



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

16 JANUARY 2020

**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. A OF 2020

VACANCIES IN THE PUBLIC SERVICE OF NAMIBIA

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

INSTRUCTIONS

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

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

(a) To Candidates

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

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

(b) To Offices/Ministries/Agencies of Candidates

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

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

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

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

(d) General

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

5. All staff members who were appointed/promoted/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: 16 FEBRUARY 2020**

Signed by Tuyakula Haipinge
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

OFFICE OF THE AUDITOR-GENERAL

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post designation	:	Chief Security Operations Officer Grade 6
1x Post	:	Windhoek
Salary scale	:	N\$ 328 139 – 392 158
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680 per annum

Minimum requirements A National Diploma in either Security Management, Police Science, Correctional Service or Military Science at NQF Level 6 plus six (6) years appropriate experience.

Additional Requirements

- An appointment in this position is subject to a vetting process.
- A completed police, military, correctional service or security management basic training.
- Confirmation of probation is subject to the successful completion of Advanced Security Awareness Training by Namibia Central Security Intelligence Service (NCIS).

Key performance areas

- To organize, direct, coordinate, supervise and control the implementation and maintaining of physical security programs and plans of the OAG's premises.
- To make recommendations to improve physical security maintenance in the OAG.
- To develop, review, oversee and evaluates the implementation of the various security directives, manuals, and policies.
- Ensure the 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 are developed, managed and strictly implemented, enforced and adhered to.
- To investigate the contravention of security directives and advise the DAG in respect of appropriate steps deemed necessary as a result of such investigations.
- Support in risk assessment and implementation of appropriate measures to mitigate specific threats, incidents and breaches.
- Provide expert advice, guidance and support to managers, supervisors and general staff members.
- Partake in the formulation of the OAG strategic plan and ensure that the division's annual plan is implemented.
- Participate in the preparation of the Divisional Operational Plan.
- Ensure the implementation of the Performance Management System within the Division.
- Perform duties in compliance with the OAG' policies, rules and procedures.
- Keep close liaison with stakeholders on issues regarding security and risk management and ensure that the OAG is kept abreast.

DIVISION: RESEARCH, DEVELOPMENT AND FUNCTIONAL TRAINING

SUB-DIVISION: FUNCTIONAL TRAINING

Post Designation	:	Chief Auditor Grade 6
1 x Post	:	Windhoek
Salary Scale	:	N\$ 328 139 x P- 392 158
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680 per annum

Minimum requirements: An appropriate B. Degree qualification NQF Level 7 plus 6 years appropriate experience. Post Graduate/Honors Degree at NQF Level 8 plus 6 years of experience in the Auditing field of which at least 3 years should be Auditor/Senior Auditor level will be an added advantage.

Key performance areas:

- Lead the audit division in the absence of the Deputy Director and ensure that audit work Assigned to him/her is carried out in accordance with the approved plans, completed in time according to the approved work plan and to standards adopted by the OAG.
- Co-ordinate Internal Functional Training Course (IFTC) and periodic functional training interventions.
- Draft annual functional training programs and co-ordinate the execution thereof.
- Arrange, co-ordinate and facilitate the development of training materials and the regular review thereof.
- Provide and facilitate training sessions along with functional trainers.
- Provide assistance to senior and junior staff on technical audit issues.
- Ensure that documents in the audit files are organized, referenced and cross referenced in accordance with current OAG policy on audit documentation.
- Participate in the introduction of audit projects and presentation of audit reports to the auditees.

DIVISION: RESEARCH, DEVELOPMENT AND FUNCTIONAL TRAINING
SUB-DIVISION: RESEARCH AND DEVELOPMENT

Post Designation	:	Chief Auditor Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$ 328 139 x P- 392 158
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680 per annum

Minimum requirements: An appropriate B. Degree qualification at NQF Level 7 plus 6 years appropriate experience. Post Graduate/Honors Degree NQF Level 8 plus 6 years of experience in the Auditing field of which at least 3 years should be Auditor/Senior Auditor level will be an added advantage.

Key performance areas:

- Lead the audit division in the absence of the Deputy Director and ensure that audit work Assigned to him/her is carried out in accordance with the approved plans, completed in time according to the approved work plan and to standards adopted by the OAG.
- Ensure, through supervision and review that research work is carried out in accordance with the approved plan, conforms to the research standards adopted by the OAG and is completed on or before the agreed deadlines.
- Ensure that research work is appropriately documented in accordance with OAG procedures.
- Review draft research reports and other work performed and prepared by staff members of the subdivision and thereafter, submit these to the supervisor on or before the agreed deadlines.
- Presentation of results from fieldwork, including the draft of reports presenting the methods and results of such work.
- Participate in the introduction of audit projects and presentation of audit reports to the auditees.

DIRECTORATE: CASH BASED AUDITS

Post Designation	:	Chief Auditor Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$ 328 139 x P- 392 158
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7680 per annum

Minimum requirements: An appropriate B. Degree qualification at NQF Level 7 plus 6 years appropriate experience. Post Graduate/Honors Degree NQF Level 8 plus 6 years of experience in the Auditing field of which at least 3 years should be Auditor/Senior Auditor level will be an added advantage.

