be given to Namibian nationals. Suitably qualified persons from designated groups are encouraged to apply. Faxed or emailed applications will not be accepted. Applicants with foreign qualifications must

attach proof of evaluation of such qualifications from the Namibia Qualification Authority (NQA). Failure to complete all items on the application and not attaching all the necessary documents will disqualify the application. Only shortlisted candidates will be contacted. No application form for employment, CV and/or other supporting documents will be returned to the applicant.

**Enquiries:** Lidwine Mukulu / Sara H.L.T Ndeshimona, **TEL. NO.:** 065-290381/290319

---

**OHANGWENA REGIONAL COUNCIL  
DIRECTORATE EDUCATION, ARTS AND CULTURE**

<b>Post Designation</b>	:	Principal Grade 5
<b>1XPost</b>	:	Shaama Combined School, Eenhana Circuit
<b>Scale of Salary</b>	:	N\$400,001- N\$478, 220
<b>Housing allowance</b>	:	N\$13,080 per annum
<b>Transport allowance</b>	:	N\$7,680 per annum
<b>Remotness allowance</b>	:	N\$21,000 per annum

**Minimum 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 Selection requirements:** Candidates should be able to teach Grade 10 -12.

**Applicant should note the following:**

Applicants must attach original certified copies of all qualifications, ID or proof of citizenship, academic records/transcripts of their qualifications. All foreign qualifications should be accompanied by an evaluation report from NQA. CV, letter of confirmation of probation and two recent testimonials from **2020 to date** must be attached on each application. Failure to complete all items on their application and not attaching all the necessary documents will disqualify the application.

Completed application forms 156043 and 156094, must be addressed to:

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

**Enquiries:** Lidwine N. Mukulu / Sara H.L.T. Ndeshimona  
**TEL. NO.:** 065-290381/065-290319

## OHANGWENA REGIONAL COUNCIL

### DIRECTORATE PLANNING AND DEVELOPMENT SERVICES DIVISION PLANNING AND DEVELOPMENT SUBDIVISION POPULATION AND STATISTICS

**Post Designation** : Statistician Grade 8  
**1 x Post** : Eenhana  
**Scale of Salary** : N\$220, 828 – N\$263,911

**Minimum Requirement:** An appropriate B. Degree on NQF Level 7 majoring in one or more of the following subjects:- Mathematics; Mathematics Statistics; Econometrics; Biometrics; Operational Research, Statistics; Economy; Accountancy; Demography; Computer Science; Sociology; Geography.

**Additional Requirement:** Valid Driver's License.

**Enquiries:** Ms. Eunipher Namabada@ Tel. No.: 065 – 264300; Mr. Abicius T. Nashongo@ Tel. No.: 065 – 264342

**Ohangwena Regional Council is an equal opportunity employer.** Applicants in designated groups especially women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply.

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.

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

Application for Employment on the **latest revised (E-version Application for employment form 156043 and Health Questionnaire form 156094)** obtainable at all Government Offices and together with comprehensive Curriculum Vitae and originally certified copies of educational qualifications and identity document(s) must be submitted to:

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

**OR**

Hand delivers to:

Human Resources Division  
Ohangwena Regional Council  
Church Street  
**EENHANA**

## OMUSATI REGIONAL COUNCIL

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

<b>Post Designation</b>	:	Inspector of Education Grade 5
<b>1xPost</b>	:	Ogongo Circuit
<b>Salary Scale</b>	:	N\$400,001-N\$478, 220
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum
<b>RHA</b>	:	N\$9,000 per annum

**Appointment requirement:** A recognized four (4) years tertiary teaching qualification on NQF level 7 plus nine (9) years teaching experience.

**Supplementary requirements:** Preference will be given to candidates with an appropriate B. Degree on NQF Level 8 in Education plus twelve (12) years appropriate experience in the field of teaching and learning.

---

### DIVISION: PROGRAMMES AND QUALITY ASSURANCE

<b>Post Designation</b>	:	Inspector of Education Grade 5
<b>1xPost</b>	:	Tsandi Circuit
<b>Salary Scale</b>	:	N\$400,001-N\$478,220
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum
<b>RHA</b>	:	N\$9,000 per annum

**Appointment requirement:** A recognized four (4) years tertiary teaching qualification on NQF level 7 plus nine (9) years teaching experience.

**Supplementary requirements:** Preference will be given to candidates with an appropriate B. Degree on NQF Level 8 in Education plus twelve (12) years appropriate experience in the field of teaching and learning.

