PSM CIRCULAR NO. L 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 permanent secretaries. 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

(i) Applications which do not meet the requirements set out in paragraphs 4(a)(i), (ii) and (iii) as well as paragraph 4(b)(i) above, must be returned without further delay to the relevant Office/Ministry/Agency for rectification.

(ii) Applications are scheduled on form ZO/353(1) according to the prescriptions contained in PSSR B.II/II.

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

(d) General

Candidates as well as Offices/Ministries/Agencies are advised to take cognizance of the provisions of PSSR B.II/II, especially paragraphs 2.6, 2.7 and 2.8 of the said chapter.

5. All staff members who were appointed/promoted/transfered 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: 16 JANUARY 2020

Signed by Tuyakula Haipinge  
TUYAKULA HAIPINGE  
DEPUTY EXECUTIVE DIRECTOR: DPSM
Post designation: Deputy Director Grade 4

1xPost: Windhoek

Scale of Salary: N$ 478 220-502 753

Transport allowance: N$ 102 701 per annum

Housing allowance: N$ 68 188 per annum

Minimum requirement: A B Degree at NQF L7 plus 9 years’ appropriate experience.

Additional requirement: Preference will be given to candidates with Degree in HR Management/ Public Administration/Management.

NB: Applicants are informed that the position is subject to vetting

Generic job description

Coordinating the monitoring and evaluation of progress in the Implementation of Cabinet Decisions by Offices/Ministries/Agencies and reporting to Cabinet.

Provide technical and professional services to Cabinet and its Standing Committees.

Generic competencies

Knowledge in Public Policy processes, good understanding of National Development Agenda, Research methodology and Analytical competencies

Duties and responsibilities

- Coordinating the monitoring and evaluation progress of the implementation of Cabinet Decisions by Offices/Ministries/Agencies and report to Cabinet
- Oversee the analysis of feedback reports on the implementation of Cabinet Decisions from Offices/Ministries/Agencies and prepare comprehensive Implementation Feedback Reports for Cabinet consideration
- Spearhead the compilation and submission of Feedback Reports on the Implementation of Cabinet Decisions.
- Coordinating the timely submission of Implementation, Feedback Reports by Offices/Ministries/Agencies
- Monitor compliance to the implementation monitoring instruments by O/M/A’s; Undertake visits to key Government projects in collaboration with the National Planning Commission for the purpose of implementation monitoring
- Coordinate with the Directorate Inter-Governmental Coordination on the implementation of major policy decisions by O/M/A’s
- Supervise and coordinate the work of the Chief Policy Analyst and Policy Analyst.

Enquiries: Ms Penehupifo Haiduwa Tel: 287 2144
Post designation : Deputy Director, Grade 4
1xPost : Windhoek
Scale of salary : N$ 478 220 – 502 753
Housing benefit : N$ 68 188 per annum
Motor vehicle allowance : N$ 102 701 per annum

Minimum Requirements: A relevant B-degree on NQF Level 7 plus a minimum of 9 years appropriate experience. The Deputy Director of Crop Research and Production will be responsible for the overall management and Crop Research and Production activities. The Deputy Director will also serve on the Management Committee of the Ministry with regard to issues pertaining Crop Research and Production.

Major functions:
- Design and implementation of a client orientated strategic plan for the Division of Crop Research and Production.
- Development, implementation, monitoring and evaluation of need – driven and client orientated as well as strategic plant production research programme and projects.
- Serving on function related committees, boards, institutions and represent the Ministry or country at such meetings / conference/ workshops as requested; and
- Cooperation and liaison at both national and international levels which include National Agricultural Research System (NARS), NGOs, donor organizations, consultants and delegations in order to channel scientific knowledge, technical support or financial assistance to Namibia

Policy:
- Compilation and implementation of all Policies, Legal Framework and relevant Regulations;

Organization and programming:
- Programming, implementation and guidance concerning routine tasks and projects;
- Building and ensuring effective communication and co-ordination with role players in the field of Crop Research and Production
- Ensuring effective information management,
- Initiate the formulation of new projects relevant to the core duties of the Division

Personnel and training:
- The management and development of human resource within his/ her Division,
- Implement the recommendations of the Personnel Efficiency and Management Programme;
- Ensure that Competent and committed manpower is available at correct levels and in correct numbers;
- Creating a favourable enabling environment in which in service training and the job training is accessible to all staff members;
- Give due consideration to the responsibilities, needs and task requirements of all sections within the Division; and
- Ensuring that the disciplinary code of the Public Service is properly adhered to.

Finance and budget control:
- Implement the provisions of the Integrated Financial Management System;
- Manage the Divisional Recurrent, as well as Capital budgets in the best interests of the Division;
- Accountability for the financial management and controls concerning the budget; and
- Compilation and monitoring of the annual recurrent and capital budgets, based on the proposed research programmes and projects.

**Work procedures and principles:**
- Maintain a policy of transparent and good working relations with other Divisions and Directorates within the Ministry, with other line Ministries and with the general public; and
- Give effect to international agreements in terms of Crop Research and Production programme and projects.

**Enquiries:** Mr. I P Mate (061) 208 7016/84 or email: matepetoorua@gmail.com

**Address:** The Executive Director  
Ministry of Agriculture, Water and Forestry  
Private Bag 13184  
WINDHOEK
MANAGEMENT CADRE

MINISTRY OF HOME AFFAIRS AND IMMIGRATION

DEPARTMENT: CIVIL REGISTRATION

Post Designation : Deputy Executive Director Grade 2
1xPost : Windhoek
Salary Scale : N$ 555 080 – 589 055
Housing Allowance : N$ 97 282 per annum
Car Allowance
Capital Cost : N$ 107 722 per annum
Running Cost : N$ 30 566 per annum

Minimum Requirements: A B – Degree at NQF Level 7 plus (9) nine years appropriate experience of which three (3) years should have been on a Director Grade 4 level.

Job Description

- The Deputy Executive Director will be responsible for the overall management and coordination of the Department Civil Registration
- Compliance with and interpretation of the Public Service Act, Public Service Staff Rules, other relevant Acts and Regulations
- He /She should make sure that the rules and regulations pertaining to Civil Registration/National Population Register and National ID’s are effectively and efficiently adhered to
- Ensuring the efficient utilization, administration and control of human resources, material and finances of the department
- Determining the operational priorities and assigning of duties and when necessary, to desk officers via the divisional heads, the submission in final draft form of well researched clearly written out statements, briefs speeches and memoranda to the office of the Registrar General
- The convening of Department meetings aimed at improving efficiency
- Resolving of conflicts and problems within the Department
- The incumbent will be responsible for policy formulation for the Department Civil Registration as well as other relevant laws governing the operation of the Department
- He /She will serve as a focal person between the Ministry and other stakeholder on aspects of Civil Registration

Area of competency emphasis:

- System/process coordination
- Mandate management
- Personal drive and effectiveness
- Analytical and critical thinking
- Team building and inclusiveness
- Leadership
- Presentation and problem solving skills
- Excellent communication and negotiation skills

Enquiries: Mr E Maritz, Tel: 292 2017
DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATE: IMMIGRATION AND BORDER CONTROL

Post Designation: Director Grade 3
1x Post: Windhoek
Salary Scale: N$ 512 809 – 544 196
Housing Allowance: N$ 81 558 per annum
Car Allowance: 
Capital Cost: N$ 87 202 per annum
Running Cost: N$ 27 273

Minimum Requirements: A B – Degree at NQF Level 7 plus (9) nine years appropriate experience of which five (5) years should have been on Deputy Director Grade 4 level. Possession of qualification and experience in the field of law enforcement will be an added advantage.

Key Competencies required

Strategic thinking, planning, leading and interpersonal skills, analytical thinking and negotiation skills are required. Other functions are as follow

- Coordinate the overall administrative/operational functions of the directorate;
- Planning and the formulation of goals annual activities;
- Operational decision making relating to: entry and exit; joint cleanup operations; the arrest and detentions of prohibited immigrants; the surveillance of illegal immigrants; and the sittings of the Immigration Tribunals;
- Organizational development;
- Ensure that stop list is up to date;
- Motivation and staff development;
- Leadership development and succession planning;
- Budget formulation;
- Manage the Performance Management System;
- Ensure appropriate staffing; and
- As may be directed by the Chief of Immigration and Executive Director

Enquiries: Mr. N Nghishekwa, Tel: 2922020

NB: Interested candidates should attach their copy of confirmation of probation letter and candidates with foreign qualifications should have their qualifications evaluated. Candidates who attach foreign qualifications without a copy of the evaluation letter from the Namibia Qualification Authority will be automatically disqualified. Please note that all positions are subjected to vetting. People with disability are encouraged to apply.

Completed application forms together with the CV, certified copies of qualifications and necessary documents accompanied by a copy of confirmation of probation letter should be addressed to

The Executive Director
Ministry of Home Affairs and Immigration
Private Bag 13320
Windhoek

Or
Hand delivered to:
Human Resources Office
Ministerial Head Quarters, 1st floor
MANAGEMENT CADRE

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE

DIRECTORATE: YOUTH

Post designation: Director Grade 3
1xPost: Windhoek
Scale of salary: N$512 809-544 196
Motor vehicle allowance: N$114 475 per annum
Housing benefit: N$81 558 per annum

Minimum requirements: An appropriate B Degree at NQF Level 7 tertiary qualification plus 9 years appropriate experience of which three years should be at Middle Management level. Preference will be given to candidates in possession of a Master's Degree.