Key performance areas:

- Responsible for overall supervision of the subdivision on daily basis to ensure proper performance of work.
- Reviewing of the quality of all audit Reports done by more senior and experienced personnel.
- Develop, Control, monitor and amend Quality assurance policies that are in line with International Standard of Quality
- Arrange follow-up on implementation plan of recommendation made on the previous reviews and report findings
- Participate in PAC deliberation as required by supervisor
- Participate in processes steered towards managing the Quality Control policy of the OAG in order to guide the quality control and assurance processes within the OAG. These include development and periodic review of the said policy.
- Participate in processes steered towards the establishment and review of the quality control system of the OAG, which includes all strategic level processes, documentation, strategic leadership and management monitoring.
- Ensure that the subdivision has the necessary resources and support required to carry out its activities.

DIRECTORATE: ACCRUAL BASED AUDITS

Post Designation	:	Chief Auditor Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$ 328 139 x P- 392 158
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680 per annum

Minimum requirements: An appropriate B. Degree qualification at NQF Level 7 plus 6 years appropriate experience. Post Graduate/Honors Degree NQF Level 8 plus 6 years of experience in the Auditing field of which at least 3 years should be Auditor/Senior Auditor level will be an added advantage.

Key performance areas:

- Responsible for overall supervision of the subdivision on daily basis to ensure proper performance of work.
- Reviewing of the quality of all audit Reports done by more senior and experienced personnel.
- Develop, Control, monitor and amend Quality assurance policies that are in line with International Standard of Quality
- Arrange follow-up on implementation plan of recommendation made on the previous reviews and report findings

- Participate in PAC deliberation as required by supervisor
- Participate in processes steered towards managing the Quality Control policy of the OAG in order to guide the quality control and assurance processes within the OAG. These include development and periodic review of the said policy.
- Participate in processes steered towards the establishment and review of the quality control system of the OAG, which includes all strategic level processes, documentation, strategic leadership and management monitoring.
- Ensure that the subdivision has the necessary resources and support required to carry out its activities.

DIRECTORATE: ACCRUAL BASED AUDITS

Post Designation	:	Assistant Auditor Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$ 220 828 (Fixed)
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680 per annum

Minimum requirement A B. Degree qualification in Accounting and Finance/ Auditing at NQF Level 7. Preference may be given to applicants with subjects; Financial Accounting and Auditing as well as a valid driver's license.

Key performance areas:

- Compilation and submission of work plans, the execution of audits and the reporting thereon.
- Verify assigned financial statements and supporting information provided by the Auditees for OAG's annual reports.
- Prepare draft Audit Reports and Management Letters, as required by the supervisor.
- Keep proper documentation with sufficient and appropriate audit evidence to ensure quality control.
- Document audit evidence, conclusions and recommendations in the Annual Audit File, in accordance with the Audit Standards and methodologies adopted by the OAG.
- Submit the Annual Audit File (audit working papers) to the supervisor on or before agreed target dates.
- Audit, examine and verify Financial Statements and supporting information submitted for audit purposes.
- An Assistant Auditor Grade 8 is a training rank, therefore an Assistant Auditor who acquired tertiary Qualification and with at least two years actual experience in the said post designation plus the successful completion of the prescribed theoretical and practical training courses and after certification by the Deputy Auditor General on the advice of the Personnel Advisory Committee that such Assistant Auditor is able to operate on the level of an Auditor may be Translated thereto.

DIRECTORATE: ADMINISTRATION SUBDIVISION: MAINTENANCE

Post Designation	:	Artisan Foreman Grade 9 (Multi)
1xPost	:	Windhoek
Salary Scale	:	N\$ 180 505 x P- 216 499
Housing Allowance	:	N\$ 10 464 per annum
Transport Allowance	:	N\$ 7 680 per annum

Minimum requirement: Completed apprenticeship or A Trade Diploma issued in terms of existing legislation plus 6 years appropriate experience. Valid Driver's License

Key performance areas:

- Provide input and draw up and defend the annual maintenance plan and budget for the unit.
- Draw up the quarterly maintenance schedule for the unit and report on progress.
- Receive unscheduled requests for maintenance and schedule these to the Artisans.
- Decide on whether work is to be completed in-house or to be contracted out.
- Recommend and advise on work to be contracted out to the supervisor/management.
- Calculate bills of quantities and organize jobs.
- Allocate work to an Artisan and team.
- Arrange and allocate construction or maintenance equipment.
- Coordinate activities requiring input of more than one section.
- Screen the materials and equipment needed per job.
- Obtain quotations or provide input to tenders for materials as per financial delegations.
- Evaluate quotes and tenders and make recommendations to the supervisor/management.
- Recommend payments and purchase of materials.
- Oversee the maintenance of tools and equipment in workshop.
- Obtain information to ensure that materials to be ordered remain abreast of technological advancements.
- Manage and control allocated materials, equipment and the maintenance of GRN infrastructure.
- Manage and control the maintenance information system (MIS) of the sub-division.
- Investigate and submit reports for accidents and losses incurred within the sub-division
- Monitor the usage of assets in the division.
- Demand progress report on the usage of allocated equipment from subordinates.