---

### DIVISION: PROGRAMMES AND QUALITY ASSURANCE

<b>Post Designation</b>	:	Inspector of Education Grade 5
<b>1xPost</b>	:	Otamanzi Circuit
<b>Salary Scale</b>	:	N\$400, 001-N\$478, 220
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum
<b>RHA</b>	:	N\$21,000per annum

**Appointment requirement:** A recognized four (4) years tertiary teaching qualification on NQF level 7 plus nine (9) years teaching experience.

**Supplementary requirements:** Preference will be given to candidates with an appropriate B. Degree on NQF Level 8 in Education plus twelve (12) years appropriate experience in the field of teaching and learning

**Enquiries:** Ms. Ndiyana Dominikus, Tel: 065-251700

**NB:**

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

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

**The Human Resource Office  
Omusati Regional Council  
Directorate of Education, Arts and Culture  
Private Bag 529  
OUTAPI**

**Or Hand delivery at:**

**Omusati Regional Office  
Reception**

---

## OSHANA REGIONAL COUNCIL

### DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: ADMINISTRATION SUBDIVISION: AUXILIARY SERVICES

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1xPost</b>	:	Oshakati
<b>Salary Scale</b>	:	N\$328,139 – N\$392,158
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum

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

**Supplementary Selection Requirements:** Candidate should have 6 years appropriate experience of which three (3) should be at the level of Chief Administrative Officer or equivalent at supervisory level. Knowledge of Public Procurement Act, 2015 (Act no. 15 of 2015 and its Regulations will serve an advantage. Preferences will be given to candidates with Degree or Honours Degrees in Public Administration/Management, Business Administration, Human Resources, Economics or related field disciplines.

#### **Main Duties:**

- Oversees the administrative function in the Subdivision Auxiliary Services.
- Draw up and oversee fleet management, stock control and procurement process for the Regional Council.
- Participate in the development of the Strategic Plan.
- Ensure that the archive, fleet management, PMU and Disaster Management Policies are adhered to.
- Assist in the Development and implementation of the Annual Plan.
- Monitor adherence to the approved record keeping systems.
- Supervise and direct subordinates within the subdivision.
- Prepare budget for the Subdivision.
- Ensure that Council assets are properly kept and maintained.
- Keep up accident report register for the vehicles
- Implement Performance Management Systems
- Carry out any other official duties assigned from time to time.

---

### DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: ADMINISTRATION SUBDIVISION: CONSTITUENCY SUPPORT OKATANA

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1xPost</b>	:	Okatana
<b>Salary Scale</b>	:	N\$147,485 – N\$176,895
<b>Housing Allowance</b>	:	N\$10,464 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum

**Minimum Requirements:** 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.

**Supplementary Requirements:** Candidate with National Diploma or equivalent qualification should have four (4) years appropriate experiences while those with Grade 12 should have 6 years appropriate experiences. Knowledge on procurement process and stock control will serve as an advantage.

**Main Duties:**

- Organize community meetings on the requests of the Control administrative officer
- Provide inputs for the compilation of the Constituency Development Committee monthly reports.
- Assist with the procurement at Constituency office
- Responsible for minute-taking at Constituency Development Committee meetings on request
- Assist in compilation of monthly, quarterly and annual reports
- Supervise subordinate

**Enquiries:** Ms. Fiina Akawa or Ms. Liina Uusiku @ 065 2288200

Please attach original certified copies of all necessary documents and copy of confirmation of probation. Foreign qualification(s) must be attached together with the copy of evaluation from Namibian Qualification Authority (NQA).

Application form for employment must be completed in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

Please take note as well, no documents will be returned

**Application to be forwarded to:**

**The Chief Regional Officer  
Oshana Regional Council  
Private bag 5543  
Oshakati**

---

## OSHIKOTO REGIONAL COUNCIL

### DIRECTORATE: GENERAL SERVICES DIVISION: HUMAN RESOURCES MANAGEMENT

<b>Post Designation</b>	:	Human Resources Practitioner Grade 8
<b>2xPosts</b>	:	Omuthiya
<b>Salary Scale</b>	:	N\$220,828 – N\$263,911
<b>Salary Notch</b>	:	N\$220,828 per annum
<b>Transport Allowance</b>	:	N\$7,680.00 per annum
<b>Housing Allowance</b>	:	N\$13,080 per annum

**Minimum Requirements:** An appropriate National Diploma majoring in Human Resources Management or equivalent qualification (NQF Level 6).