Additional requirements

- Appropriate experience and knowledge of youth related work.
- A high level of integrity and ability to take initiatives
- An excellent track record of team building and co-ordination
- Ability and confidence to communicate, coordinate and cooperate with political principals and other high ranking Government officials
- Good level of computer skills (MS Word, MS Excel, MS PowerPoint)
- Excellent spoken and written English
- Good presentation and project management skills in particular the capacity to set priorities, manage risks, meet deadlines, achieve defined objectives and report on outcomes

Main responsibilities

- Coordinate all technical and administrative matters, assign and distribute work/task and performance control within the Directorate.
- Responsible for the preparation, coordination and consolidation of the annual work plan of the Directorate.
- Supervise the work of the staff members of the Directorate, including the identification of their training needs and assure that performance reports are up to date.
- Initiate Human Resource Development programmes for the Directorate.
- Responsible for the provision or coordination of the job training of staff within the Directorate.
- Setting Directorate priorities and solving management problems.
- Undertaking periodic field visits for monitoring and evaluating activities of the Youth offices, centres, hostels and rural youth centres.
- Ensure the developing and maintaining of improve management systems for the effective and efficient management of the Directorate.
- Participating in workshops, seminars and short training courses.
- Responsible for the drawing up the budget and administration of the Directorate including international development partners.
- Initiate and supervise capital project/ development budget.
- Setting Directorate priorities and solving management problems.
- Ensure the development and maintaining of an effective Performance Management System, Performance Agreement and regular performance reviews including the establishment and maintenance Annual Work Plans. Engage in an on-going feedback with regard to staff goals, objectives and performance
- Advise and produce staffing requirements for the Directorate
- Develop the Directorate Strategic Plan and oversee the implementation
- Responsible for periodic assessment, update and review of the management plan
- Assist in the formulation, implementation, monitoring and evaluation of the Strategic Plan
- Maintain close collaboration with the State Owned Enterprises and corresponding counterparts including Regional and Local Authorities, national and international organizations
- Reviewing and developing operational policies and procedures relating to National Youth Development Project.
- Carry out research to support programme/projects activities
- Provide inputs for website, press releases, speeches, presentations and reports
- Ensure the integration of gender quality, youth empowerment, cultural diversity and human right based approach in programmes/activities design, implementation and reporting
- Carry out any other official duties assigned from time to time.

Enquiries: Mrs Emma Kantema-Gaomas, Executive Director- Tel. 061-2706528/ Mr Thimotheus Mukura, Deputy Director: General Services- Tel. 061-2706162

Please Note: All applications should be done on Form 156043, (obtainable at any government office) and accompany 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 apply through their respective Human Resource Office and attach proof of probation confirmation letters. Failure to submit all required document(s) will automatically disqualify the applicant. In terms of Affirmative Action Plan, qualifying women and persons with disabilities are encouraged to apply.

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

Hand deliver at:

Human Resource Office
Ministry of Sport, Youth and National Service
Government Offices Park
Ministry of Education Building
2nd Floor, Room 201, West Wing
Windhoek
OFFICE OF THE VICE PRESIDENT, VETERANS, MARGINALISED AND DISABILITY AFFAIRS

DIVISION: MARGINALIZED AFFAIRS
SUBDIVISION: PROGRAMME DEVELOPMENT

Post Designation: Development Planner, Grade 8
1x Post: Omaheke Region (Gobabis)
Scale of Salary: N$ 220 828 x P – 263 911

Minimum Appointment Requirements: A B-Degree majoring in Community Development Management or Social Studies or equivalent qualification on (NQF Level 7) plus appropriate experience.

Additional Requirements: Candidate must have experience in Project Management, Stock Control, procurement, and must have first-hand knowledge and experience to work with marginalized communities and be able to understand !Kung, Ju/Hoansi, Naro, !Xoo and Afrikaans apart from English language. He/she must be computer literate, have a valid driver’s license and must be able to work under very stressful conditions.

Enquiries: Mr. Aron Clase, Tel: Tel: 296 3115, or Mr. Josia-Reesing A. Halweendo, Tel: 296 3083

Important Clauses in the submission of applications:

Members from the Marginalized Communities (San, Ovatue and Ovatjimba) are strongly encouraged to apply. Applicants must be Namibian Citizens. Candidates in possession of foreign qualifications must submit an evaluation report from Namibia Qualifications Authority (NQA). Public Servants applying for a post must apply via Human Resource Office in their own Offices/Ministries and attach proof of successful completion /confirmation of probation. Failure to complete all items on the Application for Employment form and Health Questionnaire and not attaching the necessary documents will disqualify an applicant. Only shortlisted candidates will be notified and no documents will be returned. The successful candidate will be entitled to benefits such as housing subsidy or rent allowance or housing allowance, transport allowance, service bonus, Pension Fund, Medical Aid Scheme, Social Security and Leave of Absence. Applications (on form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and national identity must be submitted to the following address:

The Executive Director
Office of the Vice – President, Veterans, Marginalized and Disability Affairs
Private Bag 13407
Windhoek
PSM CIRCULAR NO. L OF 2019, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 12 DECEMBER 2019, CLOSING DATE 16 JANUARY 2020

OFFICE OF THE PRIME MINISTER

DEPARTMENT: CABINET SECRETARIAT, POLICY ANALYSIS AND COORDINATION
DIRECTORATE: CABINET COMMITTEES COORDINATION

Post designation : Chief Policy Analysts Grade 6
2xPosts : Windhoek
Scale of Salary : $328 139– N$392 158
Housing Allowance : N$13 080 per annum
Transport Allowance : N$ 7 680 per annum Minimum

Requirements: NQF Level 7 B – Degree in Social Sciences, Public administration and Economic plus appropriate 3 years’ experience at field of Public Policy.

ADDITIONAL REQUIREMENT: Two (2) Years appropriate experience in Cabinet Business.

GENERAL JOB DESCRIPTION: Monitoring progress of the Implementation of Cabinet Decisions by Offices/Ministries/Agencies and report to Secretary to Cabinet; provide technical and professional services to Cabinet and its Standing Committees.


DUTIES AND RESPONSIBILITIES
- Compile schedules of Policy Decisions for the submission of the Implementation Feedback Reports by Offices/Ministries/Agencies;
- Coordinate the Compilation of the Implementation Feedback Reports by Offices/Ministries/Agencies;
- Ensure constant application of the Monitoring and Evaluation Instruments by Offices/Ministries/Agencies;
- Analyze the Policy Implementation Feedback Reports from Offices/Ministries/Agencies;
- Monitor progress in the implementation of Cabinet Decisions by Offices/Ministries/Agencies;
- Supervise and coordinate the work of the Policy Analysts;
- Liaise and offer technical support to the Cabinet Liaison Officers; and
- Undertake any other relevant duties that may be assigned from time to time by the Deputy Director or other senior officials.

VETTING REQUIREMENTS: The position is subject to the vetting process

Enquiries: Ms Penehupifo Haiduwa, Tel: 287 2144

DIRECTORATE: POLICY ANALYSIS IMPLEMENTATION, MONITORING AND EVALUATION

Post designation : Chief Policy Analysts Grade 6
1xPost : Windhoek
Scale of Salary : $328 139– N$392 158
Housing Allowance : N$13 080 per annum
Transport Allowance : N$ 7 680 per annum Minimum

Minimum requirements: An appropriate B-Degree on NQF Level 7 in Social Sciences, Public Administration, and Economics plus three (3) years appropriate experience in the field of Public Policy.
NB: The position is subject to the vetting process

Enquiries: Ms Penehupifo Haiduwa, Tel: 287 2144

**DEPARTMENT: PUBLIC SERVICES MANAGEMENT**
**DIRECTORATE: PERFORMANCE IMPROVEMENT**

<table>
<thead>
<tr>
<th>Post designation</th>
<th>Chief Human Resources Policy Analysts Grade 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xPost</td>
<td>Windhoek</td>
</tr>
<tr>
<td>Scale of Salary</td>
<td>$400 001– N$478 220</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>N$13 080 per annum</td>
</tr>
<tr>
<td>Transport Allowance</td>
<td>N$7 680 per annum Minimum</td>
</tr>
</tbody>
</table>

**Minimum Requirements:** NQF Level 7 B – Degree in Human Resources Management plus appropriate 6 years’ experience at Mid-Level Management level in the HR field/environment or HR Information Management Systems / HR Monitoring and Evaluation Systems

Enquiries: Ms Maria Mumwoye, Tel: 287 2042

**DEPARTMENT: PUBLIC SERVICE INFORMATION TECHNOLOGY MANAGEMENT**
**DIRECTORATE: SOLUTION ARCHITECTURE**
**DIVISION: ENTERPRISE SOFTWARE & PORTAL DEVELOPMENT**
**SUBDIVISION: ENTERPRISE SOFTWARE DEVELOPMENT**

<table>
<thead>
<tr>
<th>Post designation</th>
<th>Chief Analyst Programmer Grade 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xPost</td>
<td>Windhoek</td>
</tr>
<tr>
<td>Scale of Salary</td>
<td>N$328 139 – 392 158</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>N$13 080 per annum</td>
</tr>
<tr>
<td>Transport Allowance</td>
<td>N$7 680 per annum Minimum</td>
</tr>
</tbody>
</table>

**Minimum Requirements:** A Diploma in Programming on NQF L6 (or equivalent) plus appropriate experience in the IT field.