DIRECTORATE: ADMINISTRATION
DIVISION: FINANCE AND GENERAL SERVICES

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Windhoek
Salary Scale	:	N\$ 147 485 x P- 176 895
Housing Allowance	:	N\$ 10 464 per annum
Transport Allowance	:	N\$ 7 680 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience.

Or

A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience. Valid Driver's License will be an added advantage

Key performance areas:

- Responsible for the handling of requisitions and the supervision of cleaning, stock control, telephone, driving and messenger services.
- Responsible for the activities with regard to security, telephone, stock control services, which includes the co-ordination of the annual stock-taking and forwarding of stock-taking reports to Treasury, the maintenance, parking and office accommodation, procurement and driver services.

- Ensure that, receipt and issue vouchers, main register and counter book sheets are kept up to date and reviewing on a regular basis.
- Responsible for the supervision and training of subordinates.
- Ensure the return of office equipment, keys, audit stamps, calculators and telephones when officials resign or retire.
- Control over the maintaining and updating of the key control register, main register, counter books, inventory sheets and the summary of distribution on inventory accounts.
- Update the list of consumable items at all times.

Enquiries: Ms. Joolokeni Hamunyela; Tel: 061-2858426 or Ms. Beatrice Mutonga; Tel: 061-2858219

Applications for employment must be addressed and mailed to:

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

OR

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

OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL SERVICES OFFICE OF THE DEPUTY EXECUTIVE DIRECTOR

Post designation	:	Senior Private Secretary Grade 8
1x Post	:	Windhoek
Scale of salary	:	N\$ 220 828 – 263 911
Salary Notch	:	N\$ 220 828
Housing allowance	:	N\$ 13 080 per Annum
Transport allowance	:	N\$ 7 680 per Annum

Minimum requirements:

An appropriate National Diploma or equivalent qualification on NQF L6 plus 3 years' experience in office administration/management.

Additional requirements:

Proven proficiency in Microsoft Office programs; Time management, planning and organising skills; and Confidentiality.

Key performance areas:

- Type and draft official letters and other correspondence;
- Screen and channel telephone calls and visitors;
- Order stationery and other items for the Office of Deputy Executive Director;
- Facilitate travel arrangements abroad and locally;
- Facilitate meetings and taking minutes of meetings when required;
- Handle office filing; and
- Manage the diary of the Deputy Executive Director.

DEPARTMENT: JUDICIAL MANAGEMENT DIRECTORATE: ADMINISTRATION Division: General Services

Post Designation	:	Artisan Foreman Grade 9
1x Post	:	Windhoek
Scale of Salary	:	N\$ 180 505 – 216 499
Salary Notch	:	N\$ 180 505
Housing Allowance	:	N\$ 10 464 per Annum
Transport Allowance	:	N\$7 680 per Annum

Minimum requirements:

Trade Diploma in Bricklaying and plastering: Level 4 **PLUS** 5 years' proven appropriate experience

Additional requirements:

- Possession of a drivers licence is a pre-requisite (**license should be 2 years old**) and it must be attached; and
- Computer literacy.

Key performance areas

- Provide input for drawing up the annual maintenance plan and financial requirement to support the plan.
- Draw up the annual maintenance schedule of the Office of the Judiciary.
- Attend to regular maintenance requests.

- Coordinate major maintenance with the Department of Works, Section Renovation and Inspection and with the Ministry of Justice.
- Carry out and coordinate the inspection process on all fixed assets of the Office of the Judiciary.
- Prepare and compile various inspection reports for management consideration to determine the best preventative and sustainable maintenance measures.
- Supervise all Artisans and ensure that work is completed on time and meeting the standards.
- Prepare the required specifications of materials and various submissions to procure /acquire maintenance services.
- Conduct inspections to ensure the work done by the private contractors meet the required standards.
- Provide various maintenance reports as required.
- Ensure timely response to complaints by the Artisans.
- Prepare, check and verify bills of quantities received from Department of Works, Section Renovation and Inspection.
- Check and certify correct all invoices submitted by contractors/suppliers.
- Monitor and coordinate the implementation of capital projects.
- Draw up capital projects implementation plan in consultation with Ministry of Justice.
- Attend progress site meetings and provide reports thereon.

Post designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Scale of salary	:	N\$ 147 485 – 176 895
Salary Notch	:	N\$ 147 485
Transport allowance	:	N\$ 7 680 per Annum
Housing allowance	:	N\$ 10 464 per Annum

Minimum requirements: A Grade 12 Certificate or equivalent qualification (NQF Level 3) **PLUS** 3 years' proven appropriate experience.

OR

An appropriate National Diploma or equivalent qualification (NQF Level 6) **PLUS** 1 year proven appropriate experience.

