



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

Tel.: (+264 61) 287 3180  
Fax: (+264 61) 225 076  
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](mailto:Samuel.Guruseb@opm.gov.na)

15 OCTOBER 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. J 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](mailto:Margaret.Sezuni@opm.gov.na), not later than the 10<sup>th</sup> of each month at 14H00. **The Offices/Ministries/Agencies are requested to ensure that only approved funded essential services posts are forwarded for advertising. Approval must be obtained from the Secretary to Cabinet and the posts must be budgeted for.**
2. Offices/Ministries/Agencies must take full responsibility to ensure that any e-mail sent to the Department is not virus infected because it will not be opened and processed. The consequences will be borne by the Office/Ministry/Agency whose e-mail contains viruses. In the event of any computer dysfunction at the above e-mail address, an alternative e-mail address will be provided.
3. Offices/Ministries/Agencies who have decentralized their human resources functions retain the responsibility of co-coordinating their recruitment and advertising efforts. This office will only deal with the headquarters.

4. All Offices/Ministries/Agencies are urged to make sure that the contents of the requests e-mailed for advertising are correct in all respects because this office will not edit nor take the responsibility for any wrongly placed advert.

**(a) To Candidates**

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

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

**(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 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: 15 NOVEMBER 2019**

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

## MANAGEMENT CADRE

### OFFICE OF THE PRESIDENT

#### DIRECTORATE: STATE HOUSE AND GENERAL SERVICES DIVISION: GENERAL SERVICES, OFFICE OF THE PRESIDENT

Post designation	:	Deputy Director Grade 4
1x post	:	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' experience. Preference will be given to candidates with Degree in HR Management OR Public Administration/Management OR Accounting and Finance.

**Enquiries:** Ms Alma Nambundunga or Ms Wilhelmine Korad Tel. 061-2707111

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#### DIRECTORATE: STATE HOUSE AND GENERAL SERVICES DIVISION: MAINTENANCE

Post designation	:	Deputy Director Grade 4
1x post	:	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' experience. Preference will be given to candidates with Degree NQF L7 in Engineering.

**Enquiries:** Ms Alma Nambundunga or Mr Ettiene Te Water Tel. 2707111

**NB: Applicants are informed that the positions are subject to vetting.**

Note must be taken that Public Servants must have completed their probation. **Applicants who fail to attach the required documents will not be considered. Only shortlisted candidates will be contacted.**

A completed application form ( form 156043 obtainable at all Government Offices) with **confirmation letter of probation in the current position, a comprehensive curriculum vitae, original certified copies of educational qualifications and proof of citizenship must be addressed to:**

**ADDRESS: Executive Director  
Office of the President  
Private Bag 13339  
WINDHOEK**

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## MANAGEMENT CADRE

### MINISTRY OF DEFENCE DIRECTORATE FINANCE

<b>Post Designation</b>	:	Director Grade 3
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 343 665 x P – N\$ 383 397
<b>Housing Allowance</b>	:	N\$ 81 558 per annum
<b>Motor Vehicle Allowance</b>	:	N\$ 114 475 per annum

**Minimum requirements:** An appropriate B- Degree or an equivalent qualification plus 9 years appropriate experience.

**Additional Requirements:** Police clearance and vetting is a prerequisite while experience in Civil Military relations will be an added advantage.

The Director Finance is the Head of Finance subordinated to the Deputy Executive Director and shall be responsible for the coordination, integration, management, monitoring and reconciliation of the Defence budget, administration and Support Services.

#### **Responsibilities;**

- Compilation of the Ministerial estimates of Revenue, Income and Expenditure
- Preparation of the Medium Term Expenditure Framework and Medium Term Plan
- Facilitation of the Ministers budget statement
- Monitoring and controlling of Defence budget expenditure
- Provision of quarterly reports as required by management and Treasury and on budget and expenditure control
- Facilitation and supervision of all budgetary related submissions (MTP,TAW,FBP virement, budget splits and all budget reports)
- Coordination and supervision of all Treasury Submissions
- Administration and Supervision of the Directorate of Finance, Administration and Support Services
- Administration of the MOD Quarter Master (QM)
- Administration, management and control of all vehicles under MOD transport office
- Act as the liaison officer between the Ministry of Defence, Treasury and other Financial Institutions

**Enquiries:** Dr. Wilhelmine Shivute, (Deputy Executive Director) **Tel:** 061 - 2042214

**Address: The Executive Director**  
**Ministry of Defence**  
**Private Bag 13307**  
**WINDHOEK**

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## MANAGEMENT CADRE

### MINISTRY OF ENVIRONMENT AND TOURISM

#### DIVISION: SECURITY AND RISK MANAGEMENT

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$478 220 XP- 502 753
<b>Motor vehicle Allowance</b>	:	N\$ N\$102 701per annum
<b>Housing Allowance</b>	:	N\$68 188 per annum

**Minimum requirements:** A B Degree in either Security Management, Police Science, Correctional Services, Military Science on NQF level 7 plus nine (9) years appropriate experience.

**Supplementary requirements:** Candidates with experience in Security Management will have an advantage.

Confirmation of probation is subject to the successful completion of Security Awareness training for Management by the Namibia Central Intelligence Services (NCIS).

#### **Job Description:**

- To control, maintain, monitor and manage the security services division in terms of the following: security clearance, security organization, security administration, security maintenance in the Ministry and provide, security advise to all directorates and Regional office country wide;
- To develop, review, oversee and evaluate the implementation of the various security directives, manuals and policies in the Ministry;
- To ensure security programs such as: physical security, personnel security, document security, ICT security and security awareness are implemented, enforced, maintained, monitored, evaluated and adhered to.
- To ensure that security policies and plans in the Ministry are developed, managed and strictly implemented, enforced and adhered to;
- To investigate the contravention of security directives and advise the Executive Director in respect of appropriate steps deemed necessary as a result of such investigations,
- To be the principal security liaison officer of the Ministry with other bodies of Government.
- Build Security awareness amongst staff members by providing support, train and implement health and safety measures in the Ministry
- Provide expert advice, guidance and support to managers supervisors and general staff members in the Ministry.

**Enquiries:** Ms. Alma Tsuses Tel (061) 284 2201, Ms. Sister N. Kapwanga: Tel 061 284 2846

**Please note that this post is subject to vetting.**

- **Applicants must be Namibian Citizens.**
- **Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA)**
- **Public servants should submit their applications via their respective HR offices and ensure that copies of confirmation of probation in their current positions are attached**
- Applications (on form 156043) obtainable from all Government offices) together with a comprehensive CV and certified copies of educational qualifications and identity documents must be addressed to:

**The Executive Director  
Ministry of Environment and Tourism  
Private Bag 13306  
Windhoek**

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## MANAGEMENT CADRE

### MINISTRY OF LAND REFORM

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

#### DIRECTORATE: REGIONAL PROGRAMME IMPLEMENTATION

#### DIVISION LANDS: KAVANGO EAST REGION

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Rundu
<b>Salary scale</b>	:	N\$ 478 220 – N\$ 502 753
<b>Motor vehicle allowance</b>	:	N\$102 701 per annum
<b>Housing allowance</b>	:	N\$ 68 188 per annum

**Minimum Requirements:** A B-Degree in Natural Resource Management or Land Management or any relevant qualification plus 9 years appropriate experience of which three years should be at Middle Management level.

#### **Main duties:**

- Overall representative and manager of the Ministry of Land Reform in Kavango East Region, i.e. responsible for planning, organising, staffing, leading, controlling and coordination of activities for the Division.
- Provide overall technical, personnel and financial management to the Division.
- Establish, develop and manage operation capacity at regional level.
- Provide services in the areas of resettlement, land use planning and communal land administration.
- Coordinate regional activities for survey/mapping, valuation and deeds registration.
- Establish and maintain communication and service delivery channels with other stakeholders.
- Ensure implementation of ministerial policies, plans and programmes at regional level.
- Serve as advisor, head of secretariat and member to Kavango East Communal Land boards and Kavango East LRAC Committee.
- Any other duties as may be assigned 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.

**NB:** Kindly note that applicants for the above-positions will go through a security clearance. Candidates may be required to go through the psychometric test.

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

#### DIRECTORATE: REGIONAL PROGRAMME IMPLEMENTATION

#### DIVISION LANDS: ERONGO REGION

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Swakopmund
<b>Salary scale</b>	:	N\$ 478 220 – N\$ 502 753
<b>Motor vehicle allowance</b>	:	N\$ 102 701 per annum
<b>Housing allowance</b>	:	N\$ 68 188 per annum



**Minimum Requirements:** A B-Degree in Natural Resource Management or Land Management or any relevant qualification plus 9 years appropriate experience of which three years should be at Middle Management level.

**Main duties:**

- Overall representative and manager of the Ministry of Land Reform in Erongo Region, i.e. responsible for planning, organising, staffing, leading, controlling and coordination of activities for the Division.
- Provide overall technical, personnel and financial management to the Division.
- Establish, develop and manage operation capacity at regional level.
- Provide services in the areas of resettlement, land use planning and communal land administration.
- Coordinate regional activities for survey/mapping, valuation and deeds registration.
- Establish and maintain communication and service delivery channels with other stakeholders.
- Ensure implementation of ministerial policies, plans and programmes at regional level.
- Serve as advisor, head of secretariat and member to Erongo Communal Land boards and Erongo LRAC Committee.
- Any other duties as may be assigned 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.