Enquiries: Ernstine Dama, Tel: 061-287 2477

**DIVISION: APPLICATION AND ARCHIVE SUPPORT**
**SUBDIVISION: ARCHIVAL COMPLIANCE**

<table>
<thead>
<tr>
<th>Post designation</th>
<th>Archivist Grade 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xPost</td>
<td>Windhoek</td>
</tr>
<tr>
<td>Scale of Salary</td>
<td>N$180 505– N$216 499</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>N$13 080 per annum</td>
</tr>
<tr>
<td>Transport Allowance</td>
<td>N$7 680 per annum</td>
</tr>
</tbody>
</table>

**Minimum requirement:** A Degree in Archival and Records Management on NQF L7 or equivalent qualification.

Enquiries: Ernstine Dama, Tel: 061-287 2477

PSM CIRCULAR NO. L OF 2019, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 12 DECEMBER 2019, CLOSING DATE 16 JANUARY 2020
DIRECTORATE: TECHNICAL SUPPORT & NETWORK SERVICES
DIVISION: DATA CENTRE & NETWORKS

Post designation : Senior System Administrator Grade 7
2xPosts : Windhoek
Scale of Salary : N$ 280 064– N$ 321 707
Housing Allowance : N$13 080 per annum
Transport Allowance : N$ 7 680 per annum Minimum

Minimum requirement: A Degree in Information Technology on NQF L7 plus three (3) years appropriate experience.

Enquiries: Ms Ernstine Dama, Telephone: 061-2872477

DIRECTORATE: QUALITY ASSURANCE, STANDARDS, SKILLS DEVELOPMENT & CO-ORDINATION
DIVISION: RESEARCH, SKILLS DEVELOPMENT AND COORDINATION
SUBDIVISION: PROGRAMS/PROJECTS COORDINATION

Post designation : System Analyst Grade 9
1xPost : Windhoek
Scale of Salary : N$243 812– N$274 573
Housing Allowance : N$13 080 per annum
Transport Allowance : N$ 7 680 per annum Minimum

Minimum requirements: A Degree in System Design at NQF L8
Enquiries: Ms Ernstine Dama, Telephone: 061-2872477

In terms of Affirmative Action Plan, the Office of the Prime Minister is encouraging qualifying women and persons living with disabilities who meet the advertised requirements to apply for the positions.

Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.
Preference will be given to Namibian citizens. An applications (on form 156043) obtainable at all government offices), together with a comprehensive Curriculum Vitae and certified copies of qualifications must addressed to:

The Executive Director
Office of the Prime Minister
Private Bag 13338
WINDHOEK
NATIONAL PLANNING COMMISSION

OFFICE OF THE EXECUTIVE DIRECTOR
SECTION: INTERNAL AUDIT

Post designation: Internal Auditor Grade 8
1xPost: Windhoek
Scale of salary: N$220 828 – 263 911

Minimum requirements: An appropriate B-Degree or equivalent qualification on NQF Level 7 PLUS approximately 3 years appropriate working experience. A Postgraduate Diploma in Internal Auditing will be an advantage.

Job description:
- Planning and directing of audit activities;
- Develop and execute audit programmes for the evaluation of the internal control systems;
- Examining the effectiveness of all levels of management controls on their stewardship of government resources and their compliance with established policies and procedures;
- Areas of concern: (a) Stock Verification, (b) Salaries, (c) Revenue, (d) Creditors and (e) S&T; Conducting financial inspections;
- Review the means of safeguarding assets and verify the existence of such assets; Appraise the economy, efficiency with resources are employed;
- Identify opportunities to improve operating performance and recommend solutions to the problems where appropriate;
- Prevent and reduce the possibility of fraud; Any other specific investigation and inspections assigned by the Executive Director.

Enquiries: Ms Annely Haiphene at 061-283 4225 / Ms Anna Shatika at 061-283 4103/05

DIRECTORATE OF ADMINISTRATION
DIVISION FINANCE AND ADMINISTRATION
SUBDIVISION HUMAN RESOURCES
SECTION TRAINING

Post designation: Learning and Development Officer Grade 8
1xPost: Windhoek
Scale of salary: N$220 828 – 263 911

Minimum requirements: An appropriate National Diploma on NQF level 6 (or equivalent qualification) PLUS 1 (one) year appropriate working experience after meeting the minimum appointment requirement in human resources development and adult training. Exceptional interpersonal and communication skills, a high level of integrity and the ability to manage diversity is strongly recommended. Computer literacy and a code “B” driver's license will be to the advantage of the applicant. Please note that applicants in possession of the Basic Education Teacher Diploma (BETD) as well as experience in the teaching profession (primary- and/or secondary-level) will not be considered for this position.
Learning and Development Officers who are currently additional to the establishment of their respective Offices/Ministries/Agencies who meet the above requirements, are encouraged to apply for this position.

Job description:
- Creation and maintaining of training facilities;
- Identification of training needs; Administration of training and promotion of in-service training at the National Planning Commission (NPC);
- Research with a view to updating existing training materials, techniques and training aids; Evaluation of training results;
- Rendering of advice on training and development to the Management of the National Planning Commission (NPC) and liaising with development partners on the capacity development of the National Planning Commission staff.

Enquiries: Ms Anna Shatika at 061-283 4103 and/or Mr J. Loots at 061-283 4176

Applications (on form 1560 43 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 at:

Human Resource Office
National Planning Commission
Rooms 151 and 153 1st floor
Government Office Park

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

- Public servants should channel their “Application for Employment”-forms via their respective Human Resource Offices in order for that Office to attach form 0/352 as well as the letter of confirmation of probation in the applicant’s current position to the application. Application forms in respect of public servants reaching the Human Resource Office of the National Planning Commission without the documents mentioned above attached to it will not be accepted and/or be returned to the applicant and will not be accepted if re-submitted after the mentioned closing date.

- “Application for Employment”-forms should be properly completed and be accompanied by certified copies of the applicant’s highest qualifications and certificates of service from 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 previous employers, your exact date of appointment and termination of service. Failure to properly complete all items on the “Application for Employment”-form 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 experience was obtained.

- All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Failure to attach the NQA evaluation will cause the application not to be considered for the position applied for.

- Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.

NO APPLICATIONS WILL BE ACCEPTED AFTER THE CLOSING DATE.
Post designation: Control Agricultural Technician Grade 6
1xPost: Windhoek
Scale of salary: N$328 139 – 392 158

Minimum requirement: An appropriate 3-year National Diploma in Agriculture (NQA level 6) PLUS 6 years appropriate experience in or a 2-year Standardized Agricultural Diploma plus 8 years appropriate experience in a managerial position in a technical agricultural field. The candidate must be computer literate and in possession of a valid drivers' license.

Recommendations:
The candidate must have a strong background in Human Resource Management, Research, Livestock Management on government research farms, Pasture Science Management, Agronomy and good knowledge of the State Finance Act (Act 31 of 1991), Treasury Instructions and Procurement Act will be an added advantage. Experience on livestock management and administration in supervisory capacity on government livestock farms or Agricultural Development Centres will also be an advantage. The incumbent must be prepared to perform official duties after normal working hours and also to travel extensively across the country to the Stations/Centres.

Major functions:
• Supervise, inspect and control all related work and matters such as government livestock management, human resource management and development, work procedure on research stations
• Compile budgets of the entire Livestock Research sub-division and ensure distribution, implementation, monitor the expenditure of funds;
• Control and inspect all stocks on large stock research stations, including purchasing of material and maintenance thereof;
• Inspect and endorse registers concerning materials and supplies as well personnel administration;
• Control all books keeping systems, income and expenditure on all livestock research stations;
• Assisting researchers with implementation of projects at relevant research stations;
• Co-ordinate all research programmes/project including organization, implementation, execution and data collection;
• Mentor, advise and guide the Chief Agricultural Technicians on the Research Stations;
• Pay regular control visits, preferably monthly, to research stations where inspections could take place regarding all matters concerning such stations;
• Organize and facilitate meeting between personnel and management of research stations;
• Facilitate development of performance Agreement (PA) as well as the quarterly PA reviews;
• Assist the supervisor with all management and administrative duties

A DETAILED JOB DESCRIPTION WILL BE MADE AVAILABLE ON REQUEST

Enquiries: MR. ISSASKAR MATE; TEL. NO: (061) 208 7086 (Email: matepetoorua@gmail.com) or MS DEIDRE JANUARIE; TEL. NO: (061) 208 7034 (Email: Deidre.Januarie@mawf.gov.na)
DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION: CROP RESEARCH AND PRODUCTION

Post designation : Control Agricultural Technician Grade 6
1xPost : Tsumeb
Scale of salary : N$328 139 – 392 158

**Minimum requirements:** An appropriate 3 year National Agricultural Diploma for Technicians (or Standardized Agricultural Diploma) or equivalent qualification, plus minimum of six (6) years’ experience in managerial position in agricultural technical field. The candidate must be computer literate and must be in possession of a valid driver’s license.