Key Performance area

- Supervision of staff members under Procurement Management Unit (PMU).
- Ensure compliance with the provisions of the Public Procurement Act, 2015 (Act no. 15 of 2015).
- Prepare individual procurement plans for procurement of goods/services/work.
- Prepare bidding documents to bidders.
- Ensure that procurement documents are correctly referenced with the correct file reference numbers and ensure effective records management.
- Coordinate bid evaluation process and prepare submissions for presentation to Procurement Committee (PC) for recommendation of awards.
- Prepare agenda for PC meetings and take minutes thereof.
- Ensure correct processing of data in the IFMS.
- Prepare various procurement reports as required by the Act.

DIVISION: FINANCIAL MANAGEMENT

Post designation	:	Senior Accountant Grade 7
2x Posts	:	Windhoek
Scale of salary	:	N\$ 269 189 – 321 707
Salary Notch	:	N\$ 269 189
Housing allowance	:	N\$ 13 080 per Annum
Transport allowance	:	N\$ 7 680 per Annum

Minimum requirements: An appropriate Bachelor Degree Majoring in Accounting (or equivalent qualification) on NQF Level 7 **PLUS** 4 years proven experience in financial management.

Additional requirements:

- Possession of a drivers licence is a pre-requisite (**license should be 2 years old**) and it must be attached;
- Extensive knowledge of Revenue, Accounts Payable, DSA, Payroll and Creditors; and
- Knowledge in all modules of Integrated Financial Management System (IFMS).

Key Performance area

- Process Payroll, DSA, Accounts Payable and other payments;
- Checks revenue and expenditure books for Magistrate's Offices;
- Collecting of and accounting of the Office of the Judiciary's Revenue;
- Assists the Chief Accountant to manage accounts payable, payroll, DSA as well as revenue and expenditure of Magistrate's Offices;
- Prepare reconciliation of ledger accounts;
- Enters commitment register in general ledger system;
- Prepare audit certificates;
- Train, coach and mentor junior staff; and
- Execute any other duties assigned by the Chief Accountant or any other authorised person.

Applicants should note the following:

- Applicants must attach proof of confirmation of probation to their application for employment;
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- The activities of the Office of the Judiciary are sensitive and of strategic importance, thus candidate must be aware that a security clearance in respect of shortlisted candidates may be required at any time and their co-operation in that regard will be expected; and
- Applicants who only partially complete and /or do not sign application forms, or who do not attach letters of confirmation of their probation in their current positions, will be disqualified.

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

Please note:

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

Enquiries: Ms. Candy Nzwala Tel: 061-435 3604, Ms. Aletta Emvula Tel: 061- 435 3603
Human Resources Management

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

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

OR

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

FAXED / EMAILED APPLICATIONS WILL NOT BE CONSIDERED.

MINISTRY OF AGRICULTURE, WATER AND FORESTRY

DIRECTORATE OF FORESTRY

DIVISION: FOREST MANAGEMENT – CENTRAL AND SOUTHERN REGIONS

SUBDIVISION: OMAHEKE REGION

Post designation : Senior Forester Grade 6
1xPost : Gobabis
Scale of salary : N\$328 139 – 392 158

Minimum requirement: An appropriate B - or B. Hons degree in Forestry or related field at NQF Level 8 plus 5 years appropriate experience in forest management activities is expected. An M. Sc degree in Forestry or related field will be an added advantage. A drivers' license is needed.

Overall responsibilities:

- Supervision at sectional level of the planning, implementation, coordinating and directing of forest management activities.
- Overseeing the management of forest management offices including budget control

A DETAILED JOB DESCRIPTION WILL BE MADE AVAILABLE ON REQUEST

Enquiries: Mr. Michael Otsub; tel. no: 081 144 4878

DIRECTORATE OF FORESTRY

DIVISION: FOREST MANAGEMENT – CENTRAL AND SOUTHERN REGIONS

SUBDIVISION: //KHARAS REGION

Post designation : Senior Forester Grade 6
1xPost : Keetmanshoop
Scale of salary : N\$328 139 – 392 158

Minimum requirement: An appropriate B - or B. Hons degree in Forestry or related field at NQF Level 8 plus 5 years appropriate experience in forest management activities is expected. An M. Sc degree in Forestry or related field will be an added advantage. A drivers' license is needed.

Overall responsibilities:

- Supervision at sectional level of the planning, implementation, coordinating and directing of forest management activities.
- Overseeing the management of forest management offices including budget control

A DETAILED JOB DESCRIPTION WILL BE MADE AVAILABLE ON REQUEST

Enquiries: Mr. Michael Otsub; tel. no: 081 144 4878

DIRECTORATE OF FORESTRY

DIVISION: FOREST MANAGEMENT – CENTRAL AND SOUTHERN REGIONS

SUBDIVISION: OTJOZONDJUPA REGION

Post designation : Senior Forestry Technician Grade 8
1xPost : Grootfontein
Scale of salary : N\$220 828 – 263 911

Minimum requirement: An appropriate National Diploma for Technicians (or equivalent qualification) in Forestry or related field at NQF Level 6 plus 3 years appropriate experience in forest management activities is expected. An M. Sc degree in Forestry or related field will be an added advantage. A drivers' license is needed.

