



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 JUNE 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. F 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 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 limited to Public Servants. 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 Personnel 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 permanent secretaries for the short-term retention of the staff member will be mutual agreement between those permanent secretaries. If necessary formal secondment can be resorted to if the situation so dictates (*vide* PSSR BVII/IX on secondment)

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

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

(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: 14 JULY 2019

Signed by Tuyakula Haiping
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE
MINISTRY OF AGRICULTURE, WATER AND FORESTRY
DEPARTMENT OF WATER AFFAIRS AND FORESTRY

Post designation	:	Deputy Executive Director Grade 2
1xPost	:	Windhoek
Scale of Salary	:	N\$555 080 – 589 055
Housing benefit	:	N\$97 282 per annum
Motor vehicle allowance	:	N\$138 282 per annum

Minimum requirements: An appropriate B-degree on NQF Level 7 (or equivalent qualification) plus nine (9) years' experience. A B-Degree in Water Science, Forestry or Agriculture (or equivalent) will serve as an added advantaged.

Job description: The post of Deputy Executive Director is that of Departmental Head of Water Affairs and Forestry therefore it requires a detailed understanding of water and forestry in relation to the 14 Regions of the Republic of Namibia. The post requires the incumbent to demonstrate leadership, vision, diplomacy, firmness, decision - making, equity, and communications skills. With the advent of the Joint World Bank Water Sector Management Review, the incumbent will also require to demonstrate skills in terms of change management including consultation and motivation with regard to the Department and indeed stakeholders within the Water and Forestry Sector. The Deputy Executive Director for Water Affairs and Forestry will report and support the Executive Director in respect of all matters pertaining to the core functions of the Ministry with regard to the judicious use, conservation and development of water and forestry in the Republic of Namibia.

Specific responsibilities:

- Management of the Department of Water Affairs and Forestry;
- Establishment of and adherence to the Annual Recurrent and Development Budget of the Ministry in respect of the Department;
- Controlling forestry activities and water allocation, borehole drilling and waste disposal permits;
- Liaison with development partners – Donor and NGO's;
- Ensuring liaison between the Republic of Namibia and neighbouring States with respect to shared water and/or forestry resources. Delegation member of various water and/or commissions;
- Ensuring liaison and smooth co-operation with Namwater;
- Providing direction through leadership in pursuing the objectives of the Ministry in respect of the Department;
- Ensuring liaison with the National Planning Commission and other Ministries with respect to water and/or forestry projects;
- Advising the Minister, Deputy Minister, Executive Director, in respect of water and/or forestry matters;
- Ensuring compliance with the Water and /or Forestry Act by the Ministry and citizens of Namibia;

- Ensuring smooth operation of the Directorates Rural Water Supply and Sanitation Coordination, Water Resource Management and Forestry;
- Any other duties in line with the functions of the Department.

Enquiries: Mr. Percy W Misika; Executive Director Tel (061) 208 7649

MANAGEMENT CADRE

MINISTRY OF AGRICULTURE, WATER AND FORESTRY

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION

DIRECTORATE: PLANNING AND BUSINESS DEVELOPMENT

DIVISION: AGRO-TRADE AND BUSINESS DEVELOPMENT

Post designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Scale of salary	:	N\$ 478 220 – 502 753
Housing benefit	:	N\$ 68 137 per annum
Motor vehicle allowance	:	N\$ 97 667 per annum

Minimum requirements: An appropriate B-degree on NQF Level 7 (or equivalent qualification Agricultural Economics, Marketing, Economics, Business Management, International Trade or Social Sciences) plus nine (9) years' experience of which three (3) years must have been spent on middle management level. A Masters' Degree in any of the stipulated fields will be an added advantage. The incumbent should be computer literate and should be prepared to travel locally and abroad.

Job description: The incumbent will head the Division of Agro-Trade and Business Development and work under the general direction of the Director: Planning and Business Development. The duties include:

- Planning, organizing, staffing, leading, controlling and coordination of activities for the Division;
- Promoting the development of the domestic and international markets for agricultural and processed agricultural products originating from Namibia;
- Promoting the establishment of downstream industries in the agronomic and livestock industries through business development;
- Supporting the operations of the Agricultural Statutory Boards in line with the relevant legislation and regulations;
- Promoting trade for the Namibian agriculture products and processed agricultural products in line with the Namibian Agricultural Policy;
- Monitoring and implementation of bilateral, regional and multilateral cooperation agreements that the Ministry is party to;
- Any other duties in line with the functions of the Department.

Enquiries: Mr. Mesag Mulunga; Director: Planning and Business Development; Tel (061) 208 7677

Address:

**The Executive Director
Ministry of Agriculture, Water and Forestry
Private Bag 13184
WINDHOEK**

MANAGEMENT CADRE

MINISTRY OF GENDER EQUALITY AND CHILD WELFARE

DIRECTORATE: CHILD WELFARE SERVICES

DIVISION: CHILD CARE FACILITIES AND PROTECTION

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Scale of salary	:	N\$478 220 – 502 753
Salary Notch	:	N\$478 220
Motor vehicle allowance	:	
Capital costs	:	N\$ 76950 per annum
Running costs	:	N\$ 25751 per annum
Total allowance	:	N\$ 102 701 per annum
Housing benefit	:	N\$68 188 per annum

Minimum requirement : A B Degree at (NQA Level 7) plus 12 years' appropriate experience.