**Recommendations:**

- Strong background in Human Resource Management, Research, Crop Production management and administration in supervisory capacity on GRN Research Farms, Agronomy and Good knowledge of State Finance Act (Act 31 of 1991), Treasury Instructions and Procurement Act (Act 15 of 2015) will be an added advantage.
- The incumbent must be prepared to perform official duties after normal working hours and also to travel extensively across the country to the Stations.

**Major functions:**

- Supervise, inspect and control all related work and matters such as crop production management, human resource management and development, work procedure on research stations;
- Compile budgets of the Crop Research Division and ensure distribution, implementation, monitor the expenditure of funds;
- Control and inspect all stocks on crop research stations, including purchasing of material and maintenance thereof;
- Inspect and endorse registers concerning materials and supplies as well personnel administration;
- Control all books keeping systems, income and expenditure on all crop research stations;
- Assisting researchers with implementation of projects at relevant research stations;
- Co-ordinate all research programmes/project including organization, implementation, execution and data collection;
- Mentor, advise and guide the Chief Agricultural Technicians on the Research Stations;
- Pay regular control visits, preferably monthly, to research stations where inspections could take place regarding all matters concerning such stations;
- Organize and facilitate meeting between personnel and management of research stations;
- Facilitate development of performance Agreement (PA) as well as the quarterly PA reviews;
- Assist the supervisor with all management and administrative duties

**ENQUIRIES:** MR I.P. MATE (061) 208 7086 (Email: matepetoorua@gmail.com) AND MS M. N. HANGULA (065) 233 840

---

DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION: CROP RESEARCH AND PRODUCTION

Post designation : Chief Agricultural Technician Grade 7
3xPosts : (A) Mannheim Research Station
          (B) Omahenene Research Station
          (C) Okashana Research Station
Scale of salary : N$ 269,189 – N$ 321,707

PSM CIRCULAR NO. L OF 2019, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 12 DECEMBER 2019, CLOSING DATE 16 JANUARY 2020
Minimum Requirements:

An appropriate 3 year National Agricultural Diploma for Technician plus a minimum of six (6) years appropriate experience or A 2-year standardized Agricultural Diploma plus a minimum of eight years (8) relevant experience or equivalent qualification on NQF Level 6. The candidate must be computer literate and must be in possession of a valid driver’s license.

Recommendation:
Experience in livestock and crop management on GRN Research Stations and good knowledge of State Finance Act (Act 31 of 1991) and Treasury Instructions will be added advantage.

Duties:
- Plan and supervise all related work and matters such as GRN livestock management/crop management, human resource management and development administration on the Station.
- Implement work plan as per allocated budgets and set objectives.
- Manage all stock at duty station, including purchasing of materials maintenance of stock and infrastructure.
- Implement and update all relevant register concerning material and supplies and personnel administration.
- Supervise the administration of proper book keeping systems, income and expenditure on research station.
- Assist researchers with implementation of projects at research stations.
- Coordinate the work plan between researchers and farming operations including organization, implementation, execution and gathering of data.
- Organize and facilitate the formation of farm committees, as well as to assist with meetings at the station.
- Assist the supervisor (Control AT) with all management and administrative duties.
- Ensure adherence to all relevant Farm Rules and Regulations.

ENQUIRIES: MR. I.P. MATE (061) 208 7086 (Email: matepetoorua@gmail.com) AND MS M. N. HANGULA (065) 233 840

DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION: LIVESTOCK RESEARCH AND PRODUCTION

Post designation : Chief Agricultural Technician Grade 7
2xPosts :
   (A) Okomumbonde Research Station
   (B) Oshaambelo Research Station
Scale of salary : N$ 269,189 – N$ 321,707

Minimum Requirements: An appropriate 3 year National Agricultural Diploma for Technician plus a minimum of six (6) years appropriate experience or A 2-year standardized Agricultural Diploma plus a minimum of eight years (8) relevant experience or equivalent qualification on NQF Level 6. The candidate must be computer literate and must be in possession of a valid driver’s license.

Recommendations:
Experience in livestock management, particularly in stud breeding of livestock on commercial farms or GRN Research/Breeding Stations; Pasture Science Management and good knowledge of State Finance Act (Act 31 of 1991), Procurement Act 2015 and Treasury Instructions will be an added advantage. Good leadership skills; good human relations and a thorough understanding of research and conservation of animal genetic resources will be an added advantage.

Major functions:
- Plan and supervise all related work and matters such as livestock management, human resource management and development and administration on the Station.
- Draw up livestock breeding programmes, oversee mating, lambing, selection and marketing.
• Implement work plan as per allocated budgets and set objectives
• Manage all stock at duty station, including purchasing of material, maintenance of stock and infrastructure.
• Implement and update all relevant registers concerning materials and supplies, livestock and personnel administration.
• Supervise the administration of proper book keeping systems, income and expenditure on livestock breeding/research station.
• Assist researchers with implementation of projects at Research Station
• Co-ordinate the work plan between researchers and farming operations including organization, implementation, execution and gathering of data.
• Organize and facilitate the formation of farm committees, as well as to assist with meetings at the station.
• Assist the supervisor (Control AT) with all management and administrative duties
• Ensure adherence to all relevant Rules and Regulations
• Candidate must be prepared to reside on the Station so as to perform farm work after normal office hours, if necessary.

Enquiries: Ms. D. Januarie (061) 2087034 or Email Deidre.Januarie@mawf.gov.na or Mr. P Thiyemo (061) 2087034 or Email Petrus.Thiyemo@mawf.gov.na

---

**DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT**

**DIVISION: LIVESTOCK RESEARCH AND PRODUCTION**

**Post designation:** Senior Agricultural Technician Grade 8

**1xPost:** Okashana Research Station

**Scale of salary:** N$ 220 828 X 263 911

**Minimum Requirements:** A three (3) year National Diploma in Agriculture plus four (4) years OR a two (2) year Standardised Agricultural Diploma (or equivalent qualification) plus six (6) years with specific emphasis on crop production. Main subjects should include agronomy, horticulture, and vegetable production amongst others.

**Additional Requirements:** Must be a Namibian citizen, computer literate. Assist with supervision of research trials. Reside full time on the farm in execution of his/her duties. The candidate should preferably possess skills in non-formal and/or adult education. The candidate must be in possession of a valid driving license.

**Key Performance Areas**

• Supervise research and farming activities
• Assist in the training of seed growers and demonstration during farmers information days to relevant stakeholders

**Person Specification**

Computer literate; Good interpersonal skills; Assertive; Disciplined; Strategic; Hard-working; Self-motivated; Results driven; Decisive; Planning, budgeting and organization skills; Analytical, People management and presentation skills

Enquiries: Ms. M. N. Hanguila (065 233840) and Mr. Paulus Nena (065- 285307)

Address: The Executive Director

Ministry of Agriculture, Water and Forestry

Private Bag 13184

WINDHOEK
MINISTRY OF DEFENCE

DIRECTORATE: FINANCE

DIVISION: PAYROLL ADMINISTRATION
SUBDIVISION: REMUNERATIVE ADMINISTRATIVE

Post Designation : Chief Accountant Grade 6
1xPost           : Windhoek
Salary Scale     : N$ 328 139 x P – N$ 392 158

Minimum Requirements: An appropriate 3-year tertiary qualification at NQF L6 majoring in Accounting plus six (6) years appropriate experience in Finance.

Additional Requirements: Extensive knowledge in all modules of the integrated Financial Management System (IFMS)

Enquiries: Col HJ Beukes Tel: 061-204 2284

DIVISION: BUDGET CONTROL

SUBDIVISION: BUDGET
SECTION: RECON
SUBDIVISION: ACCOUNTS ADMINISTRATION
SECTION: DSA
SECTION: BILLS PAYABLE

Post Designation : Senior Accountant Grade 7
4xPosts          : Windhoek
Salary Scale     : N$ 269 189 X P – N$ 321 707

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting plus five (5) years appropriate experience in the relevant field of positions applied for.

Additional Requirements: Extensive knowledge in all modules of integrated Financial Management System (IFMS)

Enquiries: Mrs M. Maurihungirire / Ms S Kaoas, Tel: 061-2042243 /061-2042128

NB: Only shortlisted candidates will be contacted. All supporting documents must be originally certified by the Namibian Police. Failure to attach all the required documents, including confirmation of probation letters, will disqualify the application. Persons with disabilities who meet the prescribed requirements are encouraged to apply.

Applications (on form 156043 obtainable at all Government offices) must be addressed to:

Address:
The Executive Director
Ministry of Defence
Private Bag 13307
WINDHOEK
MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: HARDAP REGION

Post Designation: Chief Medical Officer Grade 3
1x Post: Regional Office Mariental
Scale Salary: N$512 809–544 196
Housing Benefit: N$81 558 per annum
Fixed Overtime: N$257 645 per annum
Motor Vehicle Allowance: N$87 202 per annum
Running Cost: N$27 273 per annum

Minimum Requirements: Registration as Medical Officer with Health Professional Council of Namibia (HPCNA) plus five (5) years appropriate experience as a Senior Medical Officer.

Additional Requirements: The candidate must have comprehensive practical knowledge of Anaesthesia and Surgery.

Enquiries: Mrs. Yvonne Stephanus, Tel: 063-245 528

DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES: MARIENTAL

Post Designation: Senior Medical Officer Grade 4
1x Post: Mariental Hospital
Scale Salary: N$478 220 – 502 753
Housing Benefit: N$68 188 per annum
Fixed Overtime: N$239 112 per annum
Motor Vehicle Allowance: N$56 429 per annum
Capital Cost: N$22 333 per annum

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

Additional Requirements: The candidate must have Leadership and Management Skills.

