



REPUBLIC OF NAMIBIA
OFFICE OF THE PRIME MINISTER

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Ref.: 13/18/5

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

Enquiries: Mr Samuel //Guruseb
E-mail: Samuel.Guruseb@opm.gov.na

13 AUGUST 2019

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

PSM CIRCULAR NO. H OF 2019

VACANCIES IN THE PUBLIC SERVICE OF NAMIBIA

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

INSTRUCTIONS

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

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

(a) To Candidates

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

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

(b) To Offices/Ministries/Agencies of Candidates

- (i) Each application that is received by the Human Resource Office must be submitted to the relevant Office/Ministry/Agency at the address indicated in the annexure, under cover of the prescribed form ZO/352(1).
- (ii) Representations for retention of services:
 - The Public Service Commission considers the movement of staff members on promotion between Offices/Ministries and Agencies as a sound staff practice and it will consider applications for the retention of services only in exceptional circumstances.

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

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

- 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.
- Applications are scheduled on form ZO/353(1) according to the prescriptions contained in PSSR B.II/II.
- The schedule [form ZO/353(1)] as well as the application form and other relevant documents of all scheduled candidates must be submitted to this department together with the letter of nomination. Full motivation must be provided with regard to the candidates not nominated. The last column on the right-hand side of the schedule [form ZO/353(1)] must be used for this purpose.

(d) General

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

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

6. CLOSING DATE: 13 SEPTEMBER 2019

Signed by Tuyakula Haiping
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE
PARLIAMENT OF THE REPUBLIC OF NAMIBIA
NATIONAL COUNCIL

DIRECTORATE : GENERAL, RESEARCH AND INFORMATION SERVICES
DIVISION: GENERAL SERVICES

Post designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$478 220 x P – 502 753
Motor Vehicle Allowance	:	
Capital cost	:	N\$76 950 per annum
Running Cost	:	N\$25 751 per annum
Total Allowance	:	N\$102 701 per annum
Housing Benefit	:	N\$68 188 per annum

Minimum Requirements: A B. Degree at NQF level 7 in Financial Management, Human Resource Management, Human Resource Planning / Development, Business Administration, Business Management or Procurement plus nine (9) years appropriate experience in one of those disciplines.

General responsibilities

The Deputy Director is responsible for planning, organizing, directing and controlling the Divisional resources to purposefully carry out the Division's objectives. He or she is an administrator whose tasks include motivating staff and guiding them into a dynamic team to maximize productivity and responsibility.

He or she is expected to identify staff limitations, potentials and training needs. The incumbent will be responsible for the procurement of goods, works and services necessary for Parliament-National Council to meet its objectives.

Main duties:

- Be the Financial Advisor of the National Council.
- Overall supervisor for the Subdivisions Finance, Human Resource, Procurement and Support Services.
- Advise the Procurement Committee and the budget Main Divisions on the availability of funds and budgeted activities.
- In consultation with heads of directorates / organizational components, facilitate the drawing up of the annual budget and revised estimate budget for the National Council.
- Ensure the transmission of the formulated budget (revenue and expenditure) and accountability reports to Treasury.
- Ensure the correctness of the annual appropriation account as well as other financial accounts and statements as required by the Office of the Auditor-General.
- Prepare and submit financial statements for annual reports to the Office of the Auditor General and facilitate the responses to Audit Queries.
- Control the course of expenditure in relation to appropriated funds and to take the necessary steps to obtain prior authorization in the event of a possible excess on available funds.
- Ensure that salaries and other conditions of services for Members of Parliament and the Secretariat are paid on time.
- Facilitates the formulation of plans, organize, allocate resources, control and monitor the implementation of planned activities for the Division.
- Monitor and evaluate the performance of staff members in all Subdivisions of the Division General Services, identify competencies gaps and recommend interventions for improved service delivery.
- In consultation with the Implementation Team, facilitates the implementation of the Performance Management System in the Office.
- Take full accountability, control and manage assets in terms of procurement, stock control, transport services, manage records, switchboard and domestic services including the hygiene of the offices, the whole premises and its surrounding.

- Ensure proper internal supervision and control systems are employed in the Office.
- Produce divisional monthly reports.
- Deputizes the Director in relation to the work of the Directorate General, Research and Information Services.

Enquiries: Ms Lydia H Indombo, Telephone: 061-202 8020

CANDIDATURE IS LIMITED TO NAMIBIAN CITIZENS. RACIALLY DISADVANTAGED AS WELL AS PERSONS WITH DISABILITIES WHO MEET THE PRESCRIBED APPOINTMENT REQUIREMENTS ARE ENCOURAGED TO APPLY.

A Prescribed Application Form for employment in the Public Service must be completed in full, and all previous experience must be fully completed on the space provided in the application Form. Failure to complete all items in full on the Application Form for employment will disqualify the applicant.

Applicants must attach comprehensive curriculum vitae and original certified copies of their academic qualifications, original certified copies of proof of citizenship i.e. Identity Document/Passport or Birth Certificate. Failure to attach these documents will disqualify application.