**NB:** Kindly note that applicants for the above-positions will go through a security clearance. Candidates may be required to go through the psychometric test.

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**DEPARTMENT LAND REFORM, RESETTLEMENT AND REGIONAL PROGRAMME  
IMPLEMENTATION  
DIRECTORATE: REGIONAL PROGRAMME IMPLEMENTATION  
DIVISION LANDS: OSHANA REGION**

<b>Post Designation</b>	:	Deputy Director Grade 4
<b>1x Post</b>	:	Oshakati
<b>Salary scale</b>	:	N\$ 478 220 – N\$ 502 753
<b>Motor vehicle allowance</b>	:	N\$ 102 701 per annum
<b>Housing allowance</b>	:	N\$ 68 188 per annum

**Minimum Requirements:** A B-Degree in Natural Resource Management or Land Management or any relevant qualification plus 9 years appropriate experience of which three years should be at Middle Management level.

**Main duties:**

- Overall representative and manager of the Ministry of Land Reform in Oshakati Region, i.e. responsible for planning, organising, staffing, leading, controlling and coordination of activities for the Division.
- Provide overall technical, personnel and financial management to the Division.
- Establish, develop and manage operation capacity at regional level.
- Provide services in the areas of resettlement, land use planning and communal land administration.
- Coordinate regional activities for survey/mapping, valuation and deeds registration.
- Establish and maintain communication and service delivery channels with other stakeholders.

- Ensure implementation of ministerial policies, plans and programmes at regional level.
- Serve as advisor, head of secretariat and member to Oshakati Communal Land boards and Oshakati LRAC Committee.
- Any other duties as may be assigned 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.

**NB:** Kindly note that applicants for the above-positions will go through a security clearance. Candidates may be required to go through the psychometric test.

**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**

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## MANAGEMENT CADRE

### HARDAP REGIONAL COUNCIL

#### DIRECTORATE OF EDUCATION, ARTS AND CULTURE

<b>Post Designation</b>	:	Director Grade 3
<b>1x Post</b>	:	Mariental
<b>Salary Scale</b>	:	N\$ 512 809 – 544 196
<b>Motor Vehicle Allowance</b>	:	N\$ 114 475 per annum
<b>Housing Benefit</b>	:	N\$ 81 558 per annum

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

**Supplementary Requirement:** An appropriate Tertiary Educational Qualification plus five (5) years managerial experience. Preference will be given to Master's Degree holders.

#### **Duty Sheet**

- Compliance and Interpretation of the Public Service Act, Education Act, Public Service Staff Rules and other relevant Acts and Regulations.
- Responsible for managing and directing Educational activities including HIV/AIDS in the Region. Planning strategies and identify needs in Education.
- Supervising and monitoring the curriculum implementation and managing of schools and hostels; promoting and extending the educational services to learners with special needs and abilities;
- The promotion and enhancing the major goals of the Ministry of Education, Arts and Culture – access, equity, quality, efficiency, democracy and life-long learning.
- Liaise with donor agencies and stakeholders.
- Implement the life-long learning educational programme, managing and extending library services to the communities.
- Administering of the budget which is allocated to the Region, Personnel Administering, Procurement and Managing of Stock and rendering of Technical and Support Services.
- Evaluate performance of subordinates.

**Enquiries:** Mr. J. Engelbrecht  
Acting Chief Regional Officer  
Tel (063) 245800

Mr. G. Campbell  
Chief Human Resources Practitioner  
Tel (063) 245719

#### **Note:**

All foreign qualifications must be evaluated (attach NQA evaluation report)

Complete a prescribed application form in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. Candidates should forward their application forms with a cover letter from their respective Human Resource Offices.

#### **Applications must be forwarded to:**

**The Acting Regional Director  
Directorate of Education, Arts and Culture  
Subdivision Human Resources  
Private Bag 2122  
MARIENTAL**

**OR**

**Hand Delivered to:**

**Hardap Regional Council  
Directorate of Education, Arts and Culture  
Subdivision Human Resources  
MARIENTAL**

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## OFFICE OF THE PRESIDENT

### DIRECTORATE: STATE HOUSE AND GENERAL SERVICES DIVISION: GENERAL SERVICES, OFFICE OF THE PRESIDENT

<b>Post designation</b>	:	Senior Administration Grade 10
<b>2xPosts</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$ 147 485 – 176 895
<b>Transport Allowance</b>	:	N\$ 7 680-00 p.a.
<b>Housing Allowance</b>	:	N\$ 10 464-00 p.a.

**Minimum Requirement:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus three (3) years appropriate experience,

**OR**

A Grade 12 certificate (NQF Level 3) plus six (6) years appropriate experience.

**Enquiries:** Ms Sylvia Shikeenga Tel. 2707111

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### DIRECTORATE: STATE HOUSE AND GENERAL SERVICES DIVISION: MAINTENANCE

<b>Post designation</b>	:	Chief Work Inspector Grade 7
<b>1xPost</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$ 328 139 – 392 158
<b>Transport Allowance</b>	:	N\$ 7 680-00 p.a.
<b>Housing Allowance</b>	:	N\$ 13 080-00 p.a.

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

**OR**

An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience.

**OR**

An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience.

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<b>Post designation</b>	:	Artisan Foreman Grade 9
<b>1xPost</b>	:	Windhoek
<b>Scale of Salary</b>	:	N\$ 328 139 – 392 158
<b>Transport Allowance</b>	:	N\$ 7 680-00 p.a.
<b>Housing Allowance</b>	:	N\$ 13 080-00 p.a.

**Minimum Requirements:** Completed apprenticeship OR a Trade Diploma issued in terms of existing Legislation plus three years appropriate experience.

**Enquiries:** Ms Alma Nambundunga or Mr Ettiene Te Water Tel. 2707111

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**DIRECTORATE: STATE HOUSE AND GENERAL SERVICES  
DIVISION: INFORMATION TECHNOLOGY**

**Post designation** : Chief System Administrator Grade 6  
**1xPost** : Windhoek  
**Scale of Salary** : N\$ 328 139 – 392 158  
**Transport Allowance** : N\$ 7 680-00 p.a.  
**Housing Allowance** : N\$ 13 080-00 p.a.

**Minimum requirements:** A Degree in Information Technology on NQF L7 plus six years' experience.

**Enquiries:** Ms Monika Pohamba Tell. 2707111

**NB: Applicants are informed that the positions are subject to vetting.**

Note must be taken that Public Servants must have completed their probation. **Applicants who fail to attach the required documents will not be considered. Only shortlisted candidates will be contacted.**

A completed application form ( form 156043 obtainable at all Government Offices) with **confirmation letter of probation in the current position, a comprehensive curriculum vitae, original certified copies of educational qualifications and proof of citizenship must be addressed to:**

**Executive Director  
Office of the President  
Private Bag 13339  
WINDHOEK**

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**OFFICE OF THE VICE-PRESIDENT,  
VETERANS, MARGINALIZED AND DISABILITY AFFAIRS**

**DIVISION: MARGINALIZED AFFAIRS  
SUBDIVISION: PROGRAMME DEVELOPMENT**

**Post Designation** : Development Planner, Grade 8  
**1x Post** : Windhoek  
**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: 296 3115, or Mr. Josia-Reesing A. Halweendo, Tel: 296 3083

**Important Clauses in the submission of applications:**

- Members from the Marginalized Communities (San, Ovaherero and Ovambo) 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 short listed 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**

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## MINISTRY OF GENDER EQUALITY AND CHILD WELFARE

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

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

**Minimum requirement:** Registration with the Social Work and Psychology Council of Namibia plus 3 years appropriate experience.

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

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### DIVISION: OSHANA REGIONAL OFFICE

<b>Post Designation</b>	:	Social Worker Grade 7
<b>1xPost</b>	:	Ongwediva
<b>Scale of salary</b>	:	N\$269 189 – 321 707
<b>Salary Notch</b>	:	N\$269 189
<b>Housing Allowance</b>	:	N\$ 13 080.00 per annum
<b>Transport Allowance</b>	:	N\$ 7 680.00 per annum

**Minimum requirement:** Registration with the Social Work and Psychology Council of Namibia plus 3 years appropriate experience.

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

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

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### DIVISION: //KHARAS REGIONAL OFFICE

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

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

### DIVISION: KAVANGO-EAST REGIONAL OFFICE

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



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

**Enquiries:** Ms. Kathleen Joyce Nakutta: Tel no. 061-2833149 Ms. Ester Shindinge, Tel no. 061-2833170

Applicants must be Namibian citizens. Application forms, Form **156043** obtainable from all government offices must be completed in full and be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Identity Card. 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 can be hand-delivered or addressed to:

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

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# MINISTRY OF HEALTH AND SOCIAL SERVICES

**DIRECTORATE: OTJOZONDJUPA REGION**  
**DIVISION: DHSWS, OTJIWARONGO**  
**SUBDIVISION: DISTRICT HOSPITAL OTJIWARONGO**  
**SUBSECTION: REHABILITATION SERVICES**

<b>Post Designation</b>	:	Medical Rehabilitation Worker Grade 10
<b>1x Post</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$ 147485 – 176895
<b>Transport Allowance</b>	:	N\$ 76 80 per annum
<b>Housing Allowance</b>	:	N\$ 13080 per annum

**Minimum Requirements:** A Grade 12 (or equivalent) Certificate on NQF Level 3 plus a Certificate issued in terms of appropriate legislation.