**Supplementary Selection Requirements:** Preferences will be given to candidates with higher appropriate qualifications, working experience in the field of Human Resources and knowledge of VIP payroll system. Driving License will serve as added advantages.

#### Main duties of the job:

- Maintain leave and staff records of all personnel.
- Process applications for pension admissions, amendments and withdrawals.
- Handle human resources enquiries.
- Calculate and prepare individual notices regarding salary increments, service bonuses, salary adjustments, overtime and leave gratuity.
- Write letters and correspondences to various stakeholders.
- Provide input to human resource reports and the compilation thereof.
- Issue salary advice timely.
- Carry out any other official duties assigned from time to time.

---

### DIRECTORATE: PLANNING AND DEVELOPMENT DIVISION: RURAL SERVICES

<b>Post Designation</b>	:	Community Liaison Officer Grade 9
<b>1xPost</b>	:	Omuthiya
<b>Salary Scale</b>	:	N\$180,505 – N\$216,499
<b>Salary Notch</b>	:	N\$180,505 per annum
<b>Transport Allowance</b>	:	N\$7,680.00 per annum
<b>Housing Allowance</b>	:	N\$10,464 per annum

**Minimum Requirements:** An appropriate National Diploma at NQF Level 6 or equivalent qualification.

**Supplementary Selection Requirements:** Preferences will be given to candidates with higher appropriate qualifications in the following fields, Economics, Regional and Rural, Development, and Development studies or related fields. Candidates **must** be in possession of a valid Driving License.

**Main duties of the job:**

- Implement the rural Development programmes.
- Convene community mobilization meetings.
- Conduct monitoring and evaluation of rural development projects.
- Engage and coordinate rural development programmes with the relevant stakeholders.
- Liaise with Constituency Offices on rural development programmes and projects.
- Serve as a member of the RDCC Secretariat,
- Carry out administrative activities for the division and any other official duties assigned from time to time.

**Enquiries:** Mr. Ben Hangula at: 065 – 244 800

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

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

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

---

# OTJOZONDJUPA REGIONAL COUNCIL

## DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES

### DIVISION: TECHNICAL SERVICES

#### SUBDIVISION: TOWN AND REGIONAL PLANNING

<b>Post Designation</b>	:	Town and Regional Planner Grade 6
<b>1xPost</b>	:	Otjiwarongo
<b>Scale Salary</b>	:	N\$328,139–N\$392,158
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum

**Appointment requirements:** Registration as Town and Regional Planner

**Supplementary Requirement:** An appropriate B. Degree at NQF L7. Registration as Town and Regional Planner

#### Main Duties

- To assess and determine the urban development needs in the different land use categories in the region.
- To provide professional town planning services to the Council.
- To guide development in terms of structure, growth direction and policies for land use and control.
- To coordinate and perform project management of town planning projects.
- To promote and ensure compliance with Council and National legislation, policies, regulations and procedures on town planning and related urban and rural management concerns.
- To perform miscellaneous town planning work.
- To promote innovation and undertake or commission Research in Town Planning.
- Determine on annual basis the demand for new land development in different land use categories.
- Obtain, collate and interpret existing available information (reports and statistical data such as population growth and projected demand) on land demand and availability.
- Make proposals on suitable land for development based on investigations and observations.
- Compile and submit necessary applications to Council and Government for town planning functions (need and desirability, township establishment, amendment schemes, subdivisions and rezoning)
- Ensure compliance with legal procedures regarding Approvals of cadastral changes; Land registration conditions and conditions of township establishment; Amendment of property rights; need and Desirability applications for new townships; Township establishment and amendment of general plans.
- Liaise with relevant statutory bodies on policy issues pertaining to Town and Regional Planning
- Assist in the interpretation and implementation of policy frameworks at regional level in line with approved legislation.
- Provide technical input in operational planning of the subdivision.
- Implementation of plans within defined time and resource limits.
- Prepare monthly, quarterly and annual work plan of the subdivision.