Applicants who were employed somewhere else must attach their testimonials or certificates of service as proof of previous experience gained.

All foreign qualifications submitted for the above post must be accompanied by the evaluation letter from Namibia Qualifications Authority (NQA) evaluation.

Only applicants whose probation in the current position confirmed will be considered for selection. Proof of confirmation of probation must be attached or proof that the appointment was not subjected to probation. Application form must be submitted with a cover letter from the Human Resource Office.

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

A completed Application Form for employment in the public service should be addressed to:

**The Secretary
National Council,
Private Bag 13371
Windhoek**

OR Hand deliver to:

**Human Resource Office
Room No. 1.16/1.17/1.20
National Council,
Parliament Buildings**

MANAGEMENT CADRE

ANTI-CORRUPTION COMMISSION

DIVISION: SECURITY AND RISK MANAGEMENT

Post designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$478 220 x P – 502 753
Motor Vehicle Allowance	:	N\$102 701 per annum
Housing Allowance	:	N\$68 188 per annum

Minimum requirements: A b-Degree in either Security Management, Police Science, Correctional Services or Military Science on NQF L7 plus 9 years appropriate experience. Confirmation of probation is subject to the successful completion of the Security Awareness training for managers by Namibia Central Intelligence (NCIS).

Main Functions:

- To control, maintain, monitor, direct and manage the Security Services Division in its functions of:
- vetting and security clearances, security organization, security administration, security maintenance in the ACC and provide to security advice to all sub-offices of the ACC.
- To develop, review, oversee and evaluate the implementation of the various security directives, manuals and policies in the ACC.
- To ensure security programs such as: physical security, personnel security, document security, ICT security and security awareness are implemented, enforced, maintained, monitored, evaluated and adhered to.
- To ensure that security, security policies and plans in the ACC are developed, managed and strictly implemented, enforced and adhered to.
- To direct and control the execution of vetting and to chair the vetting committee with regard to confidential security clearance.
- To investigate the contravention of security directives and advise the Permanent Secretary in respect of appropriate steps deemed necessary as a result of such investigations.
- To be the principal security liaison officer of the ACC with other bodies of government.
- To provide expert advice, guidance and support to managers, supervisors and general staff members in the ACC.

Supplementary requirement: Candidates with experience in Security Management and Risk management will have an advantage.

Enquiries: Mr. M. Nakwafila/Mrs M Nakulwa Tel. No: 061 4354000.

Please note that this post is subject to vetting.

PLEASE NOTE:

- **Applicants must be Namibian Citizens.**
- **Applicant with foreign qualifications must attach proof of evaluation of such qualification evaluated from the Namibian Qualification Authority (NQA).**
- **Application must be made on form 156043 (obtainable from any government office) and the said application, accompanied by copies of the applicant's-**

Curriculum vitae containing comprehensive detail of work related experience and exposure; and Educational qualifications and identity cards.

- **Incomplete applications or applicants who do not attach-letters of their probation or who submit uncertified documents will not be considered and applicants not complying with the requirements of this paragraph will be disqualified.**

- **Only the short-listed candidates will be contacted and no documents will be returned to applicants.**
- **Applicants from the Public Service should submit their application forms via their respective Human Resources Offices, under cover of the prescribed form 20/352 (1).**

Applications must be addressed to-

Executive Director
Anti-Corruption Commission
The PO Box 23137,
Windhoek

OR

Delivered at_

The office of the Anti-Corruption Commission,
Corner of Mont Blanc and Groot Tiras Streets, Windhoek.

MANAGEMENT CADRE

MINISTRY OF LAND REFORM

DEPARTMENT LAND REFORM, RESETTLEMENT AND REGIONAL PROGRAMME IMPLEMENTATION DIRECTORATE REGIONAL PROGRAMME IMPLEMENTATION

Post Designation	:	Director Grade 3
1xPost	:	Windhoek
Salary Scale	:	N\$ 512 809 – N\$ 544 196
Housing allowance	:	N\$ 81 558 per annum
Motor Vehicle allowance	:	N\$114 475 per annum

Minimum Requirements: A B-Degree on NQF Level 7 (or an equivalent qualification) in Land Management/Administration, Geo-information Management or Natural Resource Management (Agriculture or Nature Conservation) plus 9 years appropriate experience of which two (2) year must be at management cadre level and relevant to land matters/natural resources management.

Preference will be given to candidates in possession of a Master's Degree.
Candidates may be required to go through the psychometric test.