Overall responsibilities:

- Supervision at sectional level of the planning, implementation, coordinating and directing of forest management activities.
- Overseeing the management of forest management offices including budget control

A DETAILED JOB DESCRIPTION WILL BE MADE AVAILABLE ON REQUEST

Enquiries: Mr. Taddeus Nakangombe; tel. no: 067-303307

**DIRECTORATE OF FORESTRY
DIVISION: FOREST MANAGEMENT – CENTRAL AND SOUTHERN REGIONS
SUBDIVISION: OHANGWENA REGION**

Post designation : Senior Forestry Technician Grade 8
1xPost : Eenhana
Scale of salary : N\$220 828 – 263 911

Minimum requirement: An appropriate National Diploma for Technicians (or equivalent qualification) in Forestry or related field at NQF Level 6 plus 3 years appropriate experience in forest management activities is expected. An M. Sc degree in Forestry or related field will be an added advantage. A drivers' license is needed.

Overall responsibilities:

- Supervision at sectional level of the planning, implementation, coordinating and directing of forest management activities.
- Overseeing the management of forest management offices including budget control

A DETAILED JOB DESCRIPTION WILL BE MADE AVAILABLE ON REQUEST

Enquiries: Ms Feliciana Hainduwa; tel. no: 065-263040

**DIRECTORATE OF FORESTRY
DIVISION: FOREST MANAGEMENT – CENTRAL AND SOUTHERN REGIONS
SUBDIVISION: KHOMAS REGION**

Post designation : Senior Administrative Officer Grade 10
1xPost : Windhoek
Scale of salary : N\$147 487 – 176 895

Minimum requirement: A National Diploma on NQF Level 6 plus 1 year appropriate experience OR a Grade 12 (NQF Level 3) plus 3 years appropriate experience in office administration, budget control, transport and stock control. A drivers' license is an added advantage.

A DETAILED JOB DESCRIPTION WILL BE MADE AVAILABLE ON REQUEST

Enquiries: Mr. Michael Otsub; tel. no: 081 144 4878

DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION: PRODUCT DEVELOPMENT, TRAINING AND QUALITY ASSURANCE
SUBDIVISION: ANALYTICAL SERVICES AND PRODUCT DEVELOPMENT

Post designation : Chief Agricultural Scientific Officer, Grade 5
1xPost : Windhoek
Scale of salary : N\$400,001 – N\$478,220

Minimum requirements: A 4-year BSc degree in Agriculture (Honours) or equivalent qualification at NQF Level 8 with major subjects in either animals or plants. A minimum of four (4) years of relevant experience in analytical skills which includes analytical chemistry, analysis of faecal, feed and grain samples, soils, nutrition, value addition and genetically modified organisms (GMO).

Recommendation:

A Master of Science degree in Agriculture or equivalent qualifications and knowledge in laboratory quality management system, resource assessment will be an added advantage. This is a promotion post and the incumbent is expected to demonstrate good leadership skills, decision-making, supervision, planning, organizing, management in terms of financial and human resources including a good command of Public Services Staff Rules.

Enquiries: Clemens P. //Khaiseb (061) 208 7052

Address: The Executive Director
Private Bag 13184
WINDHOEK

MINISTRY OF FISHERIES AND MARINE RESOURCES

DIVISION: GENERAL SERVICES SUB-DIVISION: AUXILIARY SERVICES

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

Minimum requirements: A Bachelor Degree in Public Management / Business Administration on NQF Level 7 plus six (6) years appropriate experience in the field of Administration, of which three (3) years must be on the level of Chief Administrative Officer, Grade 7.

Additional requirement: Candidate must be in possession of a valid driver's license and qualification in procurement will have an added advantage.

SUB-DIVISION: AUXILIARY SERVICES SECTION: TENDER AND PROCUREMENT

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

Minimum requirements: A National Diploma in Public Management / Business Administration on NQF Level 6, plus three years appropriate experience.

Additional Requirements: Applicants must be familiar with the Public Procurement Act, Act No 15 of 2015 and Regulations and preference will be given to applicants who are in possession of a valid driver's license.

SUB-DIVISION: HUMAN RESOURCES

Post Designation : Chief Human Resources Practitioner, Grade 6
1x Post : Windhoek
Salary Scale : N\$ 328 139 XP – 392 158

Minimum requirements: A Bachelor Degree in Human Resources Management on NQF Level 7 plus six (6) years appropriate experience in the field of Human Resources Management of which three (3) years must be on the level of Human Resources Practitioner, Grade 7.

Additional requirement: Candidate must be in possession of a valid (B, BE or Higher Code) driver's license.

SUB-DIVISION: HUMAN RESOURCES

Post Designation : Senior Human Resources Practitioner, Grade 7
1x Post : Windhoek
Salary Scale : N\$ 269 189 XP – 321 707

Minimum requirements: A National Diploma in Human Resources Management on NQF Level 6, plus three years appropriate experience as Human Resources Practitioner, Grade 8.