**Applicants must note the following:**

- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment.
- Applications with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
- Applications who only partially complete and/or do not sign the application forms, or who do not attach letters of confirmation of their probations in their current positions will not be considered.
- Women and people with disabilities are strongly encouraged to apply.
- 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.
- Not attaching all the required documents will disqualify the application.
- Faxed or email applications will not be considered.

**Enquiries:** Mr. W.Gandawa, Tel: 067- 300900 or Mr. A.Swartz, Tel: 067- 3009045

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**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES, OTJIWARONGO**  
**SUBDIVISION: DISTRICT PHC**

<b>Post Designation</b>	:	Senior Registered Nurse Grade 7
<b>1x Post</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$ 269 189 – 321 707
<b>Transport Allowance</b>	:	N\$ 7680 per annum
<b>Housing Allowance</b>	:	N\$ 13080 per annum

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

**Applicants must note the following:**

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

Applications with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).

Applications who only partially complete and/or do not sign the application forms, or who do not attach letters of confirmation of their probations in their current positions will not be considered.

Women and people with disabilities are strongly encouraged to apply.

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.

Not attaching all the required documents will disqualify the application.

Faxed or email applications will not be considered.

**Enquiries:** Dr. F.Mutombo, Tel: 067- 300900 or Ms. NT Tauya, Tel: 067- 3009044

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#### **SUBDIVISION: FAMILY HEALTH SERVICES**

<b>Post Designation</b>	:	Senior Health Programme Officer Grade 7
<b>1x Post</b>	:	Otjiwarongo (Regional office)
<b>Salary Scale</b>	:	N\$ 269 189 – 321 707
<b>Transport Allowance</b>	:	N\$ 76 80 per annum
<b>Housing Allowance</b>	:	N\$ 13080 per annum

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

**Enquiries:** Mr. Shilikomwenyo, Tel: 067- 300811 or Ms. NT Tauya, Tel: 067- 3009044

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#### **DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES OKAHANDJA SUBSECTION: DOMESTIC SERVICES COMPONENT: CATERING SERVICES**

<b>Post Designation</b>	:	Senior Cleaner Grade14
<b>1x Post</b>	:	Okahandja
<b>Salary Scale</b>	:	N\$ 54682 – 71105
<b>Transport Allowance</b>	:	N\$ 7680 per annum
<b>Housing Allowance</b>	:	N\$ 7848 per annum

**Minimum Requirements:** None

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

**Enquiries:** Ms. R. Garoes, Tel: 062-503030 or Ms. NT Tauya, Tel: 067- 3009044

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**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES GROOTFONTEIN**  
**SUBSECTION: PHARMACEUTICAL SERVICES**

<b>Post Designation</b>	:	Senior Pharmacist Assistant Grade 9
<b>1x Post</b>	:	Grootfontein
<b>Salary Scale</b>	:	N\$ 180 505 – 216 499
<b>Transport Allowance</b>	:	N\$ 10 464 per annum
<b>Housing Allowance</b>	:	N\$ 13080 per annum

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

**Enquiries:** Dr. D. Manatsa, Tel: 067-248150 or Ms. NT Tauya, Tel: 067- 3009044

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**DIVISION CURATIVE SERVICES**  
**SUBDIVISION: PHARMACEUTICAL SERVICES**

<b>Post Designation</b>	:	Senior Pharmacist Grade 6
<b>1x Post</b>	:	Otjiwarongo (Regional office)
<b>Salary Scale</b>	:	N\$ 328139 – 392158
<b>Fixed Overtime</b>	:	N\$175572 per annum
<b>Transport Allowance</b>	:	N\$7680 per annum
<b>Housing Allowance</b>	:	N\$13080 per annum

**Minimum Requirements:** Registration as Pharmacist with the Health Professional Council of Namibia plus six (6) years appropriate experience. Must have a valid Driver's license.

**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:** Mr. Shilikomwenyo, Tel: 067- 300811 or Ms. NT Tauya, Tel: 067- 3009044

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**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES OTJIWARONGO**  
**SUBSECTION: DOMESTIC SERVICES**  
**COMPONENT: FACILITIES MANAGEMENT**

<b>Post Designation</b>	:	Senior Cleaner Grade14
<b>1x Post</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$ 54682 – 71105
<b>Transport Allowance</b>	:	N\$ 7680 per annum
<b>Housing Allowance</b>	:	N\$ 7848 per annum

**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. E. Shivute, Tel: 067- 300900 or Ms. NT Tauya, Tel: 067- 3009044

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### SUBDIVISION: FAMILY HEALTH SERVICES

<b>Post Designation</b>	:	Chief Health Programme Officer Grade 6
<b>1x Post</b>	:	Otjiwarongo (Regional office)
<b>Salary Scale</b>	:	N\$ 328139 – 392158
<b>Transport Allowance</b>	:	N\$ 76 80 per annum
<b>Housing Allowance</b>	:	N\$ 13080 per annum

**Minimum Requirements:** An appropriate four (4) year B-Degree or equivalent qualification plus six (6) years appropriate experience in Family Health Care and Public Health related programmes. Computer literacy with proven documents in Micro Soft (Word, Excel and PowerPoint). Must have a valid driver's licence.

**Applicants must note the following:**

**Enquiries:** Mr. Shilikomwenyo, Tel: 067- 300811 or Mr. A.Swartz, Tel: 067- 3009045

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### DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES GROOTFONTEIN SUBSECTION: DOMESTIC SERVICES COMPONENT: CLEANING SERVICES

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

**Minimum Requirements:** None

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

**Enquiries:** Ms. R. Hamukoto, Tel: 067-248150 or Ms. NT Tauya, Tel: 067- 3009044

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### DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES GROOTFONTEIN SECTION: HEALTH CENTRE MANGETTI DUNE

<b>Post Designation</b>	:	Social Worker Grade 8
<b>1x Post</b>	:	Mangetti Dune
<b>Salary Scale</b>	:	N\$ 220 828 – 263 911
<b>Transport Allowance</b>	:	N\$ 7680 per annum
<b>Housing Allowance</b>	:	N\$ 13 080 per annum
<b>Remoteness allowance</b>	:	N\$ 21 000 per annum

**Minimum Requirements:** Registration as a Social Worker with the Health Professions Council of Namibia. Must have a valid driver's license Code BE.

**Enquiries:** Ms. S.Kanana, Tel: 067-248150 or Ms. NT Tauya, Tel: 067- 3009044

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**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES GROOTFONTEIN**  
**SECTION: EMERGENCY MEDICAL RESCUE SERVICES**

<b>Post Designation</b>	:	Emergency Care Practitioner Grade 11
<b>1x Post</b>	:	Grootfontein
<b>Salary Scale</b>	:	N\$ 122 965 – 147 485
<b>Transport Allowance</b>	:	N\$ 7680 per annum
<b>Housing Allowance</b>	:	N\$ 10 464 per annum

**Minimum Requirements:** Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic) plus a Code C1 driving license.

**Enquiries:** Dr. D. Manatsa, Tel: 067-248150 or Ms. NT Tauya, Tel: 067- 3009044

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**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES OKAKARARA**  
**SECTION: EMERGENCY MEDICAL RESCUE SERVICES**

<b>Post Designation</b>	:	Emergency Care Practitioner Grade 11
<b>2x Posts</b>	:	Okakarara
<b>Salary Scale</b>	:	N\$ 122 965 – 147 485
<b>Transport Allowance</b>	:	N\$ 7680 per annum
<b>Housing Allowance</b>	:	N\$ 10 464 per annum

**Minimum Requirements:** Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic) plus a Code C1 driving license.

**Enquiries:** Dr. M.Bemba, Tel: 067-317028 or Ms. NT Tauya, Tel: 067- 3009044

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

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

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

**Job Description:**

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

**Enquiries:** Mr. S.Shilikomwenyo, Tel: 067-300811 or Mr. A.Swartz, Tel: 067- 3009045

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

<b>Post Designation</b>	:	Social Worker Grade 8
<b>1x Post</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$ 220 828 – 263 911
<b>Transport Allowance</b>	:	N\$ 7680 per annum
<b>Housing Allowance</b>	:	N\$ 13 080 per annum

**Minimum Requirements:** Registration as a Social Worker with the Health Professions Council of Namibia. Must have a Driver's licence.

**Enquiries:** Ms.J.Kamho, Tel: 067-300900 or Ms. NT Tauya, Tel: 067- 3009044

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**DIVISION: CURATIVE SERVICES**  
**SECTION: MULTI-REGIONAL DENTAL SERVICES**

<b>Post Designation</b>	:	Dental Technician Grade 8
<b>1x Post</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$ 220 828 – 263 911
<b>Transport Allowance</b>	:	N\$ 7680 per annum
<b>Housing Allowance</b>	:	N\$ 13 080 per annum

**Minimum Requirements:** Registration as a Dental Technician with the Health Professions Council of Namibia.

**Enquiries:** Dr. Namwandi, Tel: 067- 300800 or Ms. NT Tauya, Tel: 067- 3009044

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

<b>Post Designation</b>	:	Senior Social Worker Grade 7
<b>1x Post</b>	:	Grootfontein
<b>Salary Scale</b>	:	N\$ 269189 – 321707
<b>Transport Allowance</b>	:	N\$ 7680 per annum
<b>Housing Allowance</b>	:	N\$ 13 080 per annum

**Minimum Requirements:** Registration as a Social Worker with the Health Professions Council of Namibia plus six (6) years appropriate experience. Must have a Driver's licence.