Main duties:

- Liaise with Regional Councils in the management and administration of Land Reform and Resettlement Programmes and budgets for all Ministry of Lands and Resettlements Regional Offices, serve as link between the Ministry, Regional Councils, Traditional Authorities and other stakeholders.
- Ensure the management and administration of the Resettlement Programme.
- Coordinate and ensure the assessment of farms offered to GRN for sale and demarcation acquired farms into farming units.
- Facilitate and ensure the implementation of Integrated Regional Land Use Plans.
- Administer all Communal Land Boards and Regional Resettlement Committees.
- Facilitate and monitor the verification and registration of Land Rights in communal areas.
- Coordinate the investigations and resolutions of communal land disputes.
- Ensure the management and administration of Group Resettlement Projects.
- Serve in National Committees established to administer land related matters.
- Ensure the dissemination of land information to all stakeholders and the public.
- Administration of all MLR Regional Offices.
- Facilitate security services for Resettlement farms.
- Facilitate and Ensure Infrastructure development and rehabilitation on Resettlement farms.
- Facilitate the assessment of Resettlement farms productivity and device/propose/produce mitigation measures.
- Coordinate the Decentralisation on MLR functions to Regional Councils.
- Any other duties as may be assigned from time to time.

Enquiries: Ms Njahi Mushe, Telephone: 061-2965328

NB: All foreign qualifications must be submitted with an evaluation of qualification from Namibia Qualification Authority. Applications must be completed on form 156043, which is obtainable at any Government office, with certified copies of qualifications, identity documents and a comprehensive CV attached to it. Incomplete applications shall not be considered. Women and people with disabilities are encouraged to apply.

NB: Kindly note that applicants for the above-positions will go through a security clearance.

**Applications must be forwarded to:
The Executive Director
Ministry of Land Reform
Private Bag 13343
WINDHOEK**

MINISTRY OF FINANCE

DIVISION: INFORMATION TECHNOLOGY

Post Designation	:	Senior Analyst Programmer Grade 7
1xPost	:	Windhoek
Scale of salary	:	N\$269 189 – 321 707
Housing Allowance	:	N\$ 13 080.00 per annum
Transport Allowance	:	N\$ 7 680.00 per annum

Minimum Qualification: A Degree in Information Technology in Software Development on NQF L7 plus equivalent 3 years of experience in an IT environment.

Additional Requirement: Knowledge and experience of various programming languages and/or preferable, JAVA, PL/SQL, SQL, CMS, Web designer plus a valid **Driver's license**.

JOB DUTIES:

- Develops and maintains applications and databases by evaluating client needs; analyzing requirements; 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.

Enquiries: Mrs. T. Mbuende /Tel no: (061) 2092533

IN TERMS OF THE AFFIRMATIVE ACTION PLAN OF THE MINISTRY OF FINANCE, QUALIFYING FEMALES AND PERSONS WITH DISABILITIES WHO MEET THE PRESCRIBED ADVERTISED REQUIREMENTS ARE ENCOURAGED TO APPLY

Applicants must be Namibian Citizens and or Public Servants. 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 Executive Director,
Ministry of Finance,
Private Bag 13295,
Windhoek.

MINISTRY OF GENDER EQUALITY AND CHILD WELFARE

DIRECTORATE: CHILD WELFARE SERVICES

DIVISION: CHILD CARE SERVICES

Post Designation	:	Social Worker Grade 6
1xPost	:	Windhoek
Scale of salary	:	N\$328 139 – 392 158
Housing Allowance	:	N\$ 13 080.00 per annum
Transport Allowance	:	N\$ 7 680.00 per annum

Minimum requirement: Registration with the Social Work and Psychology Council plus 6 years appropriate experience.

Additional requirements: a Valid Driver's License code 08 and computer literacy.

DIVISION: KHOMAS REGIONAL OFFICE SUB-DIVISION: CHILD CARE SERVICES

Post Designation	:	Social Worker Grade 7
1xPost	:	Windhoek
Scale of salary	:	N\$269 189 – 321 707
Housing Allowance	:	N\$ 13 080.00 per annum
Transport Allowance	:	N\$ 7 680.00 per annum

Minimum requirement: Registration with the Social Work and Psychology Council plus 6 years appropriate experience.

Additional requirements: a Valid Driver's License code 08 and computer literacy.

Enquiries: MS. Kathleen Joyce Nakutta: Tel no. 061-2833149/Mr. Sacky Sheehama, Tel no. 061-2833172

DIVISION: KUNENE REGIONAL OFFICE

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Opuwo
Scale of salary	:	N\$147 485 – 176 895
Housing Allowance	:	N\$ 10 464.00 per annum
Transport Allowance	:	N\$ 7 680.00 per annum

Minimum requirement: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1-year appropriate experience. OR A grade 12 qualification (NQF Level 3) plus 3 years' appropriate experience.

DIVISION: OSHIKOTO REGIONAL OFFICE

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Omuthiya
Scale of salary	:	N\$147 485 – 176 895
Housing Allowance	:	N\$ 10 464.00 per annum
Transport Allowance	:	N\$ 7 680.00 per annum

Minimum requirement: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1-year appropriate experience. OR A grade 12 qualification (NQF Level 3) plus 3 years' appropriate experience.

DIVISION: OSHANA REGIONAL OFFICE

Post Designation : Senior Administrative Officer Grade 10
1xPost : Ongwediva
Scale of salary : N\$147 485 – 176 895
Housing Allowance : N\$ 10 464.00 per annum
Transport Allowance : N\$ 7 680.00 per annum

Minimum requirement: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1-year appropriate experience. OR A grade 12 qualification (NQF Level 3) plus 3 years' appropriate experience.