- Participate in the planning process and consultations with CDCs and Settlement Development Committees in respect of the budget.
- Ensures that consultants and contractors adhere to set standards.
- Prepare layout plans for settlement areas; prepare submissions to NAMPAB and the Townships Board for declaration and proclamation of settlement areas.
- Coordinate the process of identification of growth points and negotiation with relevant stakeholders for settlement development.
- Determine the feasibility of the declaration of settlement areas (needs and desirability studies).
- Prepare PIF's for town planning projects (layout plans, town planning schemes and structure plans).
- Prepare reports on the status of planning in settlement areas for Council.
- Ensure the existence of proper filing system and storage facilities for plans and maps.
- Monitor progress of projects and provide feedback to Deputy Director: Engineering Services.
- Ensure adherence to relevant policies and procedures.

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

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1xPost</b>	:	Tsumkwe
<b>Salary Scale</b>	:	N\$328,139 – N\$392,158
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum
<b>Remoteness Allowance</b>	:	N\$13,800 per annum

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

**Supplementary requirements:** Preference will be given to candidates with a Bachelor of Business Administration/ Management, Public Administration/ Management/ Office Administration/ Management/ Logistic and Supply Management/ Business Information System. Candidates must have 8 years' appropriate experience in Administration of which three (3) years must be at the level of Chief Administrative Officer Grade 8. Interested candidates must be in possession of a valid driver's license (Code B).

**Main Duties:**

- Work closely with the Regional Councillor responsible for the Constituency.
- Ensure the supervision of staff at the Constituency office.
- Implement, monitor and evaluate annual work plan and produce monthly progress reports.
- Provide monthly reports both to the Constituency Councillor and Deputy Director Administration.
- Assist the Directorate Planning and Development on issues relating to Decentralized Build-Together Programme.
- Coordinate development projects at constituency level and communicate any relevant concerns to the Directorate Planning and Development Services.

- Create platforms to solicit inputs from Constituency Development Committee on project proposals.
- Submit budget proposals to the Deputy Director Administration in consultation with the Councillor and monitor and evaluate Constituency Office budget and ensure compliance.
- Participate in the development of the Strategic Plan.
- Ensure the development of an Operational Plan and the implementation thereof.
- Provide monthly reports both to the Regional Councillor responsible for the Constituency and Deputy Director Administration.
- Ensure that stock-taking takes place annually and inventory registers are in existence and updated regularly.
- Ensure the reconciliation of transport transactions and produce monthly reports.
- Organize proper handling of correspondences (incoming/outgoing mail).
- Identify constituency training and staffing needs/ resources.
- Ensure the existence of proper filing systems.
- Organize community meetings on request of the Regional Councillor responsible for the Constituency.
- 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.
- Report Information Technology related problems to Information Technology Section.
- Provide support services to the Regional Emergency Management Unit.
- Attend to customer complaints/inputs / suggestions on basic services to relevant service providers.
- Oversee the cleanliness and image of Constituency Office.
- Carry out any other official duties assigned from time to time.

---

**DIRECTORATE: GENERAL SERVICES**  
**DIVISION: ADMINISTRATION**  
**SUBDIVISION: AUXILIARY SERVICES**  
**SECTION: PROCUREMENT & STOCK CONTROL**

<b>Post Designation</b>	:	Chief Administrative Officer Grade 8
<b>1xPost</b>	:	Otjiwarongo
<b>Scale of salary</b>	:	N\$220,828 – N\$263,911
<b>Housing Allowance</b>	:	N\$13,080 per annum
<b>Transport Allowance</b>	:	N\$7,680 per annum

**Appointment 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 three (3) years appropriate experience.

**Supplementary requirements:** An appropriate National Diploma in Business Administration or Public Management/Administration or Business Information System or Logistic and Supply Management or Office Administration or equivalent qualification (NQF Level 6) or Grade12 certificate (NQF Level 3) plus 3 years appropriate experience in Administration of Procurement and Stock Control and Supply Chain. Applicant should be in possession of a valid driving license.

**Main Duties:**

- Supervise and direct administrative functions in all sections in the Subdivision Auxiliary Services.
- Responsible for the implementation of the Asset Maintenance Plan
- Ensure that Procurement and Stock Control Procedures are adhered to.
- Carry out secretarial functions of the Economizing Committee.
- Ensure preparation of requisitions for expenditure to the Economizing Committee.
- Coordinate compilation of monthly, quarterly and annual reports for all sections under him/her.
- Provide on the job-training to the staff members.
- Ensure that an asset register is updated.
- Ensure compilation of a list of assets for disposal in terms of the Treasury Instructions.
- Responsible for the procurement and maintenance of Council supplies and required stock levels.