**Enquiries:** Dr. D.Manatsa, Tel: 067-248150 or Mr. A.Swartz, Tel: 067- 3009045

**Applicants must note the following:**

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

Applications with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).

Applications who only partially complete and/or do not sign the application forms, or who do not attach letters of confirmation of their probations in their current positions will not be considered.

Women and people with disabilities are strongly encouraged to apply.

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.

Not attaching all the required documents will disqualify the application.  
Faxed or email applications will not be considered.

**All applications for Otjozondjupa Region should be addressed to:**  
**The Acting Regional Director**  
**Otjozondjupa Region**  
**Private Bag 2612**  
**Otjiwarongo**

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**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES**  
**DIVISION: WINDHOEK CENTRAL HOSPITAL**  
**SUBDIVISION: NURSING SERVICES**

**Post Designation** : Registered Nurse Grade 5  
**1x Post** : Windhoek  
**Salary scale** : N\$ 400 001 – 478 220

**Minimum requirements:** Registration as a nurse and midwife with the Nursing Council of Namibia plus at least eight (8) years' experience in nursing management.

**Additional requirements:** A basic diploma or degree in nursing management and/or degree in nursing education are requirements.

Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

**Enquiries:** Dr. Uirab, Tel No: 061-2033004 / Dr. Zam, Tel No: 061-2033006

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**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES**  
**DIVISION: WINDHOEK CENTRAL HOSPITAL**  
**SUBDIVISION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES**

**Post Designation** : Chief Occupational Therapist Grade 5  
**1 x Post** : Windhoek  
**Salary scale** : N\$ 400 001 – 478 220

**Minimum requirements:** Four (4) years BSc Degree or MSc in Occupational Therapy. Five (5) years' experience as clinical occupational therapist. Experience in design and execution of variety of occupational therapy programs and engagement in formal research will serve as an advantage. The incumbent should have management skills, experience at management level and should be registered as an Occupational Therapist with the Health Professional Council of Namibia.

**Additional requirements:** Good interpersonal and administrative knowledge of Public Service Act, Regulations and Staff Rules, good command of the English language evident in good writing skills and ability to communicate at all levels, and leadership qualities are required for this position.

Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

**Enquiries:** Dr. Nakangombe, Tel No: 061-2033004



**DIRECTORATE: OMUSATI REGION**  
**DIVISION: REHABILITATION & SOCIAL WELFARE SERVICES**  
**SUBDIVISION: SOCIAL WELFARE SERVICES**

**Post Designation** : Chief Social Worker Grade 6  
**1x Post** : RMT - Outapi  
**Salary Scale** : N\$ 328 189 -392 158

**Minimum Requirements:** A Bachelor of Arts in Social Work on NQF level 7 and Registration with the Social Work and Psychology of Namibia plus 6 years proven experience.

**Additional requirements:** Master Degree in Social Work. Applicant must be computer literate, driving license code BE. Confirmation of probation as Senior Social Worker Grade 7 must be attached. Advanced knowledge and experience in supervision and management.

**Enquiries:** Ms. Monika Shilunga, Tel: 065 – 251812/ Dr. Francina Ananias, Tel: 065 – 251805

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**DIRECTORATE: OMUSATI REGION**  
**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES**  
**SUBDIVISION: DISTRICT HOSPITAL TSANDI**  
**SECTION: NURSING SERVICES**

**Post Designation** : Senior Registered Nurse Grade 7  
**1x Post** : Tsandi  
**Salary Scale** : N\$ 269 189 – 321 707

**Minimum Requirements:** Registration with the Health Professional Council of Namibia as Registered Nurse plus five (5) years appropriate experience as Registered Nurse. An appropriate B-Degree on NQF level 7 and Registration with the Social Work and Psychology of Namibia plus 6 years proven experience.

**Additional requirements:** Applicant must be computer literate, driving license code BE. Confirmation of probation as Registered Nurse Grade 8 must be attached. Advanced knowledge and experience in supervision and management.

**Enquiries:** Ms. Monika Shilunga, Tel: 065 – 251812 / Ms. Maghanaem Nakasole, Tel: 065 – 251809

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:**

**The Regional Director**  
**Ministry of Health and Social services**  
**Omusati Region**  
**Private Bag 504**  
**Outapi**

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**DIRECTORATE: //KHARAS REGION  
DIVISION: PUBLIC & ENVIRONMENTAL HEALTH  
KEETMANSHOOP**

<b>Post Designation</b>	:	Chief Environmental Health Practitioner Grade 7
<b>1x Post</b>	:	Keetmanshoop (Regional Office)
<b>Salary scale</b>	:	N\$ 269 189 x P – N\$ 321 707
<b>Housing Allowance</b>	:	N\$ 13 080 per annum
<b>Transport Allowance</b>	:	N\$ 7680.00 per annum

**Minimum requirements:** Registration as Environmental Health Practitioner with the relevant Namibian Council plus 6 years appropriate experience.

**Additional requirements:** Candidates not in possession of a valid driver's license must be prepared to obtain such within a reasonable period and be prepared to travel.

**Enquiries:** Dr. R.R. KOOPER, Tel No: 063 2209186 or Mrs. S.L. Van Wyk, Tel No: 063 2209080.

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**//KHARAS REGION  
DIRECTORATE: //KHARAS REGION KEETMANSHOOP  
DIVISION: FAMILY HEALTH**

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

**Minimum requirements:** Registration as Registered Nurse and Midwife with the Nursing Board of Namibian plus (6) years appropriate experience.

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

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

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**//KHARAS REGION  
DISTRICT HEALTH & SOCIAL SERVICES: KEETMANSHOOP**

<b>Post Designation</b>	:	Senior Registered Nurse Grade 7 (Matron)
<b>1 x Post</b>	:	Keetmanshoop
<b>Salary scale</b>	:	N\$ 269 189 x P – N\$ 321 707
<b>Housing Allowance</b>	:	N\$ 13 080 per annum
<b>Transport Allowance</b>	:	N\$ 7680.00 per annum

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

**Additional requirements:** Computer literacy will be an added advantaged.

**Enquiries:** Ms. F.D.Zwartz, Tel No: 063 2209058 Or Ms. S.L. Van Wyk, Tel No: 063 2209080.

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

**Application forms 156043 (obtainable at all Government Offices) together with a comprehensive curriculum vitae and certified copies of Educational Qualifications must be submitted to:**

**The Director,  
Ministry of Health and Social Services  
Private Bag 2101,  
Keetmanshoop.**

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## MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION

### DEPARTMENT: BILATERAL AFFAIRS

**Post designation** : Chief Foreign Relations Officer Grade 6  
**4xPosts** : Windhoek  
**Salary Scale** : N\$328 139 XP- 392 158

**Minimum Requirements:** An appropriate B-degree (or equivalent) qualifications in Diplomatic studies/Politics/International Relations/Laws and Economic plus six (6) years appropriate experience.

**Enquiries:** Ms. Morina Muundjo Tel: 061-282 9111 / Ms. Leilanie Markgraaff Tel 061-2822011

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### DIRECTORATE: INFORMATION AND RESEARCH

**Post designation** : Chief Foreign Relations Officer Grade 6  
**1xPost** : Windhoek  
**Salary Scale** : N\$328 139 XP- 392 158

**Minimum Requirements:** A three (3) year B-degree in Media Studies or Information Studies plus six (6) years appropriate experience.

**Enquiries:** Ms. Marbeline Goagos Tel: 061-282 9111 / Ms. Leilanie Markgraaff Tel: 061-2822011

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### DEPARTMENT: ADMINISTRATION SUBDIVISION: HUMAN RESOURCE ADMINISTRATION

**Post designation** : Senior Human Resource Practitioner Grade 7  
**1xPost** : Windhoek  
**Salary Scale** : N\$269 189 XP- 321 707

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

**Enquiries:** Ms. Emily Shifula Tel: 061-282 2432 / Ms. Leilanie Markgraaff Tel 061-2822011

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### DEPARTMENT: ADMINISTRATION SUSECTION: TRANSPORT AND CLEANING SERVICES

**Post designation** : Senior Cleaner Grade 14  
**1xPost** : Windhoek  
**Salary Scale** : N\$54 682 XP- 71 105

**Minimum Requirements:** Three (3) years appropriate experience as a cleaner.

**Enquiries:** Ms. Esmie Beukes Tel: 061-282 2159 / Ms. Leilanie Markgraaff Tel 061-2822011

Completed Public Service of Namibia Application for Employment form no. 156043 together with the Health Questionnaire form no. 156094 [obtainable from any Government

Office/Ministry/Agency) with original certified copies of proof of citizenship must be addressed to:

**Deputy Executive Director      Hand delivered to:**  
**Deputy Executive Director**  
**MIRCO**  
**Private Bag 13347**  
**WINDHOEK**

**OR MIRCO**  
**Office No. 431**  
**4<sup>th</sup> Floor, East -wing**

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# MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

## DIRECTORATE: PLANNING AND ADMINISTRATION DIVISION: FINANCE, HUMAN RESOURCE AND DEVELOPMENT SUBDIVISION: FINANCIAL MANAGEMENT

<b>Post Designation</b>	:	Senior Accountant Grade 7
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 269 189 – 321 707
<b>Housing Allowance</b>	:	N\$ 13,080 p.a.
<b>Transport Allowance</b>	:	N\$ 7,680 p.a.

### Minimum requirements:

A National Diploma Majoring in Accounting on NQF Level 6 plus 5 years' experience in all Finance Modules.