Enquiries: Ms. Lydia Shikongo: Tel no. 061-2833185 and Mr. Sacky Sheehama, Tel no. 061-2833172

DIRECTORATE: GENDER EQUALITY AND RESEARCH

DIVISION: OMUSATI REGIONAL OFFICE

Post Designation : Chief Community Liaison Officer Grade 6
1xPost : Outapi
Scale of salary : N\$328 139 – 392 158
Housing Allowance : N\$ 13 080.00 per annum
Transport Allowance : N\$ 7 680.00 per annum

Minimum requirement: A National Diploma or equivalent qualification on NQF Level 6 plus nine (8) years appropriate experience.

Additional requirements: a Valid Driver's License code 08 and computer literacy

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

Enquiries: Ms. Rosina Mubonenwa: Tel no. 061-2833119 and Mr. Sacky Sheehama, Tel no. 061-2833172

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

**The Executive Director
Ministry of Gender Equality and Child Welfare
Juvenis Building
Independence Avenue
Private Bag 13359
Windhoek**

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: //KHARAS REGION

DIVISION: SPECIAL DISEASE PROGRAMME (HIV/AIDS, TB & MALARIA)

Post Designation	:	Chief Health Programme Officer Grade 6
1 x Post	:	Keetmanshoop (Regional Office)
Salary scale	:	N\$ 328 139 x P – N\$ 392 158
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7680.00 per annum

Minimum requirements: Registration as Registered Nurse and Midwife with the Nursing Board of Namibian plus (5) years appropriate experience.

Additional requirements: Candidate not in possession of a valid driver's license must be prepared to obtain such within a reasonable period. Computer literacy will be an added advantaged.

PREFERENCE WILL BE GIVEN TO NAMIBIAN CITIZENS AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

Enquiries: Dr. R. R. Kooper, Tel No: 063-2209186 Or Ms. S.L. Van Wyk, Tel No: 063-2209080

Application forms 156043 (obtainable at all Government Offices) together with a comprehensive curriculum vitae and certified copies of Educational Qualifications must be submitted to: The Director, Ministry of Health and Social Services, Private Bag 2101, Keetmanshoop.

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES
SUBSECTION: (CASUALTY, INTERNAL MEDICINE, OBSTETRICS & GYNAECOLOGY, ACUTE CARE AND ORTHOPAEDIC,)**

Post Designation	:	Senior Medical Officer Grade 4
5x Posts	:	Windhoek
Salary Scale	:	N\$478 220 – 506 753
Motor Vehicle Allowance	:	
Capital cost	:	N\$ 76 950.00 per annum
Running cost	:	N\$ 25 751.00 per annum
Total allowance	:	N\$ 102 701.00 per annum
Fixed Overtime	:	N\$ 23 9112.00 per annum
Housing benefits	:	N\$ 63 137.00 per annum

Minimum Requirements: Medical Degree and Registration as a Medical Officer with the Medical and Dental Council of Namibia plus three (3) years appropriate experience as a Medical Practitioner of which at least three (3) years of appropriate leadership and management experience.

Primary Requirements

- To facilitate planning and budgeting in the department
- To compile annual reports
- To attend management meeting
- To coordinate staff recruitment
- Will be involved in the teaching of Medical students, Medical Interns and Nursing staff

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

Post Designation	:	Senior Pharmacist Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$ 328 139 – 392 158
Fixed Overtime	:	N\$ 161 905.00 per annum
Housing Allowance	:	N\$ 13 080.00 per annum
Transport Allowance	:	N\$ 7 680.00 per annum

Minimum Requirements: Registration as a Pharmacist with the Health Professional Council of Namibian plus six (4) years appropriate experience in the field.

Additional Requirements: Candidate should have four (4) years of appropriate leadership, Management skills and computer literacy are essential.

Public Servants must apply through their Human Resource Office and submit their application forms under cover of form ZO/352(1).

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

Enquiries: Dr. F.M. Shiwenda, Tel: 061-2034001/Mr. L. Simubali, Tel: 061-2034033

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SUBSECTION: SOCIAL SERVICES**

Post Designation	:	Senior Social Worker Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$ 269 189 – 321 707
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680.00 per annum

Minimum Requirements: Registration as a Social Worker with the Social Work and Psychological Council of Namibia plus four (4) years appropriate experience.

NB: Only shortlisted candidates will be contacted and confirmation for probation to be attached. All supporting documents (ID's and Qualifications) must be originally certified by the Namibian Police. Failure to complete all items on the application for employment and not attaching all the required documents will disqualify the application.

Enquiries: Ms. R. Ndokotola, Tel: 061-2034066

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: CATERING SERVICES**

Post Designation : Kitchen Supervisor Grade 13
2x Posts : Windhoek
Salary Scale : N\$ 72 556 – 94 349
Housing Allowance : N\$ 10 464.00 per annum
Transport Allowance : N\$ 7 680.00 per annum

Minimum Requirements: A Grade 10 or equivalent Certificate on NQF L2.

**DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: CLEANING SERVICES**

Post Designation : Senior Cleaner Grade 14
2x Post : Windhoek
Salary Scale : N\$ 54 682 – 71 105
Housing Allowance : N\$ 7 848 per annum
Transport Allowance : N\$ 7 680 per annum

Minimum Requirements: None.

Additional Requirements: The candidate should have three (3) years appropriate experience and must be able to read and write.

**DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: CLEANING SERVICES**

Post Designation : Senior Labourer Grade 14
1x Post : Windhoek
Salary Scale : N\$ 54 682 – 71 105
Housing Allowance : N\$ 7 848 per annum
Transport Allowance : N\$ 7 680 per annum

Minimum Requirements: None

Additional Requirements: The candidate should have three (3) years appropriate experience and must be able to read and write.

NB: Confirmation for probation to be attached and only shortlisted candidates will be contacted. All supporting documents must be originally certified by the Namibian Police and no application forms and documents will be returned.

Enquires: Ms. J. Shivute, Tel: 061-2034007/Mr. A. Haukambe, Tel: 061-2034008

Please note: Application (on forms 156043 and 156094) obtained at all Government Offices) fully completed together with comprehensive Curriculum vitae, certified copies of educational qualification must be submitted to the following address:

The Medical Superintendent
Intermediate Hospital Katutura
Private Bag 13215
Windhoek

Or
Hand delivery at:
Human Resource Office
Intermediate Hospital Katutura
1st Floor

DIRECTORATE: TERTIARY HEALTH CARE
DIVISION: PHARMACEUTICAL SERVICES
SUBDIVISION: CENTRAL MEDICAL STORES
SECTION: ADMINISTRATIVE SERVICES

Post Designation : Senior Administrative Officer Grade 10
1x Post : Windhoek
Salary Scale : N\$ 147 485 – 176 895

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

Enquires: Ms. S. Nakamhela, Tel: 061-233151

DIRECTORATE: HARDAP REGION
DIVISION: GENERAL SUPPORT SERVICES
SUBDIVISION: FINANCE AND SOCIAL ACCOUNTS

Post Designation : Senior Accountant Grade 7
1 X Post : Regional Office Mariental
Scale Salary : N\$269 189 – 321 707
Housing Allowance : N\$13080 per annum
Transport Allowance : N\$7680 per annum

Minimum Requirements: An appropriate Diploma on NQF level 6 majoring in Accounting, plus four (4) years' experience as an Accountant.

Enquiries: Ms. M. R. Julius, Ms. C. M Mafwila, tel 063-245 532/46

DIVISION: SPECIAL DISEASE PROGRAMME (HIV /AIDS, TB & MALARIA)

Post Designation : Chief Health Programme Officer Grade 6
1 x Post : Mariental Regional Office
Salary Scale : N\$328 139 – 392 158
Housing Allowance : N\$13080 per annum
Transport Allowance : N\$7680 per annum

Minimum Requirements: An Appropriate four (4) year B – Degree or Equivalent Qualification on NQF Level 7, plus six (6) years Appropriate Experience in HIV, TB, Malaria And Public Health Related Programmes.

Additional Requirements: Candidate must be computer literate. Registration as Registered Nurse with the Health Professions Council of Namibia.

Enquiries: Ms. M. R. Julius, Ms. C. M Mafwila, tel 063-245 532/46

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

Post Designation : Physiotherapist Grade 6
1x Post : Mariental Regional Office
Salary Scale : N\$ 328 139 – 392 158
Transport Allowance : N\$7680 per annum
Housing Allowance : N\$13080 per annum

Minimum Requirements: Registration as a Physiotherapist with the Health Professional Council of Namibia plus six (6) years appropriate experience. Candidate must have a valid driver's license code 8.

Enquiries: Ms. M. R. Julius, Ms. C. M Mafwila, tel 063-245 532/46

**DIVISION DISTRICT HEALTH & SOCIAL WELFARE SERVICES: MARIENTAL
SUBDIVISION: SOCIAL WELFARE SERVICES**

Post Designation : Senior Social Worker Grade 7
1x Post : Mariental Hospital
Salary Scale : N\$269 189 – 321 707
Transport Allowance : N\$7 680 per annum
Housing Allowance : N\$13 080 per annum

Minimum Requirements: Registration as a Social Worker with the Health Professions Council of Namibia. Four (4) years appropriate experience.

Additional Requirements: Must have a valid driver's license code 8.

Enquiries: Ms. M. R. Julius, Ms. C. M Mafwila, tel 063-245 532/46

Public Servants must have completed their probation successfully and confirmation of probation letters should accompany applications.

Foreign qualifications must be accompanied by proof of evaluation of qualifications from the Namibia Qualifications Authority (NQA). Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant.

No faxed or emailed applications will be considered.