Responsibilities:

- The incumbent is responsible for the general administration of the Division Child Care Facility and Protection in the Child Welfare Directorate.
- Provide technical support and supervision to the Control Administrative Officers in the Division.
- Provide technical support and supervision to the Control Administrative Officers in the Division.
- Responsible for Policy formulation
- Guide in the implementation of Policies
- Oversee the activities of two sub-divisions;
 - a) Child Allowance
 - b) Residential Child Care Facilities
- Monitor the execution of the functions of other staff members under his/her supervision.
- Responsible for the training of Senior and Administrative Officers on training topics identified.

- Assist in preparing the annual budget for Child Welfare Directorate
- Assist in preparing the budget forward plan of the Directorate
- Monitor the budget expenditure of the Directorate
- Oversee the activities of the two Centers Namibia Children's Home and After School Centre
- Compile monthly, quarterly and annual reports of the Division
- Prepare Time sheet for the volunteers
- Compile reports on the activities of the volunteers

Enquiries: Ms. Helena Andjamba: Tel no. 061-2833162 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**

**MANAGEMENT CADRE
MINISTRY OF JUSTICE**

**DIRECTORATE: LEGAL ADVICE
DIVISION: INTERNATIONAL LAW**

Post designation	:	Deputy Chief Grade 3
1xPost	:	Windhoek
Scale of Salary	:	N\$ 512 809 – 544 196 per annum
Motor vehicle allowance	:	N\$ 126 375 per annum
Housing allowance	:	N\$ 94 886 per annum

Minimum Requirements: LLB degree or equivalent qualification plus 9 years appropriate experience in the field of law, of which 5 years should be in legal advice.

Additional requirements: Specialized knowledge of any of the following fields will be considered to the applicant's advantage: Constitutional and Administrative Law, Commercial and Trade Law, Intellectual Property Law, Environmental Law, Property Law, and the Law of the Sea. Public or Private International Law, Law, Mining Law and Aviation Law.

Key activities:

- Provide Legal advice/opinion on all branches of law;
- Scrutinize bills, contracts/agreements, memorandum of understanding, treaties and any other official documents;
- Draft legal advice/opinion, contracts/agreements, memorandum of understanding, treaties;
- Represent and attend local and international conferences, workshops seminars, commissions of enquiries, State Owned Enterprise Board of Directors, disciplinary hearings, negotiation forums and other events when required on behalf of the government.
- Oversee and supervise the work of subordinates
- Execute/perform any other duty/task appropriate to the grade or designation of the post/ rank held and assigned by a supervisor or any relevant authority.

NB: Candidates in the Public Service must be on the level of Legal Officer Grade 4 and attach copies of confirmation of probation letters.

Address enquiries to Mr Elifas Simon, Tel (061) 2805290 or Mrs Kornelia Nangolo, Tel (061) 280 5251

Applicants should note the following:

- **Applicants within the Public Service must attach proof of confirmation of probation to their application for employment.**

- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
- The activities of the Ministry of Justice are of strategic importance. You are forewarned that a security clearance in respect of shortlisted candidates may be required at any time and your co-operation in that regard will be expected.
- Applicants who only partially complete and /or do not sign application forms, or who do not attach letters of confirmation of their probations in their current positions, will not be considered.
- *Applicants in designated groups are encouraged to apply.*

Please note: Only shortlisted candidates will be contacted and preference will be given to Namibian Citizens.

Address:

**The Executive Director
Ministry of Justice
Private Bag 13248
Windhoek**

Or

Hand delivered applications may be submitted at the following physical address:

**Subdivision: Human Resources
Second Floor
Justitia Building, Independence Avenue (Between Zoo Park and Telecom)**

MINISTRY OF AGRICULTURE, WATER AND FORESTRY

DEPARTMENT OF WATER AFFAIRS AND FORESTRY

DIRECTORATE: FORESTRY

DIVISION: FORESTRY MANAGEMENT

Post designation : Chief Forester Grade 5
3xPosts : Post A Otjiwarongo
Post B Eenhana
Post C Ongwediva
Scale of salary : N\$400 001 – 478 220

Minimum requirements: An appropriate B-degree or B-Honors degree in Forestry or related field on NQF Level 8 (or equivalent qualification) plus seven (7) years' of experience on the professional level of Forester. A Masters'/Master of Science Degree in Forestry will be an added advantage. A drivers' license will be a further advantage.

A FULL JOB DESCRIPTION WILL BE AVAILABLE ON REQUEST.