**Additional Requirements:** Applicant in possession of an appropriate B. Degree on NQF Level 7, majoring in Accounting/Financial Management will receive preference. The applicant should be able to Supervise the Accountants in all areas of financial management especially payroll, DSA, revenue and Integrated Financial Management System (IFMS).

### Key performance areas

- Responsible for all Accounting IFMS modules related to Finance, such as Budget compilation and monitoring, DSA, Payroll and Revenue.
- Compile budget inputs from Directorates
- Monthly reconciliation of all Suspense Accounts
- Reconciliation of staff members tax deductions as well as workmen's compensation
- Ensure adherence to financial procedures and processes
- Supervise and direct subordinates within the subdivision
- Attend to inquiries from the office of the Auditor General and Ministry of Finance.
- Ensuring that all salary advices from HR are attended to on time
- Ensuring that DSA advances and claim forms are processed on time
- Do monthly DSA reconciliation.
- Ensuring that accounts payable payments are done on time
- Ensure that all revenue reports from regional offices are received monthly
- Ensure monthly reconciliation of EFT Clearing Account, Receipt Suspense Account, and assist the Chief Accountant with Bills Payable etc.
- Ensure Invoices from Procurement are properly recorded.
- Ensure the validity of all invoices prior to the processing of the payment.
- Coordination with Procurement Section must be maintained to ensure that services delivered are paid on time to avoid service disruption.

**Enquiries:** Mrs. P. Nghitete, **Telephone:** 061 – 2066225

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<b>Post Designation</b>	:	Accountant Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 220 828 – 263 911
<b>Housing Allowance</b>	:	N\$ 13,080 p.a.
<b>Transport Allowance</b>	:	N\$ 7,680 p.a.

### Minimum requirements:

A National Diploma Majoring in Accounting on NQF Level 6 plus 2 years' experience in Daily Substance Allowance.

**Additional Requirements:** Applicant in possession of an appropriate B. Degree on NQF Level 7, majoring in Accounting/Financial Management will receive preference.

**Key performance areas**

- Processing DSA Advances and Claim forms into the system
- Rectifying DSA errors regarding employee balances
- Sensitising staff members on the rules, regulations and procedures of DSA
- Ensuring that all outstanding DSA claims are submitted on time
- Help the senior Accountant with the DSA Reconciliation
- Providing reports of the DSA Office
- Attend to the clearance of outstanding DSA claims and do follow ups with staff members who have outstanding balances on their account.
- Responsible to issue letters to staff members with outstanding claims to recover debts and send to payroll for deductions if there is no response.
- Assist to attend to queries from Auditor General.
- Proper filling should be done monthly
- Attend to any other related duties which may be assigned by the supervisor.

**Enquiries:** Mrs. P. Nghitete, **Telephone:** 061 – 2066225

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**SUBDIVISION HUMAN RESOURCES MANAGEMENT**

<b>Post Designation</b>	:	Senior Human Resources Practitioner Grade 7
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 269 189 – 321 707
<b>Housing Allowance</b>	:	N\$ 13,080 p.a.
<b>Transport Allowance</b>	:	N\$ 7,680 p.a.

**Minimum requirements:**

A National Diploma majoring in Human Resources on NQF Level 6 plus 5 years' experience in Human Resources.

**Additional Requirements:** Applicant in possession of an appropriate B. Degree on NQF Level 7, majoring in Human Resources Management will receive preference.

**Key performance areas**

- Conduct recruitment and selection processes;
- Assist with the execution of the subdivision's strategic initiatives;
- 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;
- Execute any other duties assigned by the Deputy Director / Chief HR Practitioner or any other authorized person.

**Enquiries** Mr. Simon J. M. Amupolo, **Telephone:** 061 – 2066204

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**DIVISION GENERAL SERVICES  
SUBDIVISION AUXILIARY SERVICES**

<b>Post Designation</b>	:	Control Administrative Officer Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$328 139 – 392 158
<b>Housing Allowance</b>	:	N\$ 13,080 p.a.
<b>Transport Allowance</b>	:	N\$ 7,680 p.a.

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

**Additional Requirements:** Applicant in possession of an appropriate B. Degree in Business / Public Administration / Management or Transport Management on NQF Level 7, Candidate should have experience in Transport, Building Maintenance, Cleaning services, support services etc. Extensive knowledge of EDRMS, Account reconciliation, account payable, switchboard operation. The candidate must possess strong supervisory and communication skills. Must be able to work independently and should have a stronger knowledge of Treasury Instructions, Public Service Act 1995 (Act 13 of 1995), State Finance Act (Act 31 of 1991), Procurement Act (Act 15 of 2015) and other Relevant Acts and Legislative Instruments governing the Public Servants.

**Enquiries** Mrs. T. N. Haifidi, **Telephone:** 061 – 2066219

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**SUBDIVISION PROCUREMENT AND STOCK CONTROL  
SECTION STORE AND STOCK CONTROL**

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

**Minimum requirements:**

An appropriate National Diploma in Business / Public Administration or Management on NQF Level 6 or equivalent qualification plus five (5) year appropriate experience.

**Additional Requirements:** Applicant in possession of an appropriate B. Degree in Business /Public Administration / Management on NQF Level 7, experience in Store & Stock Control, Procurement Act and Process, Supervision and Communication skills will receive preference.

**Key performance areas**

- Supervise the work of section stock and office services.
- Conduct Annual Stock taking country wide, compile annual stock taking report and submit to treasury for approval,
- Administer and update all stock registers in terms of Treasury Instructions.
- Ensure that all purchased items are entered in the Main Register(s) or counter books.
- Ensure that all purchased items are received in the receipt vouchers before forwarded to Creditors for payment.
- Ensure that instructions concerning stock control, ordering of stock and items safekeeping are complied with according to Treasury Instructions.
- Responsible for physical counting and checking of purchased items and checking of their condition and safe storage.
- Compile and submit quarterly/annual reports for the Section.
- Compile and Submit Performance Agreement and Assessment Reports of sub-ordinates.
- Provide relevant in-service training to sub-ordinates.
- Ensure that proper recordings of keys for all offices are kept safe in a strong room/safe/other safe storage allocated to the Ministry.
- Keep proper record and control over the issuing of all unused face value books such as ordering book, requisitions, receipt books and ensure that they are kept in a lockable safe.
- Ensure that all stock registers e.g. receive and issue vouchers, loan registers, main register, counter book, key control registers, handing and taking over registers, distribution register kit issue and receive register, inventory sheet, are maintained and regularly updated.
- Register and closed of stock control points countrywide to Treasury.
- Responsible for the implementation of the Performance Management System (PMS)
- Perform any other lawful duties as may be assigned by the Chief Administrative Office



**Enquiries:** Mrs. T. N. Haifidi, **Telephone:** 061 – 2066219

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**DIVISION OTJOZONDJUPA REGION  
SUBDIVISION EMPLOYMENT SERVICES**

<b>Post Designation</b>	:	Senior Employment Officer Grade 8
<b>1x Post</b>	:	Otjiwarongo
<b>Salary Scale</b>	:	N\$ 220 828 – 263 911
<b>Housing Allowance</b>	:	N\$ 13,080 p.a.
<b>Transport Allowance</b>	:	N\$ 7,680 p.a.

**Minimum requirements:**

An appropriate National Diploma or equivalent qualification on NQF Level 6 plus three (3) years appropriate experience.

**Additional Requirements:** Applicants with an advance computer skills and valid Driver License will receive preference, Strong supervisory and leadership acumen, Good Management, planning, marketing, and interview skills will be added advantage, Knowledge of Employment Services Act implementation and reporting, and Knowledge of relevant Labour Act, National Employment Policy and Public Service Act.

**Enquiries:** Mr. Arnold Ngeama, **Telephone:** 061 – 2066237

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**DIVISION //KARAS REGION  
SUBDIVISION LABOUR SERVICES**

<b>Post Designation</b>	:	Control Labour Inspector Grade 6
<b>1x Post</b>	:	Keetmanshoop
<b>Salary Scale</b>	:	N\$328 139 – 392 158
<b>Housing Allowance</b>	:	N\$ 13,080 p.a.
<b>Transport Allowance</b>	:	N\$ 7,680 p.a.

**Minimum requirements:**

A Diploma or equivalent qualification in Human Resources / Labour Law on NQF Level 6 plus six (6) years' experience in Labour Matter.

**Additional Requirements:** Applicants must be in a possession of a valid Driving License. Computer skills will be added advantage.

**Enquiries** Ms. Imelda Mwangala, **Telephone:** 061 – 2066111

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**DIVISION //KARAS REGION  
SUBDIVISION LABOUR SERVICES**

<b>Post Designation</b>	:	Chief Labour Inspector Grade 7
<b>1x Post</b>	:	Keetmanshoop
<b>Salary Scale</b>	:	N\$269 189 – 321 707
<b>Housing Allowance</b>	:	N\$ 13,080 p.a.
<b>Transport Allowance</b>	:	N\$ 7,680 p.a.

**Minimum requirements:**

A Diploma or equivalent qualification in Human Resources / Labour Law on NQF Level 6 plus six (6) years' experience in Labour Matter.

**Additional Requirements:** Applicants must be in a possession of a valid Driving License. Computer skills will be added advantage.