**PREFERENCE WILL BE GIVEN TO NAMIBIAN CITIZENS AND PERSONS WITH DISABILITIES
ARE ENCOURAGED TO APPLY.**

A complete Application form (on form 156043, obtainable at Government Offices) together with a comprehensive curriculum vitae, Identity document (s) and certified educational qualifications must be submitted to:

**The Regional Director
Hardap Region
P.O.BOX 238
Mariental**

**Or Hand delivered at:
Human Resource Office**

Hardap Regional Office
Prosopies Weg 388
Mariental

DIRECTORATE: OTJOZONDJUPA REGION
DIVISION: REHABILITATION & SOCIAL WELFARE SERVICES
SUBDIVISION: REHABILITATION

Post Designation : Physiotherapist Officer Grade 6
1x Post : Otjiwarongo (Regional Office)
Salary Scale : N\$ 328 139 – 392 158
Transport Allowance : N\$ 7 680 per annum
Housing Allowance : N\$ 13080 per annum

Minimum Requirements: Registration as a Physiotherapist with Health Professions Council of Namibia plus six (6) years appropriate experience and 4 years of managerial experience. Must have a Driver's License.

Job Description:

- Supervise, monitor and support the implementation of rehabilitation and promotive programmes in the region
- Assist in developing and updating regional and district profiles.
- Contribute to the preparation of annual plan and budget.
- Promote a process of community participation in the development of CBHC activities.
- Support Medical Rehabilitation Workers and Rehabilitation Instructors at District and Regional Level.
- Promote and support operational research

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

Enquiries:Mr. Samuel Shilikomwenyo, **Tel:** 067- 300800 or Mr. A.Swartz, **Tel:** 067- 3009045/**Email:** aswartz@mhss.gov.na

Applications should be addressed to:
The Acting Regional Director
Otjozondjupa Region
Private Bag 2612
Otjiwarongo

DIRECTORATE: OTJOZONDJUPA REGION
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES GROOTFONTEIN
SUBSECTION DOMESTIC SERVICES

Post Designation : Senior Cleaner Grade14
2x Post : Grootfontein
Salary Scale : N\$ 54682 – 71105
Transport Allowance : N\$ 7680 per annum
Housing Allowance : N\$ 7848 per annum

Minimum Requirements: None

Additional Requirements: Must be able to read and write in English. Must attach confirmation of probation letter.

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

Enquiries: Ms. Regina Hamukoto, Tel: 067- 248174 or Ms. Niita Tauya, Tel: 067- 3009044

Applications should be addressed to:
The Acting Regional Director
Otjzondjupa Region
Private Bag 2612
Otjiwarongo

DIRECTORATE: ERONGO REGION
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES, OMARURU
SUBDIVISION: RESOURCE MANAGEMENT

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Omaruru
Salary Scale	:	N\$ 220 828 – 263 911
Transport Allowance	:	N\$ 7680 per annum
Housing Allowance	:	N\$ 13080 per annum

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

DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES USAKOS
SUBDIVISION RESOURCE MANAGEMENT

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Usakos
Salary Scale	:	N\$ 147 485 – 176 895
Transport Allowance	:	N\$ 7680 per annum
Housing Allowance	:	N\$ 10464 per annum

Minimum Requirements: National Diploma in Business Administration/Public Administration 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.

DIVISION: CURATIVE SERVICES
SUBDIVISION: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Grade 6
1x Post	:	Swakopmund (Regional Office)
Salary Scale	:	N\$ 328139 – 392158
Fixed Overtime	:	N\$175572 per annum
Transport Allowance	:	N\$7680 per annum
Housing Allowance	:	N\$13080 per annum

Minimum Requirements: Registration as Pharmacist with the Health Professional Council of Namibia plus three (3) years appropriate experience. Must have a valid Driver's license.

KEY PERFORMANCE AREAS

- Pharmaceutical budgeting and Control
- Pharmaceutical Management
- Pharmaceutical Information and Education
- Pharmaceutical Administration

DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES USAKOS

Post Designation	:	Senior Medical Officer Grade 4
1x Post	:	Usakos
Salary Scale	:	N\$ 478220 – 502753
Fixed Overtime	:	N\$239112 per annum
Housing Benefit	:	N\$63137 per annum
Motor Vehicle Allowance	:	N\$102701 per annum

Minimum Requirements: A Medical Degree and Registration as a Medical Practitioner with the Medical and Dental Council of Namibia **PLUS** six (6) years appropriate experience. Must have a driver's licence.

DIVISION: CURATIVE SERVICES SUBDIVISION: NURSING SERVICES

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Swakopmund (Regional Office)
Salary Scale	:	N\$ 269 189 – 321 707
Transport Allowance	:	N\$ 7680 per annum
Housing Allowance	:	N\$ 13080 per annum

Minimum Requirements: Registration as a Registered Nurse with the Health Professional Council of Namibia plus six (6) years appropriate experience.