Enquiries: Mr. Fillemon Kayofa; Deputy Director: Forestry Management; Tel (061) 208 7320

DEPARTMENT OF DIRECTORATE: PLANNING AND BUSINESS DEVELOPMENT DIVISION: AGRO-TRADE AND BUSINESS DEVELOPMENT

Post designation : Chief Agro-Business Analyst Grade 6
1xPost : Windhoek
Scale of salary : N\$328 139 – 392 158

Minimum requirements: An appropriate B-degree on NQF Level 7 in the fields of Economics, Agricultural Economics, Public and Business Administration/Management as majors plus six (6) years' appropriate experience in the field of international cooperation, in particular with international institutions and other countries. Possession of A Masters' Degree in Business Administration will be an added advantage. Written and oral communication skills in the official language and good computer skills are strongly recommended. Candidates must have a Code BE drivers' license or be prepared to obtain such within a reasonable period of time. The candidate must be prepared to travel both inside and outside the country.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Mr. Mesag Mulunga; Director: Planning and Business Development; Tel (061) 208 7677

DEPARTMENT OF AGRICULTURAL DEVELOPMENT DIRECTORATE: AGRICULTURAL PRODUCTION, EXTENSION AND ENGINEERING SERVICES

Post designation : Chief Agricultural Scientific Officer Grade 5

3xPosts : Post A Subdivision: Ojozondjupa Region
(Otjiwarongo)
Post B Subdivision: Zambezi Region (Katima Mulilo)
Post C Subdivision: Omusati Region (Outapi)

Scale of salary : N\$ 400 001 – 478 220

Minimum requirements: An appropriate B. Sc-degree or B. Sc-Honors degree specialising in Livestock Science, Animal Science, Rangeland Management and Pasture Management or equivalent qualification on NQF Level 8 plus six (6) years' of experience on the professional level of Agricultural Scientific Officer in Agricultural Extension and Research, Project Planning and Management, Livestock Production, Project Planning and Pasture Management. A high level of analytical skills in planning and financial management, strong communication and scientific report writing, knowledge and skills in basic computing, demonstrated interpersonal skills in working with a multidiscipline team is expected. The familiar must be familiar with and have knowledge of the Namibian Constitution, NDP's, especially NDP 5, Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules and other legislation. A drivers' license will be an advantage.

A FULL JOB DESCRIPTION WILL BE AVAILABLE ON REQUEST.

Enquiries: Ms Mildred Kambinda; Director: Agricultural Production, Extension and Engineering Services; Tel (061) 208 7529

DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE: AGRICULTURAL PRODUCTION, EXTENSION AND ENGINEERING SERVICES

Post designation : Chief Agricultural Technician Grade 7
1xPost : Otjiwarongo
Scale of salary : N\$269 189 – 321 707

Minimum requirements: A 3-year National Diploma in Agriculture (NQF Level 6) with six (6) years of experience or a 2-year Standardized Agricultural Diploma with 8 years appropriate experience in Agricultural Extension and Research and/or Training. The candidate must be familiar with and have knowledge of the Strategic Plan 2012/13-2016/17 of the Ministry as well as legislation pertaining Agricultural Extension and Engineering Services. The candidate should have a drivers' license.

Proficiency in other languages is a recommendation.

A FULL JOB DESCRIPTION WILL BE AVAILABLE ON REQUEST.

Enquiries: Ms Berfine Antindi; Deputy Director: North Eastern Regions; Agricultural Production, Extension and Engineering Services; Tel (066) 269901

Address:
The Executive Director
Ministry of Agriculture, Water and Forestry
Private Bag 13184

WINDHOEK

MINISTRY OF GENDER EQUALITY AND CHILD WELFARE

**DIVISION: CHILD CARE FACILITIES AND PROTECTION
SUBDIVISION: CHILD ALLOWANCES**

PSM CIRCULAR NO. F OF 2019, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 13 JUNE 2019, CLOSING DATE 14 JULY 2019

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

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

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

Responsibilities:

- The incumbent will be responsible for administration of grants assistance and liaises and coordinates with regional staff on issues relating to grants administration.
- Provide input for preparation of the national level operational plan on allowances
- Approve grants applications from Regions
- Process transfers of MG and FP monthly payment to payment masters
- Process place of safety and subsidy claims for payments
- Prepare quarterly report for submission to the Control Social Worker (Administration)
- Coordinate and supervise the implementation of Performance Management in the Sub-division throughout the Region (MGECW).

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

DIVISION: KUNENE REGIONAL OFFICE

Post Designation	:	Social Worker Grade 7
1xPost	:	Kunene Region
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.

Responsibilities:

- Liaise with, inform and guide institutions, individuals and authorities regarding policy and application

- Advocate and mobilize the community on rights and responsibilities of Children
- Organize and run community meetings on children's rights.
- Organize national and regional days on the rights of children in collaboration with Chief Social Worker.
- Conduct investigations regarding the Children's Act
- Prepare professional report and recommendations
- Submit to children's court. Present evidence during court enquiry
- Present court order to the Administrative Officer for action
- Planning and co-ordinate Child Welfare Services in the Region through the Orphans and Vulnerable Children (OVC) forum in the region
- Provide information for the Administrative Officer to register OVC for the Regional and National OVC database

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

**DIRECTORATE: COMMUNITY EMPOWERMENT
DIVISION: KUNENE REGIONAL OFFICE
SUBDIVISION: COMMUNITY DEVELOPMENT**

Post Designation	:	Community Liaison Officer Grade 6
1xPost	:	Opuwo
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 B Degree at (NQA Level 7) plus 9 years' appropriate experience.