---

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

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1xPost</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$147,485 – N\$176,895
<b>Housing Allowance</b>	:	N\$10,464.00 per annum
<b>Transport Allowance</b>	:	N\$7,680.00 per annum

**Appointment 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 three (3) years appropriate experience.

**Supplementary requirements:** An appropriate National Diploma in Transport Management or Business Administration or Public Management/Administration or Logistic and Supply Management or Office Administration or Business Information System or equivalent qualification (NQF Level 6) or Grade12 certificate (NQF Level 3) plus 3 years appropriate experience in Administration of Transport and Supply Chain. Applicant should be in possession of a valid driving license.

**Main Duties:**

- Implement and maintain the Transport Policy.
- Ensure that all keys and vehicles are kept at safe places.
- Receive, investigate and process accident reports.
- Responsible for maintenance, service and repair of vehicles.
- Analyze bank fleet management reports, bank statements and fuel vouchers.
- Compile monthly vehicle reports.
- Compile vehicle specifications to the Regional Tender Board Secretariat.
- Carry out inspections of vehicles.
- Ensure that all vehicles are kept clean and maintained.
- Control the use of Council's vehicles.
- Serve as a Secretariat on the Fleet Management Committee.
- Prepare submissions to the Fleet Management Committee for the disposal of vehicles, tyres, batteries, etc. in accordance with the Treasury Instructions.

- Provide training to subordinates.
- Ensure that all vehicles are roadworthy and are registered.
- Carry out regular inspections on the correctness of logbooks and trip authority.

---

**DIRECTORATE: GENERAL SERVICES**  
**DIVISION: ADMINISTRATION**  
**SUBDIVISION: OKANDJIRA SETTLEMENT ADMINISTRATION**

<b>Post Designation</b>	:	Senior Administrative Officer Grade 10
<b>1xPost</b>	:	Okandjira
<b>Salary Scale</b>	:	N\$147,485 – N\$176,895
<b>Housing Allowance</b>	:	N\$10,464.00 per annum
<b>Transport Allowance</b>	:	N\$7,680.00 per annum
<b>Remoteness Allowance</b>	:	N\$9,000.00 per annum

**Appointment 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 three (3) years appropriate experience.

**Supplementary requirements:** An appropriate National Diploma in Business Administration or Public Management/Administration or Logistic and Supply Management or Office Administration or Business Information System or equivalent qualification (NQF Level 6) or Grade 12 certificate (NQF Level 3) plus 3 years appropriate experience in Administration and Supply Chain. Applicant should be in possession of a valid driving license.

**Main Duties:**

- Provide budgetary inputs to the Control Administrative Officer
- Identify staffing needs /resources.
- Identify training needs of subordinates and submit proposals.
- Responsible for minute-taking at Settlement Advisory Committee meetings.
- Attend to customer complaints on basic services.
- Assist the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots.
- Organize community meetings on instruction of the Chief Control Officer or Settlement Development Committees.
- Serve as the Secretary during the Settlement Development Committee meetings.
- Responsible for the compilation of monthly settlement activity report.
- Responsible for the cleanliness and image of settlement buildings and premises.
- Responsible for the updating of settlement inventory registers and sheets.
- Responsible for the daily supervision of municipal services within settlement areas.
- Authorize the issuing/receipt vouchers and Counter Books.
- Receive and issue stock.
- Update various registers e.g. Loan Register, Main Register etc., distribution and Counter books.
- Prepare log sheets.
- Certify invoices of contractors entered with the Council.

**Enquiries:** Mr Tonateni M.F Nghilwamo / Mr Charles K. Toromba , Tel: 067 303702

Application Procedures:

Interested applicants must complete the revised Public Service application form 156043 (APPLICATION FOR EMPLOYMENT) and Form 156094 (HEALTH QUESTIONNAIRE), which is obtainable from any Regional Offices of the Ministry.

Failure to attach necessary documents (original certified) and complete part B.11 of the employment form and all items on the application forms correctly will disqualify your application. Testimonials from former or current employer or Certificate of Service must be attached to the application (do not submit original documents). All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA). NB: Persons with disabilities are encouraged to apply. Please take note, only shortlisted candidates will be contacted and no documents will be returned. Applications must be addressed to:

**The Chief Regional Officer  
Otjozondjupa Regional Council  
P O Box 1682  
Otjiwarongo  
NAMIBIA**

**or Hand Delivery  
Otjozondjupa Regional Council  
3<sup>rd</sup> floor, Human Resource Office  
22 Henk Wellem Street**

---