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

Enquiries: Dr. Amir Shaker, Tel: 064- 4106107 or Ms. Frieda Ilungu, Tel: 064- 410600

Applications should be addressed to:
The Acting Regional Director
Erongo Region
Private Bag 5004
Swakopmund

ERONGO REGIONAL COUNCIL

Post designation	:	Control Administrative Officer Grade 6
1xPost	:	Okombahe
Salary scale	:	N\$328 139-392 158
Notch	:	N\$328 139 (per annum)
Housing Allowance	:	N\$13 080 per annum
Transport Allowance	:	N\$7 680 per annum
Remoteness Allowances	:	N\$ 13 800 per annum

Minimum requirements: A National Diploma or equivalent qualification on NQF Level 6 *plus 6 years* appropriate experience.

Additional requirements: Candidate should be in possession of wide range of skills acquired from the previous experience such as knowledge of maintenance of sewerage pumps, main hall cleaning, pre-paid water system, management of solid and liquid waste (Dumpsite and Oxidation ponds) Knowledge of National Development Plan (NDP 5), Disaster Risk Management Act,2012 (Act No. 12 of 2012) as he/she will be required to chair various Committees such as the Settlement Disaster Risk Management Committee(SDRMC), Constituency Development Committee (SCDC and Constituency Aids Coordinating Committee(CACOC). Should also be in possession of a valid driver's licence.

Main duties

- Coordinate Settlement development activities in collaboration with the Settlement Development Committee and Regional Directorate of planning
- Oversee the revenue collection and account for all collected fees at settlement.
- Responsible for the provision and management of settlement services such as water supply and refuse removal/waste management.
- Provide budgetary inputs to the Deputy Director.
- Identify staffing needs.
- Identify training needs of subordinates and submit proposals.
- Responsible and supervise minute-taking at Settlement advisory/Development Committee meetings.
- Report Administrative Technical related problems and customer complaints to the Deputy Director's administration and Technical Services respectively.
- Coordinate with the Directorate of planning and Development on issues relating to OVC's, decentralized build together program, allocation of plots etc.
- Ensure safe keeping of all assets/stock of the Council in the Settlement Area.
- Organized community meetings in consultation with the Deputy Director Administration or other relevant stakeholders.
- Ensure auditing of various financial and non-financial system of the Regional Council.
- Compiled monthly Settlement Report.
- Supervise cleanliness and the image of settlement buildings and premises.
- Responsible for daily supervising of municipal services within settlement areas.
- Implement relevant Regional Council Policies, Rules and Regulations.
- Monitor and control Counter Book.
- Oversee updating of Loan Register.
- Ensure proper financial management of Settlement,etc.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms Sarah J Visagie Tel: 064-410 5719 or Ms Elise Haindongo 064-4105738

NB. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. Foreign qualifications should be evaluated bt NQA and proof thereof be attached.

Faxed applications will not be considered.

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

Applicants must attach proof of confirmation of probation to their application forms.

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

Application 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 Chief Regional Officer
Erongo Regional Council
Private Bag 5019
SWAKOPMUND**

OHANGWENA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SECTION: INSPECTORATE

Post designation	:	Inspector of Education Grade 5
1xPost	:	Ohakafiya Circuit Office
Scale of salary	:	N\$ 400 001- 478 220
Notch	:	N\$ 400 001 per annum
Housing allowance	:	N\$ 3 080 per annum
Transport allowance	:	N\$ 7 680 per annum

Prescribed requirements: A recognised four (4) year tertiary teaching qualification on NQF Level 7 plus 9 years teaching experience.

Supplementary selection: Computer literacy and a valid driver's will be an added advantage.

Post designation	:	Inspector of Education Grade 5
1xPost	:	Ondobe Circuit Office
Scale of salary	:	N\$ 400 001- 478 220
Notch	:	N\$ 400 001 per annum
Housing allowance	:	N\$ 3 080 per annum
Transport allowance	:	N\$ 7 680 per annum

Prescribed requirements: A recognised four (4) year tertiary teaching qualification on NQF Level 7 plus 9 years teaching experience.

Supplementary selection: Computer literacy and a valid driver's will be an added advantage.

Enquiries: Maria P Amakali /Akwilinus I Paulus, Tel. NO.: 065-290200

Applicant should note the following:

Applicants must attach confirmation letters of probation and academic records/transcripts of their educational qualifications. Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualification Authority (NQA). Failure to complete all items on their application and not attaching all the necessary documents will disqualify the application.

Completed applications must be addressed to:

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

OSHANA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: GENERAL SERVICES

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Oshakati
Salary Scale	:	N\$ 328 139-392 158
Housing Allowance	:	N\$ 13 080-00 per annum
Transport Allowance	:	N\$ 7680-00 per annum

Appointment requirements: National Diploma or equivalent qualification NQF Level 6 plus at least eighty (8) years appropriate experience of which five (5) years must be at the level of Chief Administrative Officer Grade 8

DIVISION: HUMAN RESOURCE MANAGEMENT

Post Designation	:	Senior Human Resource Practitioner Grade 7
1xPost	:	Oshakati
Salary Scale	:	N\$ 269 189-321 707
Housing Allowance	:	N\$ 13 080-00 per annum
Transport Allowance	:	N\$ 7680-00 per annum

Appointment requirements: A National Diploma majoring in Human Resources on NQF L6.