Responsibilities:

- Prepare and implement operation strategy for community based child care centers/Kindergartens
- Mobilise and strengthen the establishment of operation strategy for community and Early Childhood Development structures
- Organise and present training for staff and Early Childhood Development stakeholders.
- Approve training and recommend funding for Integrated Early Childhood Development caregivers and communities
- Train the established Regional and Constituency Integrated Early Childhood Development Committees.
- Identify areas and prepare logistics so that project participations and staff can visit other areas/regions to acquire new skills and knowledge through observation
- Develop the framework for gender database, train subordinates in the use thereof and oversee the capturing of data.
- Head of the Sub-Division Community Development and coordinate and supervise the implementation of Performance Management in the Sub-division throughout the Region (MGECW).

Enquiries: Ms. Loide Velishavo: Tel no. 061-2833132 and Ms. Ester Shindinge, Tel no. 061-2833170

OFFICE OF THE EXECUTIVE DIRECTOR

SUB-DIVISION: INTERNAL AUDITOR

Post Designation : Internal Auditor Grade 8
1xPost : Windhoek
Scale of salary : N\$220 828 – 263 911
Housing Allowance : N\$ 13 080.00 per annum
Transport Allowance : N\$ 7 680.00 per annum

Minimum requirement: An appropriate B. Degree or equivalent qualification on NQF Level 7 plus 3 years' appropriate experience. Confirmation of probation is subject to the issuing of a certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance on advice of the Deputy Director: Internal Auditing of the Ministry of Finance.

Enquiries: Ms. Monikka Mberema: Tel no. 061-283122 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: FINANCE AND PROCUREMENT
DIVISION: PROCUREMENT

SUBDIVISION: CONTRACT MANAGEMENT

Post Designation : Control Administrative Officer Grade 6
1x Post : Windhoek
Salary Scale : N\$ 328 139 – 392 158

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

Additional Requirements: A Bachelor Degree plus three (3) years appropriate experience. The candidate must have knowledge in Public Procurement Act, 2015, (Act 15 of 2015), and Regulation, Treasury Instruction, Public Service Act, 1995 (Act 13 of 1995), State Finance Act 1991 (Act 31 of 1991) and Labour Act and guideline. Appropriate experience in procurement and purchasing process and knowledge of contract management at senior level or a legal qualification, drivers licence and computer literacy.

Enquiries: Mr. E. lita, **Tel:** 061-2032152

DIRECTORATE: FINANCE AND PROCUREMENT SECTION: RESOURCE MANAGEMENT

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

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

Additional Requirements: The candidate must have knowledge in Public Procurement Act 2015, (Act 15 of 2015) and Regulation, Treasury Instruction, Public Service Act, 1995 (Act 13 of 2015), State Finance Act, 1991 (Act 31 of 1991) and other guidelines. Appropriate experience in general office administration, knowledge of minute taking and reports, valid drivers licence and literacy.

Enquiries: Mr. E. lita, **Tel:** 061-2032152

DIRECTORATE: KHOMAS REGION DIVISION: CURATIVE SERVICES SUBDIVISION: PHARMACEUTICAL SERVICES

Post Designation : Senior Pharmacist Grade 6
1x Post : Windhoek
Salary scale : N\$ 328 139 – 392 158
Fixed overtime : N\$ 175 572 PA

Minimum Requirements: Registration as Pharmacist with the Namibian Health Professional Council plus six (6) years appropriate experience.

Job Description: Ensure adequate supply, its proper storage, organize, and monitor. Supplies to health facilities. Budget and control pharmaceutical expenditures. Provide in-service training to the subordinates. Provide regular pharmacy information to the prescriptions. Will be a member of the Regional Management Committee and a Secretary, To the Regional Therapeutic Committee meetings. Will initiate Regional Therapeutic Committee meetings.

Enquiries: Ms. E. Muremi, **Tel:** 061-2035001

**DIRECTORATE: HUMAN RESOURCES
DIVISION: HUMAN RESOURCE MANAGEMENT
SUBDIVISION: HUMAN RESOURCE INFORMATION**

Post Designation : Chief Human Resource Practitioner 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: A National Diploma majoring in human resources on NQF Level 6 plus six (6) years appropriate experience of which 3 years should have been at the level of Senior Human Resource Practitioner Grade 7.

Main functions: Facilitate the creation and abolishment of positions on the Ministry's staff establishment, maintaining data base on all human capital related matters, compilation of the Ministry's Affirmative Action Report

Enquiries: Ms. Anna Isaacs, **Tel:** 061-2032183

**DIRECTORATE: HUMAN RESOURCES
DIVISION: HUMAN RESOURCE MANAGEMENT
SUBDIVISION: RECRUITMENT**

Post Designation : Chief Human Resource Practitioner 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: A National Diploma majoring in human resources on NQF Level 6 plus six (6) years appropriate experience of which 3 years should have been at the level of Senior Human Resource Practitioner Grade 7.