Enquiries: MRS. Yvonne Stephanus, Tel: 063-245 500/28

DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES: MARIENTAL
SUBDIVISION: DISTRICT HOSPITAL MARIENTAL
SECTION: PROFESSIONAL SERVICES
SUBSECTION: DENTAL SERVICES

Post Designation: Dental Therapist Grade 8
1x Post: Mariental Hospital
Scale Salary: N$220 828 – 263 911
Housing Allowance: N$13 080 per annum
Transport Allowance: N$7 680 per annum

Minimum Requirements: Registration as a Dental Therapist with the Health Professional Council of Namibia (HPCNA).

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

PSM CIRCULAR NO. L OF 2019, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 12 DECEMBER 2019, CLOSING DATE 16 JANUARY 2020
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES: MARIENTAL
SUBDIVISION: DISTRICT HOSPITAL MARIENTAL
SECTION: PROFESSIONAL SERVICES
SUBSECTION: DENTAL SERVICES

Post Designation: Dental Surgery Assistant Grade 11
1x Post: Mariental Hospital
Scale Salary: N$122 965 – 147 485
Housing Allowance: N$10 464 per annum
Transport Allowance: N$7 680 per annum

Minimum Requirements: A Grade 12 Certificate or Equivalent Certificate on NQF Level 3 plus one year appropriate experience.

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

---

DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES: MARIENTAL
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES

Post Designation: Senior Administrative Officer Grade 10
1x Post: Mariental Hospital
Scale Salary: N$147 485– 176 895
Housing Allowance: N$10 464 per annum
Transport Allowance: N$7 680 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification NQF Level 6 plus 3 years appropriate experience OR A Grade 12 Certificate or Equivalent Certificate on NQF Level 3 plus 3 years appropriate experience.

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

---

DIRECTORATE: HARDAP REGION
DIVISION: GENERAL SUPPORT SERVICE

Post Designation: Chief Administrative Officer Grade 8
2x Posts: Mariental Regional Office
Mariental Hospital
Scale Salary: N$220 828 – 263 911
Housing Allowance: N$13 080 per annum
Transport Allowance: N$7 680 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification NQF Level 6 plus 6 years appropriate experience.

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

---

DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES: ARANOS
SUBDIVISION: SOCIAL WELFARE SERVICES

Post Designation: Social Worker Grade 8
1x Post: Aranos Health Centre
Scale Salary: N$220 828 – 263 911
Housing Allowance: N$13 080 per annum
Transport Allowance: N$7 680 per annum
Minimum Requirements: Registration as a Social Worker with the Health Professions Council of Namibia.

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

No faxed or emailed applications will be considered.

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

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

The Regional Director  OR  Hand delivered at:
Hardap Region                             Human Resource Office
P.O. BOX 238                              Hardap Regional Office
Mariental                                  Prospeties Weg 388
Mariental

DIRECTORATE: OSHIKOTO REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: TSUMEB
SECTION: PROFESSIONAL HEALTH SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation: Senior Medical Officer Grade 4
2x Posts: Tsumeb and Omuthiya District Hospital
Salary Scale: N$ 478 220 – 502 753
Fixed overtime: N$ 239 112 p.a.
Motor vehicle allowance: N$ 102 701 per annum
Housing Benefit: N$ 68 188 per annum

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

Additional Requirements: at least six (4) years appropriate experience. Must be Computer literate and must have a driver’s license.

Enquiries: Dr. Helen Nkandi - Shiimi, Tel: 065-293 201; Ms. Elago Negongo, Tel: 065-293230

Job Description: Responsible for individuals and group counselling, community development, administration and research. Furthermore response for the educational programs, supervision of student social workers and social workers attached to the in-patient facility, family empowerment days and aftercare services and to co-ordinate the internal inpatient treatment program schedule.

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

SUBSECTION: DENTAL SERVICES

Post Designation: Dentist Grade 5
2x Posts: Omuthiya District Hospital
Salary Scale: N$ 400 001 – 478 220
Fixed overtime: N$ 214 066 p.a.
Motor vehicle allowance: N$ 78 762 per annum
Housing Allowance: N$ 13 080 per annum

PSM CIRCULAR NO. L OF 2019, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 12 DECEMBER 2019, CLOSING DATE 16 JANUARY 2020
Minimum Requirements: Registration as a Medical Practitioner with the Medical and Dental Health Council of Namibia.

Enquiries: Dr. Helen Nkandi - Shimi, Tel: 065-293 201; Ms. Elago Negongo, Tel: 065-293230
Applications (on form 156043 obtainable at all Government Offices) must be submitted to:
The Regional Director
Ministry of Health and Social Services
Oshikoto Health Directorate
Private Bag 4005
Omuthiya
NB: No faxed / emailed documents will be accepted.

---

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI

Post Designation: Senior Medical Officer Grade 4: Re-advertisement
1x Post: Tsandi
Salary scale: N$ 478 220 – 502 753
Motor vehicle allowance:
Capital Costs: N$ 76 950 p.a
Running Costs: N$ 25 751 p.a
Total allowance: N$ 102 701 p.a
Remoteness allowance: N$ 9000.00 p.a
Housing benefit: N$ 68 188 p.a
Fixed overtime: N$ 239 112 p.a

Minimum Requirements: Bachelor of Medicine and Surgery. Registration as a Medical Practitioner with Medical and Dental Council of Namibia. Three years working experience as Medical Officer Grade 5.

Enquiries: Dr. Francina Ananias at Tel 065 – 251805 or Ms. Monika Shilunga at Tel: 065 – 251812

---

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBSECTION: DOMESTIC SERVICES
COMPONENT: CLEANING SERVICES

Post designation: Senior Cleaner Grade 14
1x Post: Outapi
Salary scale: N$ 54 682 – 71 105
Transport allowance: N$ 7680.00 p.a
Housing allowance: N$ 7848.00 p.a

Minimum requirements: None

Additional requirements: The candidate should have five (5) years appropriate experience and must be able to read and write English.

Enquiries: Ms. Monika Shilunga at Tel 065 – 251812 or Ms. Maghanaem Nakasole at Tel: 065 – 251809
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SECTION: MAHENENE HEALTH CENTRE

Post designation : Senior Cleaner Grade 14
1x Post : Mahenene
Salary scale : N$ 54 682 – 71 105
Transport allowance : N$ 7680.00 p.a
Housing allowance : N$ 7848.00 p.a
Remoteness allowance : N$ 13 800 p.a

Minimum requirements: None

Additional requirements: The candidate should have five (5) years appropriate experience and must be able to read and write English.

Enquiries: Ms. Monika Shilunga at Tel 065 – 251812 or Ms. Maghanaem Nakasole at Tel: 065 – 251809

SUBSECTION: DOMESTIC SERVICES
COMPONENT: CLEANING SERVICES

Post designation : Senior Cleaner Grade 14
1 x Post : Okahao
Salary scale : N$ 54 682 – 71 105
Transport allowance : N$ 7680.00 p.a
Housing allowance : N$ 7848.00 p.a

Minimum requirements: None

Additional requirements: The candidate should have five (5) years appropriate experience and must be able to read and write English.

Enquiries: Ms. Monika Shilunga at Tel 065 – 251812 or Ms. Maghanaem Nakasole at Tel: 065 – 251809

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES

Post designation : Administrative Officer Grade 12
1x Post : District Health and Social Services: Okahao
Salary scale : N$ 99 633 – 119 501
Transport allowance : N$ 7680.00 p.a
Housing allowance : N$ 10 464.00 p.a

Minimum Requirements: A Grade 12 certificate on NQF Level 3.

Supplementary Selection Requirements: A valid code BE driving license. Candidates must meet the criteria for appointment in the Public Service for post which requires a Grade 12 Certificate [20 points over 5 subjects including a E symbol in English, Candidates in possession of a Standard 10 Certificate are also encourage to apply].

Enquiries: Ms. Monika Shilunga at Tel 065 – 251812 or Ms. Fredrika Enkali at Tel: 065 – 252030
NB: Interested applicants must complete the Government Application Forms 156043 and 156094 (available at any Government offices). Only shortlisted candidates will be contacted and documents will not be return back. All supporting documents must be originally certified by the Namibian Police.

Application for employment must be submitted to:

PSM CIRCULAR NO. L OF 2019, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 12 DECEMBER 2019, CLOSING DATE 16 JANUARY 2020
DIRECTORATE: OSHANA REGION
DIVISION: MULTI REGIONAL MEDICAL DEPOT

Post Designation: Senior Pharmacist Grade 6
1 x Post: Oshakati
Salary Scale: N$ 328 139 – 392 158
Salary Notch: N$ 328 139
Fixed Overtime: 175 572 per annum
Housing Allowance: N$13080 per annum
Transport Allowance: N$ 7680 per annum

Minimum Requirements: Registration as Pharmacist with the Namibian Pharmacist Board plus four (4) years appropriate experience in the field.