Supplementary requirement: Preference will be given to applicants with an appropriate Degree in Human Resource Management on NQF Level 7 plus five (5) years appropriate experience.

SECTION: LIBRARIES AND INFORMATION SERVICES SUBSECTION: USER SERVICE AND OUTREACH

Post Designation	:	Senior Librarian Grade 7
1xPost	:	Oshakati Regional Library
Salary Scale	:	N\$ 269 189-321 707
Housing Allowance	:	N\$ 13 080-00 per annum
Transport Allowance	:	N\$ 7680-00 per annum

Appointment requirements: A B. degree or equivalent qualification on NQF L7

Supplementary requirement: Preference will be given to candidates who are currently serving as a Librarian Grade 9 with an appropriate Degree in Library and Information Studies/Record Management on NQF Level 7 plus five (5) years appropriate experience.

SECTION: ADVISORY SERVICES

Post Designation	:	Chief Education Officer Grade 5
1xPost	:	Ongwediva Teachers Resource Centre
Salary Scale	:	N\$ 400 001-478 220
Housing Allowance	:	N\$ 13 080-00 per annum
Transport Allowance	:	N\$ 7680-00 per annum

Appointment requirements: An appropriate Degree on NQF L8 or equivalent qualification plus three (3) years appropriate experience

OR

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

Supplementary requirements for Chief Education Officer Grade 5 at Advisory Services Section: Preference will be given to applicants with eighty (8) years appropriate experience

**SUBDIVISION: SPECIAL EDUCATION PROGRAMMES
SECTION: DIAGNOSTIC, ADVISORY AND COUNSELLING SERVICES**

Post Designation : Chief Education Officer Grade 5
1xPost : Ongwediva Teachers Resource Centre
Salary Scale : N\$ 400 001-478 220
Housing Allowance : N\$ 13 080-00 per annum
Transport Allowance : N\$ 7680-00 per annum

Appointment requirements: An appropriate Degree on NQF L8 or equivalent qualification plus three (3) years appropriate experience

OR

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

Supplementary requirements for Chief Education Officer Grade 5 at Special Education Programmes Subdivision: Applicants should have Post Graduate qualification in Education Psychology or Special Need Education plus five years appropriate counselling experience

Post Designation : Senior Education Officer Grade 6 (Life Science and Biology Grade 8-12)
1xPost : Ongwediva Teachers Resource Centre
Salary Scale : N\$ 328 139-392 158
Housing Allowance : N\$ 13 080-00 per annum
Transport Allowance : N\$ 7680-00 per annum

Appointment requirements: An appropriate Degree on NQF L8 or equivalent qualification plus three (3) years appropriate experience

OR

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

Post Designation : Senior Education Officer Grade 6 (Mathematics Grade 4-7)
1xPost : Ongwediva Teachers Resource Centre
Salary Scale : N\$ 328 139-392 158
Housing Allowance : N\$ 13 080-00 per annum
Transport Allowance : N\$ 7680-00 per annum

Appointment requirements: An appropriate Degree on NQF L8 or equivalent qualification plus three (3) years appropriate experience

OR

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

Post Designation : Senior Education Officer Grade 6 (Commerce Grade 8-12)
1xPost : Ongwediva Teachers Resource Centre
Salary Scale : N\$ 328 139-392 158
Housing Allowance : N\$ 13 080-00 per annum
Transport Allowance : N\$ 7680-00 per annum

Appointment requirements: An appropriate Degree on NQF L8 or equivalent qualification plus three (3) years appropriate experience

OR

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

Post Designation : Senior Education Officer Grade 6 (Junior Primary Phase)
1xPost : Ompundja Circuit Office
Salary Scale : N\$ 328 139-392 158
Housing Allowance : N\$ 13 080-00 per annum
Transport Allowance : N\$ 7680-00 per annum

Appointment requirements: An appropriate Degree on NQF L8 or equivalent qualification plus three (3) years appropriate experience

OR

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

Post Designation : Senior Education Officer Grade 6 (Junior Primary Phase)
1xPost : Eheke Circuit Office
Salary Scale : N\$ 328 139-392 158
Housing Allowance : N\$ 13 080-00 per annum
Transport Allowance : N\$ 7680-00 per annum

Appointment requirements: An appropriate Degree on NQF L8 or equivalent qualification plus three (3) years appropriate experience

OR

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

Enquiries: Ms. Anna Andumba/Mr. Alfeus N.T.Kalimbo/ **Tel** 065-229800

NB:

- All Public servants should submit their applications through their respective HR offices with form ZO/3521 and 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 and all relevant certified copies of all educational / academic qualifications and the proof of Namibian citizenship must be addressed to:

**Oshana Regional Council
Directorate of Education, Arts and Culture
Private Bag 5518
Oshakati**

Or

Hand delivered at:

**Human Resource Office
906 Sam Nujoma Road
Old Complex (Oshakati Town Council)**