Main functions: Ensure effective and efficient recruitment, selection induction and orientation process in the Ministry. Coordinate and facilitate the placement of internal and external advertisement of vacancies Manage volunteer services in the Ministry.

Enquiries: Ms. Anna Isaacs, **Tel:** 061-2032183

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
1x Post	:	Tsumeb 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 (6) years appropriate experience. Must be Computer literate and must have a driver's license.

Enquiries: Dr. Helen N. Nkandi – Shiimi, **Tel:** 065-293 200/202 Ms. Elago Ndapewa E. Negongo; **Tel:** 065 – 293 230

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

Post Designation	:	Medical Officer Grade 5
1x Post	:	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

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

Enquiries: Dr. Helen N. Nkandi – Shiimi, **Tel:** 065-293 200/202 Ms. Elago Ndapewa E. Negongo; **Tel:** 065 – 293 230

DIRECTORATE: OSHIKOTO REGION
DIVISION GENERAL SUPPORT SERVICES
SUBDIVISION LOGISTICS & FACILITIES MANAGEMENT

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Oshikoto Regional Office

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 (NQF Level 6) plus 1 year appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus three (3) years appropriate experience

Additional Requirements: Applicant must be Computer literate, have knowledge of stock taking, IFMS and Procurement Act and a valid Driver's License. Confirmation of probation as an Administrative officer Grade 12 must be attached

Enquiries: Mr. D.N. Mulilo, **Tel:** 065-293200 Ms. Elago Ndapewa E. Negongo, **Tel:** 065-293230

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

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

DIRECTORATE: KUNENE REGION
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES OUTJO
SUBDIVISION: DISTRICT HOSPITAL OUTJO
SECTION: NURSING SERVICES

Post Designation : Senior Registered Nurse Grade 7
1x Post : Outjo
Salary Scale : N\$ 269 189 – 321 707
Transport Allowance : N\$ 76 80 per annum
Housing Allowance : N\$ 13080 per annum

Minimum Requirements: Registration as a Registered Nurse with the Health Professional Council of Namibia plus four (4) years appropriate experience.

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

Post Designation : Chief Administrative Officer Grade 8
1x Post : Outjo
Salary Scale : N\$ 220 828 – 263 911

Transport Allowance : N\$ 76 80 per annum
Housing Allowance : N\$ 13080 per annum

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

**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KHORIXAS
SUBDIVISION RESOURCE MANAGEMENT**

Post Designation : Chief Administrative Officer Grade 8
1x Post : Khorixas
Salary Scale : N\$ 220 828 -263 911
Transport Allowance : N\$ 76 80 per annum
Housing Allowance : N\$ 13080 per annum

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

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

Post Designation : Senior Administrative Officer Grade 10
1x Post : Khorixas
Salary Scale : N\$ 147 485 – 176 895
Transport Allowance : N\$ 76 80 per annum
Housing Allowance : N\$ 10 464 per annum

Minimum Requirements: National Diploma in Business Administration/Public Administration or equivalent qualification (NQF Level 6) plus 1 year appropriate experience **OR** Grade 12 Certificate (NQF Level 3) plus three (3) years appropriate experience.

**DIRECTORATE: KUNENE REGION
DIVISION: PUBLIC & ENVIRONMENTAL HEALTH**

Post Designation : Chief Environmental Health Practitioner Grade 7
1x Post: Kunene Region (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 an Environmental Health Practitioner with the Health Professional Council of Namibia plus four (4) years appropriate experience. Must have a valid Driver's license.

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 Tomas Shapumba , Tel: 065- 272801 or Ms Tekla Nghitotelwa , Tel: 065-272845

**Applications should be addressed to:
The Regional Director
Kunene Region
Private Bag 3003
Opuwo**

**DIRECTORATE: OTJOZONDJUPA REGION
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES
GROOTFONTEIN
SECTION: HEALTH CENTRE MANGETTI DUNE**

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Mangetti Dune
Salary Scale	:	N\$ 269 189 – 321 707
Transport Allowance	:	N\$ 76 80 per annum
Housing Allowance	:	N\$ 13080 per annum
Remoteness Allowance	:	N\$ 21000 per annum

Minimum Requirements: Registration as a Registered Nurse with the Health Professional Council of Namibia plus four (4) years appropriate experience.

DIVISION: SPECIAL PROGRAMMES

Post Designation	:	Chief Health Programme Officer Grade 6
1x Post	:	Otjiwarongo
Salary Scale	:	N\$ 328`39 – 2392158
Transport Allowance	:	N\$ 76 80 per annum
Housing Allowance	:	N\$ 13080 per annum

Minimum Requirements: An appropriate four (4) year B-Degree or equivalent qualification plus five (5) years appropriate experience in TB, Malaria and Public Health related programmes. Computer literacy with proven documents in Micro Soft (Word, Excel and PowerPoint. Must have a valid driver's licence.

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

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Otjiwarongo
Salary Scale	:	N\$ 147 485 – 176 895
Transport Allowance	:	N\$ 76 80 per annum
Housing Allowance	:	N\$ 10 464 per annum

Minimum Requirements: National Diploma in Business Administration/Public Administration or equivalent qualification (NQF Level 6) plus 1 year appropriate experience **OR** Grade 12 Certificate (NQF Level 3) plus three (3) 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 will disqualify the application.