**Enquiries:** Ms. Imelda Mwangala, **Telephone:** 061 – 2066111

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Applications (on form 156043, obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and originals certified copies of educational qualifications and Identity Document(s) should be addressed to:

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

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## MINISTRY OF LAND REFORM

### DIVISION: GENERAL SERVICES

#### SUBDIVISION: FINANCE

#### SECTION: LAND ACQUISITION DEVELOPMENT FUND

<b>Post Designation</b>	:	Senior Accountant Grade 7
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 269 189 x P – N\$ 321 707
<b>Housing allowance</b>	:	N\$ 13 080.00 per annum
<b>Transport allowance</b>	:	N\$ 7 176.00 per annum

**Minimum Requirements:** An appropriate Diploma on NQF Level 6 majoring in Accounting plus three (3) years appropriate experience in financial management/procurement and pastel accounting system.

**Additional requirements:** Candidate should be in possession of a driver's license.

#### Main Duties

- Management of the bank accounts for the LADF (transactions, presentation of transaction, bank reconciliations, financial analysis and reporting to the Finance Committee of the Land Reform Advisory Commission)
- Perform the financial administration and preparation of monthly and quarterly reports,
- Preparing of budget, monitoring spending and assisting in accurate and timely reimbursement.
- Ensuring sound financial management in line with best international accounting practices (using PASTEL accounting software) and adhering to the Programme Procedures Manual
- Preparation of all audit related documents and supporting the financial and procedural audits
- Management of HR related issues, including payroll of LADF staff in line with Public Service procedures
- Support to and guidance on the preparation of all Financial Reports and procurement requests
- Account for all supplies received and ensure timely payment of services, supplies and works
- Supervise and assist the Accountant on day to day financial matters
- Carry out any other duties assigned by the Deputy Director

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### DEPARTMENT: LAND MANAGEMENT

#### DIRECTORATE: SURVEY AND MAPPING

#### DIVISION: MAPPING AND GEOGRAPHIC INFORMATION SYSTEMS

#### SECTION: PHOTOGRAMMETRY

<b>Post Designation</b>	:	Chief Survey Technician Grade 7
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 269 189 x P – N\$ 321 707
<b>Housing allowance</b>	:	N\$ 13 080.00 per annum
<b>Transport allowance</b>	:	N\$ 7 176.00 per annum

**Minimum Requirements:** An appropriate National Diploma for Technicians (or equivalent qualification on (NQF Level 6) plus three years (3) experience.

#### Generic main duties:

- Geodetic surveys (control surveys for cadastral and technical linking); topographical surveys;
- The establishing of ground control for purposes of aerial photo mapping and annotation in order to produce new topographic maps or the revision of existing ones;
- The pegging out, leveling and mapping for engineering construction;
- The examining of survey diagrams for approval, safekeeping and endorsement (subdivisions and consolidations);
- The drafting of specifications for tenders, aerial photography mapping and survey work by engineers and private surveyors, and the checking thereof;
- The performing of magnetic observations;
- The drafting of maps of mining areas;
- The provisioning of cadastral information;
- The updating of beacon maps/charts and data with reference to coordination lists, lists of elevations, insurance data and place names;
- The tracing of property maps after registration thereof;
- The safekeeping of survey data;
- The control (provisioning, purchasing and storing) of surveying instrumentation and equipment and;
- Overhead supervision of subordinates and performing of any other duties that may be assigned from time to time;

**DEPARTMENT LAND MANAGEMENT  
DIRECTORATE: SURVEY AND MAPPING  
DIVISION: SURVEY AND LAND INFORMATION  
SUBDIVISION: LAND INFORMATION  
SECTION: SURVEY EXAMINATIONS**

<b>Post Designation</b>	:	Senior Cartographer Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 220 828 x P – N\$ 263 911
<b>Housing allowance</b>	:	N\$ 13 080.00 per annum
<b>Transport allowance</b>	:	N\$ 7 176.00 per annum

**Minimum Requirements:** A National Diploma on NQF Level 6 in Cartography / Geographic Information Systems plus at least 3 years appropriate experience.

**Generic main duties:**

- Application of professional knowledge and skills in the mapping and related sciences in order to plan, design, research, develop, construct, evaluate and modify mapping and charting systems, products and technology;
- Applications of processes, practices, methods and techniques in the construction of new or revision of existing maps, charts and related cartographic products;
- The performing of pre-compilation tasks (like the investigation of source material, the plotting of map projection and the ground control on base sheets);
- The performing of manual or photogrammetric compilation, the assembling of aerial photographs into mosaics, drafting, digitizing and editing or reviewing; the production and printing of digital, geophysical and geological maps for publication; and
- The design, layout and photographic plate-making for publications;
- The preparation and draughting of line diagrams and the provision of advice.
- Supervision of subordinates and performing any other duties that may be assigned 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**  
**Windhoek**

OR

Hand Delivered

Ministry of Land Reform  
Private Bag 13343

**No: 55 Robert Mugabe Avenue,**

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**MINISTRY OF SAFETY AND SECURITY  
NAMIBIAN POLICE**

**Post Designation** : Chief Fingerprint Officer Grade 9  
**1xPost** : Windhoek  
**Salary Scale** : N\$ 180 505 x P – N\$ 216 499

**Minimum Requirements:** Eligible applicants should:

- Grade 12 plus three (3) years appropriate experience as a Senior Fingerprint Officer;
- Successfully completed a basic fingerprint course (Henry & Zimoox);
- Have a clean record of Conduct;
- Good command of the official language (written & spoken);
- Good interpersonal and communications skills;
- Should have leadership abilities;
- Should be highly disciplined, motivated and prepare to work under pressure;
- Own accommodation in Windhoek.

**Enquiries:** Tel: 061-2093384 or 2093364

Interested prospective applicants should complete the service application form no. **156043** obtainable at government offices and forward or deliver their applications with Curriculum Vitae, certified copies of qualifications and any other relevant document to:

**Namibian Police Recruitment Office**

**Private Bag 12024**

**Ausspannplatz**

**Windhoek**

or

**Deliver at c/o Bell and Julius K. Nyerere Street**

**Ausspannplatz,**

**Windhoek.**

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## MINISTRY OF URBAN AND RURAL DEVELOPMENT

### DEPARTMENT: SUB-NATIONAL AND TRADITIONAL AUTHORITIES AFFAIRS DIRECTORATE: DECENTRALIZATION COORDINATION SUBDIVISION: LEGISLATION AND POLICY DEVELOPMENT

<b>Post designation</b>	:	Chief Policy Analyst Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 328,139- 392,158
<b>Housing Allowance</b>	:	N\$ 13,080 per annum
<b>Transport Allowance</b>	:	N\$ 7 680.00 per annum

**Minimum requirements:** A Bachelor Degree (NQF Level 7), Plus six (6) years appropriate experience in Policy Formulation and Analysis.

**Enquiries:** Mr. Godwin Sikabongo, Tel: 061-297 5241

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### DIRECTORATE: REGIONAL AND LOCAL GOVERNMENT AND TRADITIONAL AUTHORITIES COORDINATION DIVISION: LOCAL ECONOMIC DEVELOPMENT AGENCY SUB DIVISION: CAPACITY BUILDING, EVENTS, NETWORKING AND MARKETING

<b>Post designation</b>	:	Development Planner Grade 8
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 220, 828 – 263 911
<b>Housing Allowance</b>	:	N\$ 13,080 per annum
<b>Transport Allowance</b>	:	N\$ 7 680.00 per annum

**Minimum requirements:** An appropriate B. Degree on NQF L7, Plus three (3) years appropriate experience in Local or Regional Economic Development or similar in-depth practical experience from the private will serve as an added advantage.

**Additional Requirements:**

A recognized four (4) year degree in in Economics, Spatial planning, Business Management or equivalent qualification. Candidate should be computer literate and have a strong administration, public speaking, events management, financial management and project management skills.

A valid Driver's license code 8/BE.

**Enquiries:** Ms. Lahja Hipondoka, Tel: 061-297 5361 OR Mr. Elton Uiseb, Tel: 061 – 297 5365

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### DIVISION: LOCAL AUTHORITIES COORDINATION SUB DIVISION : LOCAL AUTHORITIES ADMINISTRATIVE SUPPORT SERVICES

<b>Post designation</b>	:	Senior Administrative Officer Grade 10
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 147 485 - 176 895
<b>Housing Allowance</b>	:	N\$ 10, 464 per annum
<b>Transport Allowance</b>	:	N\$ 7 680.00 per annum

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

**Additional Requirements:** Applicant must have knowledge in Local Authorities Administration and be computer literate (MS Word, MS Excel, MS Access and Power point).

A valid driver's license code 8/BE will be an added advantage.

**Enquiries:** Ms. Engelhardine Swartz, Tel: 061 – 297 5198

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**DIVISION: REGIONAL COUNCILS COORDINATION  
SUB DIVISION: REGIONAL COUNCILS ADMINISTRATIVE SUPPORT SERVICES**

<b>Post designation</b>	:	Senior Administrative Officer Grade 10
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 147 485 - 176 895
<b>Housing Allowance</b>	:	N\$ 10, 464 per annum
<b>Transport Allowance</b>	:	N\$ 7 680.00 per annum

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

Additional Requirements: Applicant must have knowledge of Regional Councils Administration and be computer literate (MS Word, MS Excel, MS Access and Power point). A valid driver's license code 8/BE will be an added advantage.