Enquires: Ms Serafina N. Mhinge; Ms Kristofina N. Shingo, Tel no: 065 – 2233153

DIRECTORATE: ZAMBEZI REGION
DIVISION: REHABILITATION AND SOCIAL WELFARE SERVICES
SUBDIVISION: REHABILITATION SERVICES

Post designation: Senior Physiotherapist Grade 6
1 X post: Katima Mulilo (Regional Management Team)
Salary scale: N$ 328 139 – 392 158
Transport allowance: N$ 7 680 per annum
Housing allowance: N$ 13 080 per annum

Minimum requirements: An appropriate four (4) year B- Degree or equivalent qualification on NQF level 7 in Physiotherapy and registration as Physiotherapist with the Health Profession Council of Namibia plus six (6) years appropriate experience.

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

Post designation: Senior Health Programme Officer Grade 7
1 X post: Katima Mulilo (RMT)
Salary scale: N$ 269 189 – 321 707
Transport allowance: N$ 7 680 per annum
Housing allowance: N$ 13 080 per annum

Minimum requirements: An appropriate B- Degree or equivalent qualification on NQF level 7 in Nursing and registration as Registered Nurse with the Health Profession Council. Additional requirements: The candidate should have at least 5 years’ experience in Malaria, TB, HIV & AIDS programs. A valid driver’s license code 8 will be an advantage.
DIVISION: PUBLIC AND ENVIRONMENTAL HEALTH

Post designation: Chief Environmental Health Practitioner Grade 7
1 X post: Katima Mulilo
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 an Environmental Health Practitioner with the relevant Namibian Council, plus five (5) years appropriate experience.
Additional requirements: The candidate should be in possession of a valid driver’s license code 8 and must be prepared to travel.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KATIMA MULILO
SUBDIVISION: SOCIAL WELFARE SERVICES

Post designation: Senior Social Worker Grade 7
1 X post: Katima Mulilo
Salary scale: N$ 269 189 – 321 707
Transport allowance: N$ 7 680 per annum
Housing allowance: N$ 13 080 per annum

Minimum requirements: Bachelor’s Degree in Social Work and registration as a Social Worker with the Social Work and Psychology Council of Namibia
Additional requirements: Three (3) years related working experience, plus a valid driver’s license code 8

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KATIMA MULILO
SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: DENTAL SERVICES

Post designation: Dentist Grade 5
1 X post: Katima Mulilo
Salary scale: N$ 400 001 – 478 220
Motor Vehicle Allowance: N$ 75 070 per annum
Fixed Overtime: N$ 214 066 per annum
Housing allowance: N$ 13 080 per annum

Minimum requirements: Registration as a Dentist with the Medical and Dental Council of Namibia.
Additional requirements: The candidate should be in possession of a valid driver’s license code 8 and must be prepared to travel.

SUBDIVISION: ADMINISTRATIVE AND SUPPORT SERVICES
SECTION: DOMESTIC SERVICES
SUB SECTION: CLEANING SERVICES

Post designation: Senior Cleaner Grade 14
1X post: Katima Mulilo Hospital
Salary Scale: N$ 54 682 - 71 105
Transport allowance: N$ 7 680 per annum

PSM CIRCULAR NO. L OF 2019, VACANIES IN THE PUBLIC SERVICE, ADVERTISED 12 DECEMBER 2019, CLOSING DATE 16 JANUARY 2020
Housing allowance: N$ 7 848 per annum

Minimum requirements: none

Additional requirements: The candidate should have at least three (3) years working experience in hospital cleaning environment and be able to communicate in the official language.

---

**SUBDIVISION: ADMINISTRATIVE AND SUPPORT SERVICES**

**SECTION: DOMESTIC SERVICES**

**SUBSECTION: LAUNDRY SERVICES**

Post Designation: Equipment Attendant Grade 15
1X post: Katima Mulilo
Salary scale: N$ 35 777 – 46 521
Transport allowance: N$ 7 680 per annum
Housing allowance: N$ 7 848 per annum

Minimum requirements: None

Additional requirements: The candidate should have at least three (3) years working experience in operating laundry machinery i.e. washing machine, Industrial Rolling Iron and basic plumbing skills.

---

**SUBDIVISION: ADMINISTRATIVE AND SUPPORT SERVICES**

**SECTION: DOMESTIC SERVICES**

**SUBSECTION: LAUNDRY SERVICES**

Post designation: Sewing Laundry Assistant Grade 14
1X Post: Katima Mulilo
Salary scale: N$ 54 682 - 71 105
Transport allowance: N$ 7 680 per annum
Housing allowance: N$ 7 848 per annum

Minimum requirements: Grade 10 certificate (24 points over 7 subjects with D symbol in English) or equivalent qualification on NQA F L2.

Additional requirements: The candidate should have a certificate in Clothing Production plus three (3) years working experience in the laundry.

---

**SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO**

**SECTION: NURSING SERVICES**

**SUB SECTION: THEATRE & CSSD**

Post designation: Registered Nurse Grade 8
1 X post: Katima Mulilo (Theatre)
Salary scale: N$ 220 828- 263 911
Transport allowance: N$ 7 680 per annum
Housing allowance: N$ 13 080 per annum

Minimum requirements: Diploma on NQA level 6 in Nursing and registration as Registered Nurse with the Health Profession Council.

Additional requirements: The candidate should have an Advanced Diploma in Theatre technique (operating room) or at least three (3) years’ experience in theatre.
Enquiries: Mrs. A.K. Mwilima, Tel: 066- 251411 or Mrs. J.M. Chilinda, Tel: 066- 251475

Public servants must apply through their Human Resource office and submit their application forms under cover of form ZO/352(1). Applications sent without going through the human resource office will be disqualified.

NB: No application forms and documents will be returned

Hand delivery: Human Resource Office, Zambezi Regional Health Directorate, Katima Mulilo

Address: The Regional Director
Ministry of Health and Social Services
Zambezi Region
Private Bag 1081
Katima Mulilo
MINISTRY OF HOME AFFAIRS AND IMMIGRATION

DIRECTORATE: ADMINISTRATION
DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation: Senior Security Officer Grade 7
1x Post: Windhoek
Salary Scale: N$ 269 189-321 707
Transport Allowance: N$ 7 680 per Annum
Housing Allowance: N$ 13 080 per Annum

Minimum requirements: A National Diploma in either Security Management, Police Science, Correctional Services or Military Science on NQF Level 6 with six (6) years working experience in law enforcement and a completed Police, Military, Correctional Services or Security Management Basic Training.

General requirement: An appointment in this category, irrespective of the functional level is subjected to vetting. Confirmation of probation is subject to the successful completion of Basic Security Awareness training. Qualification and or experience in Information Technology and working with experience will be an added advantage.

Key Functions:
• Conduct Security Vetting
• Background checks
• Supervise Security Cleared Personnel and Carrying out investigations

Enquiries: Ms. Victoria Shikukumwa, Tel: 292 2046

DIVISION: HUMAN RESOURCES
SUBDIVISION: HUMAN RESOURCES

Post Designation: Senior Human Resource Practitioner Grade 7
1x Post: Windhoek
Salary Scale: N$ 269 189 – 321 070
Transport Allowance: N$ 7 680 per Annum
Housing Allowance: N$ 13 080 per Annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on (NQF Level 6) majoring in Human Resources plus five (5) years approximate appropriate experience.

SUBDIVISION: HUMAN RESOURCES DEVELOPMENT

Post Designation: Learning and Development Officer Grade 8
1x Post: Windhoek
Salary Scale: N$220 828 – 263 911
Transport Allowance: N$ 7 680 per Annum
Housing Allowance: N$ 13 080 per Annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on (NQF Level 6).

Post Designation: Chief Learning and Development Officer Grade 6
1x Post: Windhoek
Salary Scale: N$328 139 – 392 158
Transport Allowance: N$ 7 680 per Annum
**Housing Allowance**: N$ 13 080 per Annum

**Minimum requirements**: An appropriate National Diploma or equivalent qualification on (NQF Level 6) plus six (6) years approximate appropriate experience

**Enquiries**: Ms. Rosemary Hoveka, Tel: 292 2149/2051

---

<table>
<thead>
<tr>
<th>Post Designation</th>
<th>Chief Accountant Grade 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xPost</td>
<td>Windhoek</td>
</tr>
<tr>
<td>Salary Scale</td>
<td>N$ 328 139 – 392 158</td>
</tr>
<tr>
<td>Transport Allowance</td>
<td>N$ 7 680 per Annum</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>N$ 13 080 per Annum</td>
</tr>
</tbody>
</table>

**DIVISION: FINANCE**  
**SUBDIVISION: EXPENDITURE CONTROL**

**Minimum requirements**: An appropriate National Diploma or equivalent qualification on (NQF Level 6) majoring in Accounting plus six (6) years approximate appropriate experience on the IFMS, Treasury Instructions, State Finance Act and knowledge of the MOF’s and expenditure control.

---

<table>
<thead>
<tr>
<th>Post Designation</th>
<th>Chief Accountant Grade 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xPost</td>
<td>Windhoek</td>
</tr>
<tr>
<td>Salary Scale</td>
<td>N$ 328 139 – 392 158</td>
</tr>
<tr>
<td>Transport Allowance</td>
<td>N$ 7 680 per Annum</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>N$ 13 080 per Annum</td>
</tr>
</tbody>
</table>

**SUBDIVISION: BUDGET CONTROL AND RECONCILIATION**

**Minimum requirements**: An appropriate National Diploma or equivalent qualification on (NQF Level 6) majoring in Accounting plus six (6) years approximate appropriate experience on the IFMS, Treasury Instructions, State Finance Act and knowledge of the MOF’s and expenditure control.