Enquiries: Mr. Shilikomwenyo, Tel: 067- 300811 or Mr. A.Swartz , Tel: 067- 300900/9045

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

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

DIVISION: GENERAL SERVICES
SUBDIVISION: AUXILIARY SERVICES

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Windhoek
Scale of Salary	:	N\$ 328 139 – 392 158
Transport Allowance	:	N\$ 7 680.00 per annum
Housing Allowance	:	N\$ 13 080.00 per annum

Minimum requirements: A National Diploma or equivalent qualification at NQF Level 6. Candidate should have at least six (6) years appropriate experience in Administration of which three (3) years must be at the level of Chief Administrative Officer Grade 8.

Additional requirements: Computer literate and be able to work with IFMS, sound understanding of the Public Procurement Act, 2015 (Act 12 of 2015), Capital project management, transport and stock control management.

Job description: This job category includes personnel involved at overhead supervisory level such as administering and drafting of directives, submissions prescriptions and provision of technical and secretariat assistance to the procurement and evaluation committee, maintain records of procurement activities, monitor and ensure delivery of procurement contract, provision of reports, development and consolidate the procurement plan.

The candidate will be responsible for identifying and assign task and responsibilities to subordinates in the Maintenance Section, Transport Section, Stock Control Section, the Procurement Management Unit, and to coordinate between the MICT Procurement and Evaluation Committees on related matters.

Enquiries: Mr. Ziegie Willemse, Tel. 061-283 2342 **OR** Mr. Edward Ndjamba, Tel. 061-283 2385

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

Post designation	:	Chief Media Officer Grade 6
1xPost	:	Windhoek
Scale of Salary	:	N\$ 328 139 – 392 158
Transport Allowance	:	N\$ 7 680.00 per annum
Housing Allowance	:	N\$ 13 080.00 per annum

Minimum requirements: An appropriate Bachelor Degree in Media Studies or Journalism from a recognized tertiary institution plus four (4) years of appropriate experience in the media industry, OR 3- year National Diploma in Media studies or Journalism studies plus six (6) years of experience in the Management of Information and Communication field, media production; from the gathering of news items, photographs, editing and layout to the pre-printing process. Candidate must be proficient in Design and have an understanding of the Government Performance

System. The incumbent must have good interpersonal relations, excellent English writing and interviewing skills, report writing, knowledgeable of the Namibian historic background, socio-economic, political and cultural terrains.

Enquiries: Mr. Frans Nghitila, Tel. 061-283 2505 OR Mr. Edward Ndjamba, Tel. 061-283 2385

DIVISION: MEDIA LIAISON SERVICES
SUBDIVISION: MEDIA MONITORING AND ANALYSIS

Post designation : Senior Information Officer Grade 7
1xPost : Windhoek
Salary Scale : N\$ 269 189 – 321 707
Transport Allowance : N\$ 7 680.00 per annum
Housing Allowance : N\$ 130 80.00 per annum

MINIMUM REQUIREMENTS: An appropriate recognised Bachelor Degree plus three (3) years appropriate experience in media analysis, Journalism, Public Relations and Social Science fields. Excellent English writing skills, verbal expression and ardent reader and computer literacy are prerequisites for this position. Extensive knowledge of the Namibian, SADC, African and World historical, political and economic background will be advantage.

DIRECTORATE: PRINT MEDIA AFFAIRS
DIVISION: PRODUCTION
SUBDIVISION: PUBLICATION
SECTION: PERIODICAL AND EXHIBITION

Post designation : Senior Photographer Grade 10
1xPost : Windhoek
Salary Scale : N\$ 147 485 – 176 895
Transport Allowance : N\$ 7 680.00 per annum
Housing Allowance : N\$ 10464 per annum

MINIMUM REQUIREMENTS: An appropriate National Diploma (or equivalent tertiary qualification) for technicians in visual arts will be an added advantage, plus three (3) years appropriate experience in taking, processing and adaptation of photos as well as the arrangement, storage and making available thereof.

Enquiries: Mr. Frans Nghitila, Tel. 061-283 2505 **OR** Mr. Edward Ndjamba, Tel. 061-283 2385

DIRECTORATE: AUDIOVISUAL MEDIA AND REGIONAL OFFICES
DIVISION: AUDIOVISUAL MEDIA AND REGIONAL OFFICES
SUBDIVISION: AUDIOVISUAL PRODUCTION

Post designation	:	Senior Media Officer Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$ 269 189 – 321 707
Transport Allowance	:	N\$ 7 680.00 per annum
Housing Allowance	:	N\$ 130 80.00 per annum

MINIMUM REQUIREMENTS: An appropriate B-Degree in Media Studies or Mass Communication with emphasis on Video Production plus approximately 4 years appropriate experience.

Additional requirements: Proven communication skills, proficiency in oral and written English, able to operate the video camera to capture quality footage and an array of microphones and audio recording devices to capture quality sound. Computer literacy and experience in working with communities are prerequisites for this position. Photoshop and Motion graphics skills will be considered and added advantage. Ability to translate and narrate the text from English into one or more Namibian languages and proficiency in at least one of the local languages will be considered as an advantage. Candidates will be subjected to a practical test.