Enquiries: Ms. Elizabeth Swartz (061) – 2025 3020 or Agnes Negongoh (061) 205 3008

Applicants must be Namibian Citizens and applications must be completed on form 156043 (obtainable from any government office) and accompanied by a comprehensive CV and certified copies of qualifications and identity document(s). All foreign obtained

qualification(s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). Candidates within the Public Service, must attach proof of probation confirmation letters. Failure to submit all required documents(s) will automatically disqualify the applicant.

In terms, of the Affirmative Acton Plan, qualifying women and person with disabilities are encouraged to apply. Only short listed candidates will be contacted and no personal documents will be returned.

Application can be mailed to:

**The Executive Director
Ministry of Fisheries and Marine Resources
Private Bag 13352
Windhoek**

Applications can be hand delivered at:

**Human Resources Offices
Ministry of Fisheries and Marine Resources
C/O Kenneth Kaunda Street & Goethe Street
Brendan Simbwaye Square, Block C
Ground floor, Room 013.**

NB: No faxed /scanned document or emailed applications will be accepted.

MINISTRY OF HEALTH AND SOCIAL SERVICES

**DIRECTORATE: OSHANA REGION
DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: NURSING SERVICES
SECTION: MATERNITY WARD**

Post Designation : Registered Nurse Grade 7
1x Post : Oshakati
Salary Scale : N\$ 269 189-321 707
Transport Allowance : N\$ 7 680 per annum
Housing Allowance : N\$13 080 per annum

Minimum Requirements: Registration as a Registered Nurse and Midwifery with the Nursing Council of Namibia plus a Bachelor degree/ 4 years Diploma in Nursing Science and Midwifery.

Additional Requirement: Preference will be given to candidates with five (5) years' experience as Registered Nurse and Midwifery.

**DIRECTORATE: OSHANA REGION
DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES**

Post Designation : Registered Nurse Grade 7
1x Post : Oshakati
Salary Scale : N\$ 269 189-321 707
Transport Allowance : N\$ 7 680 per annum
Housing Allowance : N\$13 080 per annum

Minimum Requirements: Registration as a Registered Nurse and Midwifery with the Nursing Council of Namibia plus a Bachelor degree/ 4 years Diploma in Nursing Science and Midwifery.

Additional Requirement: Preference will be given to candidates with five (5) years' experience as Registered Nurse and Midwifery.

**DIRECTORATE: OSHANA REGION
DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARD**

Post Designation : Registered Nurse Grade 7
1x Post : Oshakati
Salary Scale : N\$ 269 189-321 707
Transport Allowance : N\$ 7 680 per annum
Housing Allowance : N\$13 080 per annum

Minimum Requirements: Registration as a Registered Nurse and Midwifery with the Nursing Council of Namibia plus a Bachelor degree/ 4 years Diploma in Nursing Science and Midwifery.

Additional Requirement: Preference will be given to candidates with five (5) years' experience as Registered Nurse and Midwifery.

Enquiries: Mr. Robert Nandjila (065) 2233367, Ms Aune Hamutwe (065)2233214

DIRECTORATE: OSHANA REGION
DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SECTION: DOMESTIC SERVICES
SUBSECTION: LAUNDRY SERVICES

Post Designation : Senior Sewing & Laundry Attendant Grade 13
1x Post : Oshakati
Salary Scale : N\$ 72 556 -94 349
Transport Allowance : N\$ 7 680 per annum
Housing Allowance : N\$ 7 848 per annum

Minimum Requirements: Grade 10 certificate (24 points over 7 subjects with D symbols in English)

Additional Requirement: The candidate should have five (5) years' experience as a Sewing & Laundry Attendant.

Enquiries: Ms. Martha Nakapipi (065) 2233171 Ms Aune Hamutwe (065)2233214

A completed Application Forms 156043 and 156094 (obtained at all Government offices) accompanied by a comprehensive CV, confirmation of probation letter, certified copies of educational qualifications. All supporting documents must be originally certified by the Namibian Police and should be addressed to:

Address:The Medical Superintendent **OR Hand delivery at:** Human Resource Office
Intermediate Hospital Intermediate Hospital Oshakati
Private Bag 5501 1st Floor
Oshakati Oshakati

DIRECTORATE: HUMAN RESOURCES
DIVISION: HUMAN RESOURCES DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES POLICY AND PLANNING

Post Designation : Health Programme Officer Grade 5
1xPost : Windhoek
Salary Scale : N\$ 400 001 – 478 220
Housing allowance : N\$ 13 080 per annum
Motor vehicle allowance : N\$ 7 680 per annum

Minimum Requirements: A B-Degree at NQF Level 7 plus five (5) years appropriate experience.

Additional Requirements: Post graduate qualification in or training in Human Resources for Health/Health Service Management/Education/Public Administration/Public Policy/Leadership and Change Management will serve as an added advantage. Preference will be given to candidates with in possession of an appropriate Master's degree.