---

<table>
<thead>
<tr>
<th>Post Designation</th>
<th>Senior Accountant Grade 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xPost</td>
<td>Windhoek</td>
</tr>
<tr>
<td>Salary Scale</td>
<td>N$ 269 189 – 321 070</td>
</tr>
<tr>
<td>Transport Allowance</td>
<td>N$ 7 680 per Annum</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>N$ 13 080 per Annum</td>
</tr>
</tbody>
</table>

**SUBDIVISION: REVENUE CONTROL**

**Minimum requirements**: An appropriate National Diploma or equivalent qualification on (NQF Level 6) majoring in Accounting plus five (5) years approximate appropriate experience in Revenue Collection and Revenue Collection Module on the IFMS.

---

<table>
<thead>
<tr>
<th>Post Designation</th>
<th>Senior Accountant Grade 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xPost</td>
<td>Windhoek</td>
</tr>
<tr>
<td>Salary Scale</td>
<td>N$ 269 189 – 321 070</td>
</tr>
<tr>
<td>Transport Allowance</td>
<td>N$ 7 680 per Annum</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>N$ 13 080 per Annum</td>
</tr>
</tbody>
</table>

**SUBDIVISION: SALARIES**

---
Minimum requirements: An appropriate National Diploma or equivalent qualification on (NQF Level 6) majoring in Accounting plus five (5) years approximate appropriate experience.

SUBDIVISION: DSA

Post Designation: Senior Accountant Grade 7
1xPost: Windhoek
Salary Scale: N$ 269 189 – 321 070
Transport Allowance: N$ 7 680 per Annum
Housing Allowance: N$ 13 080 per Annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on (NQF Level 6) majoring in Accounting plus five (5) years approximate appropriate experience.

SUBDIVISION: BUDGET CONTROL AND RECOCLILIATION
SECTION: BUDGET AND OFF-BUDGET ACCOUNTS

Post Designation: Senior Accountant Grade 7
1xPost: Windhoek
Salary Scale: N$ 269 189 – 321 070
Transport Allowance: N$ 7 680 per Annum
Housing Allowance: N$ 13 080 per Annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on (NQF Level 6) majoring in Accounting plus five (5) years approximate appropriate experience on the IFMS, Treasury Instructions, State Finance Act and knowledge of the MOF's.

Enquiries: G Du Plessis, Tel: 292 2441

SECTION: INTERNAL AUDIT

Post Designation: Chief Internal Auditor Grade 6
1xPost: Windhoek
Salary Scale: N$ 328 139 – 392 158
Transport Allowance: N$ 7 680 per Annum
Housing Allowance: N$ 13 080 per Annum

Minimum requirements: An appropriate B-degree or equivalent qualification on (NQF Level 7) plus five (5) years approximate appropriate experience in expenditure control.

SUBDIVISION: LEGAL SUPPORT SERVICES

Post Designation: Control Administrative Officer Grade 6
1xPost: Windhoek
Salary Scale: N$ 328 139 – 392 158
Transport Allowance: N$ 7 680 per Annum
Housing Allowance: N$ 13 080 per Annum

Minimum requirements: LLB (Hon) Degree with at least 3 years work experience in a legal environment.

Competencies required:

PSM CIRCULAR NO. L OF 2019, VACNACIES IN THE PUBLIC SERVICE, ADVERTISED 12 DECEMBER 2019, CLOSING DATE 16 JANUARY 2020
Good communication skills (both written and oral)
Ability to maintain a high standard of professionalism, accuracy and confidentiality
Highly organized and detail-oriented
Computer literate (Microsoft Office, email and internet)
Willingness to work long hours, including weekends
Ability to cope under pressure
Possession of a driver’s license will be an added advantage

Job description
• Administration of legal processes in the division
• Organizing legal information and conducting legal research
• Coordinating mainly with offices of the Government Attorney and the Attorney General
• Providing legal support to all Directorates, Immigration Selection Board and Immigration Tribunal and Divisions
• Supervising and giving practical guidance to operational staff
• Performing any other functions as may be assigned by Supervisor

Enquiries: Mrs. P. Simasiku, 061-292 2375

DIVISION: GENERAL SUPPORT SERVICES
SUBDIVISION: AUXILIARY SERVICES
SECTION: REGISTRY

Post Designation : Chief Administrative Officer Grade 8
1xPost : Windhoek
Salary Scale : N$220 828 – 263 911
Transport Allowance : N$ 7 680 per Annum
Housing Allowance : N$ 13 080 per Annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on (NQF Level 6) plus five (5) years approximate appropriate experience.

SECTION: OFFICE SUPPORT

Post Designation : Senior Administrative Officer Grade 10
1xPost : Windhoek
Salary Scale : N$147 485 – 176 895
Transport Allowance : N$ 7 680 per Annum
Housing Allowance : N$ 10 464 per Annum

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

SECTION: PUBLIC RELATIONS

Post Designation : Senior Public Relations Officer Grade 7
1 Post : Windhoek
Salary Scale : N$ 269 189 – 321 070
Transport Allowance : N$ 7 680 per Annum
Housing Allowance : N$ 13 080 per Annum

Minimum requirements: An appropriate B-degree or equivalent qualification on (NQF Level 7) plus four (4) years approximate appropriate experience.
DIVISION: INFORMATION TECHNOLOGY MANAGEMENT
SUBDIVISION: CORE INFRASTRUCTURE SERVICES

Post Designation : Chief Computer Technician Grade 9
1xPost : Windhoek
Salary Scale : N$ 199 691 – 239 033 (P)
Transport Allowance : N$ 7 680 per Annum
Housing Allowance : N$ 13 080 per Annum

Minimum requirements: An appropriate National Diploma or equivalent qualification in Information Technology on (NQF Level 6) plus three (3) year appropriate experience.

SECTION: HELPDESK SUPPORT

Post Designation : Chief Computer Technician Grade 9
1xPost : Windhoek
Salary Scale : N$ 199 691 – 239 033 (P)
Transport Allowance : N$ 7 680 per Annum
Housing Allowance : N$ 13 080 per Annum

Minimum requirements: An appropriate National Diploma or equivalent qualification in Information Technology on (NQF Level 6) plus three (3) year appropriate experience.

Enquiries: Mr. J Alweendo, Tel: 292 2193

DIRECTORATE: REFUGEE ADMINISTRATION
DIVISION: REFUGEE PROGRAMME MANAGEMENT

Post Designation : Chief Administrative Officer Grade 8
1xPost : Windhoek
Salary Scale : N$220 828 – 263 911
Transport Allowance : N$ 7 680 per Annum
Housing Allowance : N$ 13 080 per Annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on (NQF Level 6) plus four (4) years approximate appropriate experience. Qualification in Paralegal Studies and Knowledge and understanding of human rights will be an added advantage.

DIVISION: REFUGEE RECEPTION AND SETTLEMENT AREAS
SUBDIVISION: ZAMBEZI

Post Designation : Chief Administrative Officer Grade 8
1xPost : Katima Mulilo
Salary Scale : N$220 828 – 263 911
Transport Allowance : N$ 7 680 per Annum
Housing Allowance : N$ 13 080 per Annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on (NQF Level 6) plus four (4) years approximate appropriate experience. Qualification in Paralegal Studies and Knowledge and understanding of human rights will be an added advantage.
**SUBDIVISION: OSIRE**

<table>
<thead>
<tr>
<th>Post Designation</th>
<th>Chief Administrative Officer Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xPost</td>
<td>Osire</td>
</tr>
<tr>
<td>Salary Scale</td>
<td>N$220 828 – 263 911</td>
</tr>
<tr>
<td>Transport Allowance</td>
<td>N$ 7 680 per Annum</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>N$ 13 080 per Annum</td>
</tr>
</tbody>
</table>

**Minimum requirements:** An appropriate National Diploma or equivalent qualification on (NQF Level 6) plus four (4) years approximate appropriate experience. Qualification in Paralegal Studies and Knowledge and understanding of human rights will be an added advantage.

<table>
<thead>
<tr>
<th>Post Designation</th>
<th>Senior Administrative Officer Grade 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xPost</td>
<td>Windhoek</td>
</tr>
<tr>
<td>Salary Scale</td>
<td>N$147 485 – 176 895</td>
</tr>
<tr>
<td>Transport Allowance</td>
<td>N$ 7 680 per Annum</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>N$ 10 464 per Annum</td>
</tr>
</tbody>
</table>

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

Qualification in Paralegal Studies and Knowledge and understanding of human rights will be an added advantage.

**Enquiries:** Mr. V Nauyoma, Tel: 292 2062

---

**DIRECTORATE: NATIONAL CIVIL REGISTRATION**
**DIVISIONS: KHOMAS & OMAHEKE REGIONAL OFFICES**
**OSHANA & OSHIKOTO REGIONAL OFFICES**
**OHANGWENA REGIONAL OFFICE**

<table>
<thead>
<tr>
<th>Post Designation</th>
<th>Control Administrative Officer Grade 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>3xPosts</td>
<td>Windhoek</td>
</tr>
<tr>
<td></td>
<td>Eenhana</td>
</tr>
<tr>
<td></td>
<td>Oshakati</td>
</tr>
<tr>
<td>Salary Scale</td>
<td>N$ 328 139 – 392 158</td>
</tr>
<tr>
<td>Transport Allowance</td>
<td>N$ 7 680 per Annum</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>N$ 13 080 per Annum</td>
</tr>
</tbody>
</table>

**Minimum requirements:** An appropriate National Diploma or equivalent qualification on NQF Level 6 plus six (6) years appropriate experience in Civil Registration and Vital Statistics or identity management, three (3) of which must be at Chief Administrative Officer level.