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

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 attached proof of probation confirmation letters **Failure to submit all required document(s) will automatically disqualify the applicant.**

Foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the applicant.

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

Address

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

OR

HAND DELIVERY AT:

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

MINISTRY OF JUSTICE

**DIRECTORATE: CENTRAL ADMINISTRATION
SUBDIVISION: HUMAN RESOURCE MANAGEMENT**

Post designation	:	Senior Human Resource Practitioner Grade 7
1xPost	:	Windhoek
Salary scale	:	N\$ 269 -321 707 per annum
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680 per annum

Minimum Requirements:

- A National Diploma majoring in Human Resource Management on NQF level 6 (or equivalent qualification);
- 3 year's proven experience in Human Resource Management ;
- Sound knowledge of the Public Service Act, Labour Act, Affirmative Action Employment Act and Public Service Staff Rules;

Key accountabilities

- Conduct recruitment and selection processes;
- Assist with the execution of the subdivision's strategic initiatives;
- Prepare submissions of a complex nature on organizational structure;
- Assist and advise line management in handling employee discipline and misconduct processes;
- Prepare various HR data and reports e.g. Affirmative Action, Performance Management System (PMS) etc;
- Advise staff on HR policies and procedures;
- Assist with the implementation of wellness programmes;
- Assist with the development of Performance Agreements and provide guidance to managers and staff members
- Train , coach and mentor staff, and
- Execute any other duties assigned by the Deputy Director/ Chief HR Practitioner or any other authorized person.

Enquiries to: Mrs Meriam Kapofi, Tel (061) 2805245 or Ms Tuuliki Nakafingo Tel (061) 2805222

**DIRECTORATE: OFFICE OF THE OMBUDSMAN
DIVISION: INVESTIGATIONS
SUBDIVISION: RUNDU REGIONAL OFFICE**

Job designation	:	Senior Complaints Investigator Grade 7
1xPost	:	Katima Mulilo
Salary scale	:	N\$ 269 189 – 321 707 per annum
Housing allowance	:	N\$ 13 080 per annum
Transport allowance	:	N\$ 7 680 per annum

About the role

- As a Senior Complaints Investigator you will play a crucial role in supporting the Office of the Ombudsman towards the attainment of the strategic objective of promoting independent and impartial resolution of complaints relating to public administration.

In addition you will:

- Conduct research and in-depth investigations, analyse facts of complaints, identify problem and issues and make proper findings;
- Provide guidance to junior staff in the investigation of cases, compile investigation reports and participate in outreach/public education activities.

To be successful in this role you will have:

- An Appropriate National Diploma or equivalent qualification (NQF Level 6);
- 6 years' experience that focuses on areas of investigative work, research auditing or compliance with relevant laws;
- Extensive experience in the investigation of complaints, dispute/conflict resolution and report writing;
- Ability to supervise and mentor staff; the Office operates a computerised case management system and computer literacy is thus a prerequisite
- Possession of a valid driver's licence is a prerequisite (if a copy of the driver's licence is not attached, it will be assumed that the candidate is not in possession of one and will as a result not be shortlisted to be interviewed).

About You:

Serve as a positive, self-driven dynamic professional who displays creative problem solving skills, positive attitudes.

**DIVISION: INVESTIGATIONS
SUBDIVISION: RUNDU REGIONAL OFFICE**

Post designation	:	Complaints Investigator Grade 8
1xPost	:	Katima Mulilo
Salary scale	:	N\$ 220 828 – 263 911 per annum
Transport allowance	:	N\$ 7680 per annum
Housing allowance	:	N\$ 13080 per annum

About You:

Serve as a positive, self-driven dynamic professional who displays creative, problem solving skills, positive attitude, strong communication skills, mediation and report writing.

Qualifications and experience:

- An Appropriate National Diploma or equivalent qualification (NQF Level 6) plus 6 years' experience that focuses on areas of investigative work, research ,auditing or compliance with relevant laws;
- Possession of a valid driver's licence is a prerequisite

Additional Requirements:

- Candidate must have experience in the investigation of complaints, dispute /conflict resolution and report writing;
- Computer literacy is essential.

Key accountabilities

- To conduct research and in-depth investigations, analyse facts of complaints, identify problems and issues and make appropriate findings, compile investigations reports; participate in outreach/public education activities.
- Positive attitude, strong communication skills, mediation and report writing.

Enquiries to: Mr Elifas Simon Tel:061 280 5290 or Mr Timothy Shangadi, Tel (061) 2073218

**DIVISION: INVESTIGATIONS
SUBDIVISION: RUNDU REGIONAL OFFICE**

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Katima Mulilo
Salary Allowance	:	N\$ 135 308 – 162 289 (Per annum)
Transport Allowance	:	N\$ 7 176 per annum
Housing Allowance	:	N\$ 13 080 per annum

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

Supplementary selection requirements: The successful candidate will be responsible for all administrative duties at the regional office; in addition, the successful candidate will be responsible for reception, switchboard and typing duties: typing duties; typing skills and computer literacy are thus essential, possession of driver's license is a prerequisite (if a copy of the driver's license is not attached, it will be presumed that the candidate is not in possession of a driver's license)

Main duties: Reception, switchboard and typing; administration of S&T, leave forms, stock and services, opening and management of case files, general correspondence and transport.