**Enquiries:** Ms. Jeffy Nathing, Tel: 061 – 297 5864

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**DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND  
INFORMATION TECHNOLOGY  
DIVISION: AUXILIARY SERVICES  
SUB DIVISION: OFFICE SUPPORT SERVICES**

<b>Post designation</b>	:	Private Secretary Grade 9
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 180, 505 – 216, 499
<b>Housing Allowance</b>	:	N\$ 10, 464 per annum
<b>Transport Allowance</b>	:	N\$ 7 680.00 per annum

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

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**DIVISION: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT**

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

**Minimum requirements:** A National Diploma majoring in Human Resources on NQF L6

**Enquiries:** Mr. Ericksson Hailaula, Tel: 061-297 5105

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## DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

<b>Post designation</b>	:	Chief Security Operations Officer Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 328,139- 392,158
<b>Housing Allowance</b>	:	N\$ 13,080 per annum
<b>Transport Allowance</b>	:	N\$ 7 680.00 per annum

**Minimum requirements:** A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6, Plus six (6) years proven experience in Security Operations.

**Additional requirements:**

A complete Police, Military, Correctional Service or Security Management basic training. Confirmation of probation is subject to the successful completion of security awareness training by the Namibia Central Intelligence Service (NCIS).

General competencies namely; Results driven, Service orientation, problem solving, Teamwork, Collaboration, Continual learning and Oral communication. Possessional driver's license is a prerequisite.

**This position is strictly subjected to vetting**

**Enquiries:** Mr. Erastus Nyambali, Tel: 061-297 5073

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## DIVISION: INTERNAL AUDIT

<b>Post designation</b>	:	Chief Internal Audit Grade 6
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 328,139- 392,158
<b>Housing Allowance</b>	:	N\$ 13,080 per annum
<b>Transport Allowance</b>	:	N\$ 7 680.00 per annum

**Minimum requirements:** An appropriate B. Degree or equivalent qualification on NQF Level 7, Plus six (6) years appropriate experience of which at least two (2) years should be in auditing environment.

**Additional Requirements:** A valid driver's license' Certificate in Internal Auditing Training Course, being a member of the Institute of Internal Auditors or any other professional Auditing/ Accounting Board will be an advantage.

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## DIVISION: INTERNAL AUDIT

<b>Post designation</b>	:	Internal Audit Grade 8
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 220, 828 – 263 911
<b>Housing Allowance</b>	:	N\$ 13,080 per annum
<b>Transport Allowance</b>	:	N\$ 7 680.00 per annum

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

**Additional Requirements:** A valid driver's license code 8/BE would be an advantage.

**Enquiries:** Mr. Martin Ngubai, Tel: 061-297 5842

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 of 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.**

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## MINISTRY OF WORKS AND TRANSPORT

### DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES DIVISION: GOVERNMENT GARAGE

**Post Designation** : Artisan Foreman Grade 9 (Auto Mechanic)  
**1x Post** : Windhoek  
**Scale of Salary** : N\$ 180 505 – 216 499

**Minimum requirements:** Completed apprenticeship **OR** A Trade Diploma/Certificate Level III issued in terms of existing legislation plus approximately 6 years appropriate experience.

**Additional Requirements:** A valid code CIE driver's license. Computer literacy will be an added advantage.

**Enquiries:** Mr. Mathews Ameya: 061- 294 6205/Ms. Maria Nailenge: 061-208 8116

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### DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES DIVISION: GOVERNMENT GARAGE

**Post Designation** : Artisan Foreman Grade 9 (Auto Mechanic)  
**1x Post** : Khorixas  
**Scale of Salary** : N\$ 180 505 – 216 499

**Minimum requirements:** Completed apprenticeship **OR** A Trade Diploma/Certificate Level III issued in terms of existing legislation plus approximately 6 years appropriate experience.

**Additional Requirements:** A valid code CIE driver's licence. Computer literacy will be an added advantage.

**Enquiries:** Mr. Mathews Ameya: 061- 294 6205/ Ms. Magdalena Shilumbu: 061-208 8102 (HR)

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### DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES DIVISION: GOVERNMENT GARAGE

**Post Designation** : Artisan Foreman Grade 9 (Auto Mechanic)  
**1x Post** : Opuwo  
**Scale of Salary** : N\$ 180 505 – 216 499

**Minimum requirements:** Completed apprenticeship **OR** A Trade Diploma/Certificate Level III issued in terms of existing legislation plus approximately 6 years appropriate experience.

**Additional Requirements:** A valid code CIE driver's licence. Computer literacy will be an added advantage.

**Enquiries:** Mr. Mathews Ameya: 061- 294 6205/Ms. Beata Amukwaya: 061- 208 8116 (HR)

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### DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES DIVISION: GOVERNMENT GARAGE SUVDIVISION: PROCUREMENT AND INSPECTION SECTION: PROCUREMENT (POOL OFFICE)

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

**Minimum requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience OR A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience in transport/fleet management.

**Additional Requirements:** A valid code BE driver's licence. Computer literacy will be an added advantage.

**Enquiries: Mr. Jomo Amakali: 061- 294 6402/Ms. Maria Nailenge: 061-208 8116**

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**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES  
DIVISION: GOVERNMENT GARAGE  
SUVDIVISION: PROCUREMENT AND INSPECTION  
SECTION: PROCUREMENT**

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

**Minimum requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience OR A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience in inventory, procurement and auxiliary management.

**Additional Requirements:** A valid code BE driver's licence. Computer literacy will be an added advantage.

**Enquiries: Mr. Jomo Amakali: 061- 294 6402/Ms. Maria Nailenge: 061-208 8116**

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**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES  
DIVISION: GOVERNMENT GARAGE  
SUVDIVISION: PROCUREMENT AND INSPECTION  
SECTION: PROCUREMENT**

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

**Minimum requirements:** An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience OR A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience in inventory, procurement and auxiliary management.

**Additional Requirements:** A valid code BE driver's license. Computer literacy will be an added advantage.

**Enquiries: Mr. Benardt Shivute: 067-304015/Ms. Magdalena Shilumbu: 061-208 8102**

**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.**

Applications (on form 156043 and health questionnaire form 156094) are obtainable at all government offices). Applications must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications. Women and persons with disabilities who meet the appointment requirements are encouraged to apply **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 at  
Human Resource Office  
Ministry of Works and Transport  
Registry Office, room 101  
First floor**

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# ERONGO REGIONAL COUNCIL

## DIRECTORATE: FINANCE AND ADMINISTRATION

### DIVISION: ADMINISTRATION

### SECTION: PROCUREMENT AND STOCK CONTROL

**Post designation** : Senior Administration Officer Grade 10  
**1xPost** : Swakopmund  
**Salary scale** : N\$147 485-176 895

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

**Additional Requirements:** Knowledge of the Sage Evolution in respect of generating Requisition of Expenditure and Purchase Order will serve as a competitive advantage. The candidate should be familiar with Treasury Instructions, Stock Control Manual, Public Service Act, 1980 and Public Procurement Act, 2015. The Candidate should have a good interpersonal relationship with other staff members and be willing to work under pressure.

#### **Main duties:**

- Responsible for the procurement and safekeeping of Council supplies and stock.
- Facilitate timely payments to suppliers.
- Ensure the maintenance of Council buildings and office equipment.
- Interpret and ensure adherence to frameworks for procurement and stock- control systems.
- Supervise and direct subordinates within the section.
- Prepare requisitions for expenditure to the PMU Committee.
- Prepare submissions of acceptance of donations.
- Provide input for the compilation of section reports e.g. loss, inspections.
- Compile list of assets for disposal in terms of the Treasury Instructions.
- Record the transfer and the movement of assets (Regional Council/Line Ministries).
- Registering the opening and closing of stock control points.
- Carry out the Secretarial function of the PMU meetings.
- Carry out inspections of stock at Constituency and Settlement offices.
- Carry out any other official duties assigned from time to time.

**Enquiries:** Ms SJ Visagie 064-4105719 or Ms Elise Haindongo 064 410 5738

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

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

**NB. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.**

**Foreign qualifications must be accompanied by an evaluation of qualification by the Namibia Qualifications Authority (NQA)**

***Faxed applications will not be considered.***

**Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants must attach proof of confirmation of probation to their application forms.**

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

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## HARDAP REGIONAL COUNCIL

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

<b>Post Designation</b>	:	Chief: Education Officer Grade 4
<b>1x Post</b>	:	Mariental
<b>Salary Scale</b>	:	N\$ 478 220 – 502 752
<b>Motor Vehicle Allowance</b>	:	N\$ 102 701 per annum
<b>Housing Benefit</b>	:	N\$ 68 188 per annum

**Minimum Requirements:** An appropriate Degree (or equivalent) at NQF Level 7 or 8 plus nine (9) years appropriate experience.

**Supplementary Requirement:** Probation should be confirmed on Grade 5. A valid Driver's license will be an added advantage.