---

**DIVISION: OTJOZONDJUPA & ERONGO REGIONAL OFFICES**

<table>
<thead>
<tr>
<th>Post Designation</th>
<th>Senior Administrative Officer Grade 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>3xPosts</td>
<td>Walvis Bay</td>
</tr>
<tr>
<td></td>
<td>Outjo</td>
</tr>
<tr>
<td></td>
<td>Otjiwarongo</td>
</tr>
<tr>
<td>Salary Scale</td>
<td>N$147 485 – 176 895</td>
</tr>
<tr>
<td>Transport Allowance</td>
<td>N$ 7 680 per Annum</td>
</tr>
</tbody>
</table>
Housing Allowance : N$ 10 464 per Annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6) plus one (1) year appropriate civil registration experience

OR

A Grade 12 Certificate (NQF Level 3) plus three years appropriate experience in Civil Registration and Vital Statistics or identity management at administrative officer level

Enquiries: Mr. Collens Muleke, Tel: (061) 292 2309

DIRECTORATE: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION
DIVISION: NATIONAL POPULATION REGISTER

Post Designation : Control Administrative Officer Grade 6
2xPosts : Births Subdivision (Head Office)
Marriages & Deaths Subdivision (Head Office)
Salary Scale : N$ 328 139 – 392 158
Transport Allowance : N$ 7 680 per Annum
Housing Allowance : N$ 13 080 per Annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on (NQF Level 6) plus six (6) years appropriate experience in Civil Registration and Vital Statistics or identity management, three (3) of which must be at Chief Administrative Officer level.

DIVISION: IDENTIFICATION AND PRODUCTION

Post Designation : Control Administrative Officer Grade 6
1xPost : Information Capturing and Production Subdivision (Head Office)
Salary Scale : N$ 328 139 – 392 158
Transport Allowance : N$ 7 680 per Annum
Housing Allowance : N$ 13 080 per Annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on (NQF Level 6) plus six (6) years appropriate experience in Civil Registration and Vital Statistics or identity management, three (3) of which must be at Chief Administrative Officer level.

Enquiries: Ms. Tulimeke Munyika, Tel: (061) 292 2240

NB: Interested candidates should attach their copy of confirmation of probation letter and candidates with foreign qualifications should have their qualifications evaluated. Candidates who attach foreign qualifications without a copy of the evaluation letter from the Namibia Qualification Authority will be automatically disqualified. Please note that all positions are subjected to vetting. People with disability are encouraged to apply.

Enquiries: Ms. Rosemary Hoveka, Tel no 061-292 2149/2922051

Completed application forms together with the CV, certified copies of qualifications and necessary documents accompanied by a copy of confirmation of probation letter should be addressed to

The Executive Director
Ministry of Home Affairs and Immigration

PSM CIRCULAR NO. L OF 2019, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 12 DECEMBER 2019, CLOSING DATE 16 JANUARY 2020
Private Bag 13320
Windhoek

Or
Hand delivered to:
Human Resources Office
Ministerial Head Quarters, 1st floor
MINISTRY OF LAND REFORM

DIRECTORATE VALUATION AND ESTATE MANAGEMENT
DIVISION GENERAL VALUATION
SUBDIVISION URBAN VALUATION

Post Designation : Chief Valuer Grade 5
1xPost : Windhoek
Salary Scale : N$ 400 001 – N$ 478 220
Housing allowance : N$13 080.00 per annum
Transport allowance : N$7 680.00 per annum

Minimum Requirements: A B-Degree in Valuation and Estate Management or Land Valuation or Land Economy or Real Estate Valuation on NQF Level 7 plus three (03) years appropriate experience in valuations of real estates.
Use of Microsoft (Excel, Words, PowerPoint presentation), extensive knowledge in report writing, court protocols and in calculations of areas and volumes.

Main duties

• Supervise the gathering, recording, analysis of quality property sales data and maintenance of a digital database of property sales and ensure updates of market values;
• Conduct the induction workshop for the newly appointed staff member in the Directorate
• Conduct consultations workshops and advice local authorities, village council and settlement areas on property valuations as well as the valuations for compensations
• Supervise the gathering, recording and analysis of quality urban property rentals;
• Supervise the gathering, recording and analysis of quality cost data for buildings, farm infrastructure commercial buildings, industrial buildings and plant and machinery and maintain and ensure the proper update of this information;
• Initiate legislation and policy reviews related to urban valuations
• Supervise projects assigned to the sub-division
• Supervise the production of timely monthly, quarterly and annual property indicators for urban properties according to zoning attributes;
• Ensure that the Directorate of Valuation and Estate Management is supplied with up-to-date market data for the day-to-day execution of valuation assignments;
• Provide administrative and technical guidance to staff and interns within the sub-division; and
• Contribute to the drafting of the Strategic and Annual Plans of the Directorate
• Prepare timely the Performance Agreements and Performance Reviews of the staff members of the sub-division
• Ensure the timely and quality production of monthly, quarterly and annual reports of the sub-division
• Prepare and submit valuation request from clients and if needed negotiate on behalf of the clients
• Ensure the safe keep of all reports prepared by the sub-division both electronically and manually
• Prepare budget for the sub-division of Urban Valuation
• Perform and any other duties as may be assigned by the Deputy Valuer General; General Valuation or Valuer General from time to time.

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, certificate of services, identity documents and a comprehensive CV attached to it. Women and people with disabilities are encouraged to apply. Incomplete applications will not be considered. Candidacy is limited to Namibian citizens.
Enquiries: Ms Njahi Mushe, Telephone: 061-2965328

Applications must be forwarded to:

The Executive Director
Ministry of Land Reform
Private Bag 13343
Windhoek

OR

Hand Delivered
Ministry of Land Reform
Private Bag 13343
No: 55 Robert Mugabe Avenue,
Windhoek
**KAVANGO EAST REGIONAL COUNCIL**

**DIRECTORATE: HUMAN RESOURCE, FINANCE AND ADMINISTRATION**

**DIVISION: ADMINISTRATION**

**SUBDIVISION: AUXILIARY SERVICES**

**SECTION: PROCUREMENT AND STOCK CONTROL**

<table>
<thead>
<tr>
<th>Post Designation</th>
<th>:</th>
<th>Chief Administrative Officer Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xPost</td>
<td></td>
<td>Rundu</td>
</tr>
<tr>
<td>Salary Scale</td>
<td>:</td>
<td>N$ 220 828 – N$ 263 911</td>
</tr>
<tr>
<td>Transport Allowance</td>
<td>:</td>
<td>N$ 7 680.00 per annum</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>:</td>
<td>N$ 13 080.00 per annum</td>
</tr>
</tbody>
</table>

**Minimum Requirement:** An appropriate National Diploma or equivalent qualification on NQF Level 6, plus approximately 3 years appropriate experience. The experience mentioned must have been attained whilst employed in the same job category performing the same functions and duties as per PSM Circular No. 5 of 2015.

---

**DIRECTORATE: HUMAN RESOURCE, FINANCE AND ADMINISTRATION**

**DIVISION: ADMINISTRATION**

**SUBDIVISION: NDONGA LINENA CONSTITUENCY SUPPORT OFFICE**

<table>
<thead>
<tr>
<th>Post Designation</th>
<th>:</th>
<th>Senior Administrative Officer Grade 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xPost</td>
<td></td>
<td>Rundu Rural and Rundu Urban Constituencies</td>
</tr>
<tr>
<td>Salary Scale</td>
<td>:</td>
<td>N$ 147 485 – N$ 176 895</td>
</tr>
<tr>
<td>Transport Allowance</td>
<td>:</td>
<td>N$ 7 680.00 per annum</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>:</td>
<td>N$ 13 080.00 per annum</td>
</tr>
</tbody>
</table>

**Minimum Requirement:** An appropriate National Diploma at NQF Level 6, plus 1 year appropriate experience. Or a Grade 12 certificate at NQF Level 3, plus 3 years appropriate experience. The experience mentioned must have been attained whilst employed in the same job category performing the same functions and duties as per PSM Circular No. 5 of 2015.

**Enquiries:** Ms. Ludgela Nangura, 066 – 266000, Mr. Jona M Kangumbe, 066 - 266000

**To Candidates:**

Applications must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications.

All Public Servant applicants should send their applications through their O/M/A’s Human Resource offices and confirmation letters must be attached.

All foreign qualifications must be evaluated and letter(s) from the Namibia Qualifications Authority (NQA) to be attached.

**NB! Applications that do not meet the above criteria or requirements shall not be considered.**

Applications must be submitted on form 156043 obtainable from government offices, with certified copies of identification documents, educational qualifications and a comprehensive CV must be addressed to:

**The Chief Regional Officer**

**Kavango East Regional Council**

**Private Bag 2124**

**Rundu**

---

PSM CIRCULAR NO. L OF 2019, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 12 DECEMBER 2019, CLOSING DATE 16 JANUARY 2020