Enquiries: Ms. J.T. Shatilwe, **Tel:** 061-2032515

DIRECTORATE: HUMAN RESOURCES
DIVISION: HUMAN RESOURCES DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES TRAINING & STAFF DEVELOPMENT

Post Designation	:	Health Programme Officer Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$ 400 001 – 478 220
Housing allowance	:	N\$ 13 080 per annum
Motor vehicle allowance	:	N\$ 7 680 per annum

Minimum Requirements: A B-Degree at NQF Level 7 plus five (5) years appropriate experience.

Additional Requirements: Post graduate qualification in or training in Human Resources for Health/Health Service Management/Education/Public Administration/Public Policy/Leadership and Change Management will serve as an added advantage. Preference will be given to candidates with in possession of an appropriate Master's degree.

Enquiries: Ms. J.T. Shatilwe, **Tel:** 061-2032515

DIRECTORATE: ERONGO REGION
SUBDIVISION: DISTRICT HOSPITAL WALVIS BAY

Post Designation	:	Senior Medical Officer Grade 4
1 x Post	:	Walvisbay
Salary Scale	:	N\$ 478 220 – 502 753
Fixed overtime	:	N\$ 239 112 per annum
Housing Benefit	:	N\$ 68 188 per annum
Capital Costs	:	N\$ 76 950 per annum
Running costs	:	N\$ 25 751 per annum

Minimum requirements: A Medical Degree and Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus three (3) years appropriate experience. Must have a valid Driver Licence.

Additional requirements: General Health Management post qualification. Ability to perform basic emergency surgeries and anaesthesia skills will be added advantage.

Job Profile: This level includes personnel who supervise occupationally related operational staff and, if necessary, overhead supervision of supporting staff.

NB: Only shortlisted candidates will be contacted. All supporting documents must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by English transcripts and Namibian Qualifications Authority (NQA) evaluation. Failure to attach all the required documents including confirmation of probation letters in case of Namibians will automatically disqualify the application.

DIRECTORATE: ERONGO REGION
SUBDIVISION: DISTRICT HOSPITAL USAKOS

Post Designation	:	Senior Medical Officer Grade 4
1xPost	:	Usakos
Salary Scale	:	N\$ 478 220 – 502 753
Fixed overtime	:	N\$ 239 112 p.a.
Housing benefit	:	N\$ 68 188 per annum
Capital costs	:	N\$ 76 950 per annum
Running costs	:	N\$ 25 751 per annum

Minimum requirements: A Medical Degree and Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus three (3) years appropriate experience. Must have a Driver Licence.

Additional requirements: General Health Management post qualification. Ability to perform basic emergency surgeries and anaesthesia skills will be added advantage.

Job Profile:

This level includes personnel who supervise occupationally related operational staff and, if necessary, overhead supervision of supporting staff.

NB: Only shortlisted candidates will be contacted. All supporting documents must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by English transcripts and Namibian Qualifications Authority (NQA) evaluation. Failure to attach all the required documents including confirmation of probation letters in case of Namibians will automatically disqualify the application.

DIRECTORATE: ERONGO REGION
SUBDIVISION: SPECIAL DISEASE PROGRAM (HIV/AIDS, TB & MALARIA)

Post Designation	:	Chief Health Programme Officer Grade 6
1x Post	:	Swakopmund (RMT)
Salary Scale	:	N\$ 328 139 – 392 158
Housing allowance	:	N\$ 13 080 per annum
Transport allowance	:	N\$ 7 680 per annum

Minimum requirements: Registration as a Registered Nurse and Midwife with the Nursing Board of Namibia plus six (6) years appropriate experience. Must have a Driver Licence.

Job Profile: This level includes personnel who supervise occupationally related operational staff and, if necessary, overhead supervision of supporting staff.

NB: Only shortlisted candidates will be contacted. All supporting documents must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by English transcripts and Namibian Qualifications Authority (NQA) evaluation. Failure to attach all the required documents including confirmation of probation letters in case of Namibians will automatically disqualify the application.

Enquiries: Ms Frieda Ilungu/Dr Amir Shaker, **Tel.:** 064 4106000/064-4106107

DIRECTORATE: ERONGO REGION
SUBDIVISION: DISTRICT HOSPITAL SWAKOPMUND

Post Designation	:	Senior Registered Nurse Grade 7
1xPost	:	Swakopmund
Salary Scale	:	N\$ 269 189 – 321 707
Housing allowance	:	N\$ 13 080 per annum
Transport allowance	:	N\$ 7 680 per annum

Minimum requirements: Registration as a Registered Nurse with Nursing Council of Namibia plus five (5) years appropriate experience.

Job Profile: This level includes personnel who supervise occupationally related operational staff and, if necessary, overhead supervision of supporting staff.

NB: Only shortlisted candidates will be contacted. All supporting documents must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by English transcripts and Namibian Qualifications Authority (NQA) evaluation. Failure to attach all the required documents including confirmation of probation letters in case of Namibians will automatically disqualify the application.