#### Duty Sheet

- Compliance and Interpretation of the Public Service Act, Education Act, Public Service Staff Rules and other relevant Acts and Regulations.
- Promote and implement Ministerial policies for specific educational programmes.
- Ensure appropriate distribution of materials and resources for reformed or changed programmes.
- Coordinate all activities of subordinates including HIV/AIDS.
- Identify school needs for teacher support and resource materials, in the field curriculum or syllabus changes.
- Monitor and promote effective scheduling and school management processes to ensure fulfillment of curriculum learning objectives.
- Evaluate performance of subordinates.
- Assist in establishing cluster school use of learning resources, in-service training etc.
- Liaise with all stakeholders as needed.
- Advise Principals and community members on UPE and USE Funds.
- Assist schools to implement the Namibian Educational Code of Conduct and develop an effective system for its enforcement.
- Advise the Director on any educational needs within the region.
- Assist in the development and collection of data for programmes.
- Promote cooperation with NGO's, churches and community representatives within the region.
- Monitor assessment processes in schools to ensure effective implementation of positive learner centered education and successful achievement of programme objectives.
- Control and monitor the budget allocation of the Division.
- Supervising and monitoring the curriculum implementation and managing of schools and hostels; promoting and extending the educational services to learners with special needs and abilities; the promotion and enhancing the major goals of the Ministry of Education, Arts and Culture – access, equity, quality, efficiency, democracy and life-long learning.

**Enquiries:** Mrs. J. J. F. Rukamba  
Acting Director of Education, Arts and Culture  
Tel (063) 245700

Mr. G. Campbell  
Chief Human Resources Practitioner  
Tel (063) 245719



## SECTION: CIRCUIT OFFICES

<b>Post Designation</b>	:	Inspector of Education Grade 5
<b>1x Post</b>	:	Mariental
<b>Salary Scale</b>	:	N\$ 400 001 – 478 220
<b>Housing Allowance</b>	:	N\$ 13 080 per annum
<b>Transport Allowance</b>	:	N\$ 7 680 per annum

**Minimum Requirements:** A recognized four (4) year tertiary teaching qualification on NQF Level 7 plus nine (9) years teaching experience.

**Supplementary Requirement:** Probation should be confirmed on Grade 6. A valid Driver's license will be an added advantage.

**Enquiries:** Mrs. J. J. F. Rukamba  
Acting Director of Education, Arts and Culture  
Tel (063) 245700

Mr. G. Campbell  
Chief Human Resources Practitioner  
Tel (063) 245719

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## SECTION: DIAGNOSTIC, ADVISORY AND COUSELING SERVICES

<b>Post Designation</b>	:	Senior Education Officer Grade 6 (School Counsellor)
<b>1x Post</b>	:	Mariental
<b>Salary Scale</b>	:	N\$ 328 139 – 392 158
<b>Housing Allowance</b>	:	N\$ 13 080 per annum
<b>Transport Allowance</b>	:	N\$ 7 680 per annum

**Minimum Requirements:** An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience or an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience

**Supplementary Requirement:** Specialization in Psychology and appropriate experience will be an added advantage.

**Enquiries:** Mrs. A. Hummel  
Chief Education Officer  
Tel (063) 245700

Mr. G. Campbell  
Chief Human Resources Practitioner  
Tel (063) 245719

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## SECTION: ADVISORY SERVICES

<b>Post Designation</b>	:	Senior Education Officer Grade 6
<b>1x Post</b>	:	Mariental
<b>Salary Scale</b>	:	N\$ 328 139 – 392 158
<b>Housing Allowance</b>	:	N\$ 13 080 per annum
<b>Transport Allowance</b>	:	N\$ 7 680 per annum

**Minimum Requirements:** An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience or an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience

**Supplementary Requirement:** Specialization in Biology and any other science subjects plus approximately 5 years proven teaching experience in these subjects. A valid Driver's license will be an added advantage.

**Enquiries:** Mrs. A. Hummel  
Chief Education Officer  
Tel (063) 245700

Mr. G. Campbell  
Chief Human Resources Practitioner  
Tel (063) 245719

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#### SECTION: EXAMINATIONS

**Post Designation** : Senior Education Officer Grade 6  
**1x Post** : Mariental  
**Salary Scale** : N\$ 328 139 – 392 158  
**Housing Allowance** : N\$ 13 080 per annum  
**Transport Allowance** : N\$ 7 680 per annum

**Minimum Requirements:** An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience or an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience

**Supplementary Requirement:** Experience as Head of Examination Centre and a valid Driver's License will be an added advantage.

**Enquiries:** Mrs. A. Hummel  
Chief Education Officer  
Tel (063) 245700

Mr. G. Campbell  
Chief Human Resources Practitioner  
Tel (063) 245719

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#### SECTION: TEACHERS RESOURCE CENTRE

**Post Designation** : Senior Education Officer Grade 6  
**1x Post** : Mariental  
**Salary Scale** : N\$ 328 139 – 392 158  
**Housing Allowance** : N\$ 13 080 per annum  
**Transport Allowance** : N\$ 7 680 per annum

**Minimum Requirements:** An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience or an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience

**Supplementary Requirement:** A valid Driver's License will be an added advantage.

**Enquiries:** Mrs. A. Hummel  
Chief Education Officer  
Tel (063) 245700

Mr. G. Campbell  
Chief Human Resources Practitioner  
Tel (063) 245719

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### SUBDIVISION: GENERAL SERVICES

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

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

**Supplementary Requirement:** Experience in the procurement of goods and services, Stock Control and Transport Management as well as a valid Driver's License will be an added advantage.

**Enquiries:** Mrs. J. J. F. Rukamba  
Acting Director of Education, Arts and Culture  
Tel (063) 245700

Mr. G. Campbell  
Chief Human Resources Practitioner  
Tel (063) 245719

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### SUBDIVISION: FINANCIAL MANAGEMENT SECTION: BUDGET CONTROL, REVENUE AND CREDITORS

<b>Post Designation</b>	:	Senior Accountant Grade 7
<b>1x Post</b>	:	Mariental
<b>Salary Scale</b>	:	N\$ 269 189 – 321 707
<b>Housing Allowance</b>	:	N\$ 13 080 per annum
<b>Transport Allowance</b>	:	N\$ 7 680 per annum

**Minimum Requirements:** An appropriate Diploma (or equivalent) at NQF Level 6 majoring in Accounting.

**Supplementary Requirement:** Candidates should have experience in Budget Control, Execution of Financial Inspections, Daily Subsistence Allowances and Revenue Control, Pastel Evolution and knowledge on decentralized functions. A valid Driver's License will be an added advantage.

**Enquiries:** Mr. S. Hoebeb  
Chief Accountant  
Tel (063) 245700

Mr. G. Campbell  
Chief Human Resources Practitioner  
Tel (063) 245719

**Note:**

All foreign qualifications must be evaluated (attach NQA evaluation report)

Complete a prescribed application form in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. Candidates should forward their application forms with a cover letter from their respective Human Resource Offices.

Applicants within the Public service applying for promotional posts must attach letters of confirmation of probation in current positions.

Perspective applicants who do not meet the appointment requirements as outlined above are advised not to apply. Only candidates who meet the prescribed appointment requirements will be considered for possible shortlisting and will notified accordingly.

**Applications must be forwarded to:**

**The Acting Regional Director  
Directorate of Education, Arts and Culture  
Subdivision Human Resources  
Private Bag 2122  
MARIENTAL**

**OR**

**Hand Delivered to:**

**Hardap Regional Council  
Directorate of Education, Arts and Culture  
Subdivision Human Resources  
MARIENTAL**

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# KAVANGO EAST REGIONAL COUNCIL

**DIRECTORATE: HR, FINANCE AND ADMINISTRATION**

**DIVISION: ADMINISTRATION**

**SECTION: PUBLIC RELATIONS AND MEETINGS**

<b>Post Designation</b>	:	Senior Public Relations Officer Grade 7
<b>1x Post</b>	:	Rundu
<b>Salary Scale</b>	:	N\$ 269 189 – 321 707
<b>Housing Allowance</b>	:	N\$ 13 080 per annum
<b>Transport Allowance</b>	:	N\$ 7 680 per annum

**Minimum Requirement:** An appropriate B. Degree or equivalent qualification on NQF Level 7 plus approximately three (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:** Mr. J. M. Kangumbe. Tel: 066-266000, Ms. L. Nangura, Tel: 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 Human Resource offices and confirmation letters must be attached.

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

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

Application must be submitted on form 156043 and 156094, with certified copies of Identification and Educational qualifications with a comprehensive CV which must be addressed to:

**The Chief Regional Officer  
Kavango East Regional Council  
Private Bag 2124  
RUNDU**

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# OTJOZONDJUPA REGIONAL COUNCIL

## DIRECTORATE OF EDUCATION, ARTS AND CULTURE SECTION: HUMAN RESOURCE ADMINISTRATION

<b>Post Designation</b>	:	Senior Human Resource Practitioner Grade 7
<b>1x post</b>	:	Otjiwarongo
<b>Salary scale</b>	:	N\$ 269 189 – 321 707
<b>Housing Allowance</b>	:	N\$ 13 080 per annum
<b>Transport Allowance</b>	:	N\$ 7 680 per annum

**Appointment requirements:** A National Diploma majoring in Human Resource on NQF Level 6.

**Supplementary requirements:** Preference will be given to candidates with four (4) years proven experience in Human Resource Administration.

**Enquiries:** Mr. Tonateni M.F Nghiiwamo/Ms. H. N. Eliaser Tel: 067-308000

**NB:**

All Public servants should submit their applications through their respective HR offices with form ZO/3521 and ensure that copy of confirmation of probation in their current position is attached.

All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/ transcript of their qualifications.

Failure to complete part B.11 on the application form for employment and not attaching all the necessary documents will disqualify the application.

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

**The Regional Director  
Otjozondjupa Regional Council  
Directorate of Education, Arts & Culture  
Private Bag 2618  
Otjiwarongo**

Or

**Hand deliver at:  
Otjozondjupa Directorate of Education, Arts and Culture  
Human Resource Office**