Address enquiries to: Mr Elifas Simon Tel:061 280 5290 or Mr Timothy Shangadi, Tel (061) 2073218

Applicants should note the following:

- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment.
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
- The activities of the Ministry of Justice are of strategic importance. You are forewarned that a security clearance in respect of shortlisted candidates may be required at any time and your co-operation in that regard will be expected.
- Applicants who only partially complete and /or do not sign application forms, or who do not attach letters of confirmation of their probations in their current positions, will not be considered.
- *Applicants in designated groups are encouraged to apply.*

Please note: Only shortlisted candidates will be contacted and preference will be given to Namibian Citizens.

**Address:
The Executive Director
Ministry of Justice
Private Bag 13248
Windhoek**

Or

Hand delivered applications may be submitted at the following physical address:

**Subdivision: Human Resources
Second Floor
Justitia Building, Independence Avenue (Between Zoo Park and Telecom)**

FAXED APPLICATIONS WILL NOT BE CONSIDERED

MINISTRY OF URBAN AND RURAL DEVELOPMENT

**DIRECTORATE: INANCE, HUMAN RESOURCES, ADMINISTRATION AND INFORMATION
TECHNOLOGY**

DIVISION: FINANCIAL MANAGEMENT

SUB-DIVISION: MONITORING AND EVALUATION

Post designation : Senior Accountant Grade 7
1xPost : Windhoek
Salary Scale : N\$269 189 - N\$321 707
Housing Allowance : N\$13 080.00
Transport Allowance : N\$ 7 680.00

Minimum requirements: An appropriate Diploma on NQF L6 majoring in accounting plus four (4) years appropriate experience.

**DIVISION: FINANCIAL MANAGEMENT
SUBDIVISION: LOCAL AUTHORITIES FINANCE**

Post designation : Accountant Grade 8
3xPosts : Windhoek
Salary scale : N\$220 828 – N\$263 911
Housing Allowance : N\$13 080.00 pa
Transport allowance : N\$7 680.00 pa

Minimum requirements: An appropriate Diploma on NQF level 6 majoring in accounting.

Enquiries: Mr Olavi Iita Telephone: 061-297 5210

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

Applicants must be a Namibian citizen. 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 Urban and Rural Development
Private Bag 13289
WINDHOEK**

Or by hand delivery at:

**Government Office Park, Luther Street
Ministry of Urban and Rural Development**

First Floor
Human Resources Division

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

MINISTRY OF WORKS AND TRANSPORT

DIRECTORATE ADMINISTRATION AND CENTRALIZED SEUPPORT SERVICES DIVISION HUMAN RESOURCES

Post Designation : Senior Human Resource Practitioner Grade 7
1xPost : Windhoek
Scale of Salary : N\$ 269 189 – 321 707

Minimum requirements: An appropriate National Diploma majoring in Human Resource on (NQF L6) plus six (6) years appropriate experience

Enquiries: Mr. Eugene K Grotzinger: 061-208 8037

Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Applications (on form 156043 and health questionnaire form 156094) obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications. **Applications must be accompanied by confirmation of probation letter and covering letter from their O/M/A'S for those in the Public Service** and must be submitted to the following address:

**The Executive Director
Ministry of Works and Transport
Private Bag 13341
Ausspannplatz
Windhoek**

OR hand delivered to:

**The Human Resource Office
Ministry of Works and Transport
Registry Office Room 101
First floor
Windhoek**

NB! Only shortlisted candidates will be contacted and documents will not be returned. All supporting documents (ID's, Qualifications, References, etc.) 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.

//KHARAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post designation : Chief Hostel Matron Grade 12
5xPosts : (a) Bethanie Hostel (Bethanie)
(b) Horizon Boys Hostel (Keetmanshoop)
(c) JA Nel Girls Hostel (Keetmanshoop)
(d) J S Heroro Hostel (Kosis)
(e) Westdene Hostel (Keetmanshoop)
Scale of salary : N\$ 99 633xP-119501

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

Supplementary requirements: Five (5) years experience as Hostel Matron Grade 13 or appropriate experience. Preference will be given to candidates who are able to read and write and communicate in English.

Enquiries: Ms M M Hamphries Tel: 063-227058
Ms A N Eises Tel: 063-227027
Ms E M Likeke Tel: 063-227017
Mr L N Titus Tel: 06-227079

Note:

Failure to complete all items on the application form for employment and not attaching the necessary original certified copies of documents will lead to disqualification (copies must be certified by the Namibian Police).

No faxed or incomplete applications will be accepted and only shortlisted candidates will be contacted. Each post must be completed on separate application form for employment.

Address:

**//Kharas Regional Council
Directorate of Education, Arts and Culture
Private Bag 2160
Keetmanshoop**