Enquiries: Ms Frieda Ilungu/Dr Helvi Shoopala, **Tel.:**064 4106000/064-4106000

DIRECTORATE: ERONGO REGION
SUBDIVISION: FAMILY HEALTH SERVICES

Post Designation	:	Senior Health Programme Officer Grade 7
1xPost	:	Swakopmund (RMT)
Salary Scale	:	N\$ 269 189 – 321 707
Housing allowance	:	N\$ 13 080 per annum
Transport allowance	:	N\$ 7 680 per annum

Minimum requirements: Registration as a Registered Nurse with Nursing Council of Namibia plus five (5) years appropriate experience in Primary Health Care Services. Must have a valid driver's licence.

Job Profile: This level includes personnel who supervise occupationally related operational staff and, if necessary, overhead supervision of supporting staff.

NB: Only shortlisted candidates will be contacted. All supporting documents must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by English transcripts and Namibian Qualifications Authority (NQA) evaluation. Failure to attach all the required documents including confirmation of probation letters in case of Namibians will automatically disqualify the application.

DIRECTORATE: ERONGO REGION
SUBDIVISION: SOCIAL WELFARE SERVICES

Post Designation	:	Chief Social Worker Grade 6
1xPost	:	Swakopmund (RMT)
Salary Scale	:	N\$ 328 189 – 392 158
Housing allowance	:	N\$ 13 080 per annum
Transport allowance	:	N\$ 7 680 per annum

Minimum requirements: A Bachelor of Arts in Social Work on NQF level 7 and Registration with Social Work and Psychology Council of Namibia plus six (6) years appropriate experience. Must have a valid driver's licence.

Additional requirement: Computer literate, advance knowledge & experience in supervision and management.

Job Profile: This level includes personnel who supervise occupationally related operational staff and, if necessary, overhead supervision of supporting staff.

Enquiries: Ms Frieda Ilungu/Dr Amir Shaker, **Tel.:** 064 4106000/064-4106000

NB: Only shortlisted candidates will be contacted. All supporting documents must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by English transcripts and Namibian Qualifications Authority (NQA) evaluation. Failure to attach all the required documents including confirmation of probation letters in case of Namibians will automatically disqualify the application.

APPLICATIONS (ON FORM 156043 OBTAINABLE AT ALL GOVERNMENT OFFICES) MUST BE SUBMITTED TO THE FOLLOWING ADDRESS:

**THE REGIONAL DIRECTOR
DIRECTORATE ERONGO REGION
MINISTRY OF HEALTH AND SOCIAL SERVICES
PRIVATE BAG 5004
SWAKOPMUND**

DIRECTORATE: KAVANGO REGION

DIVISION: MANAGEMENT INFORMATION SYSTEM (re-advertisement)

Post Designation	:	Senior Health Program Officer Grade 7
1xPost	:	RMT - Rundu
Scale of Salary	:	N\$269 189 - N\$321 707
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680 per annum

Minimum Requirement: An Appropriate B-Degree or Equivalent qualification on NQF level 7 and Registration as a Registered Nurse and Midwife/Accoucher with the Nursing Council of Namibia plus four (4) years' appropriate experience.

Additional Requirement: Experience in disease surveillance and management of Health Information Systems will be an added advantage. Applicants must have a driver's license and must be computer literate. NB: confirmation of probation as a Registered Nurse grade 8 must be attached.

Enquiries: Dr. A. Adesina, or Mr. G.N. Mbombo: Tel Number: 066 – 265508/265 548

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: NANKUDU SUBDIVISION: DISTRICT HOSPITAL NANKUDU

Post Designation	:	Senior Medical Officer Grade 4
1xPost	:	Nankudu District Hospital
Salary scale	:	N\$478 220 – N\$502 753

Motor Vehicle Allowance : N\$ 102 701 per annum
Housing Benefits : N\$ 68 188 per annum

Minimum Requirements: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus four (4) years appropriate experience. Must have a driver's license and be computer literate.

Enquiries: Dr. Abiola Adesina, Tel: 066-265 508

DIVISION: CURRATIVE SERVICES
SUBDIVISION: DENTAL SERVICES

Post Designation : Chief Dentist Grade 4
1xPost : RMT - Rundu
Salary scale : N\$478 220 – N\$502 753
Motor Vehicle Allowance : N\$ 102 701 per annum
Housing Benefits : N\$ 68 188 per annum

Minimum Requirements: Registration as a Dentist with the Medical and Dental Council of Namibia plus four (4) years appropriate experience. Must have a driver's license and be computer literate.

Enquiries: Dr. Abiola Adesina, Tel: 066-265 508

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: RUNDU
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES

Post Designation : Senior Medical Officer Grade 4
1xPost : Rundu district
Salary scale : N\$478 220 – N\$502 753
Motor Vehicle Allowance : N\$ 102 701 per annum
Housing Benefits : N\$ 68 188 per annum

Minimum Requirements: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus four (4) years appropriate experience. Must have a driver's license and be computer literate.

Enquiries: Dr. Abiola Adesina, Tel: 066-265 508

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: RUNDU
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES

Post Designation : Chief Environmental Health Practitioner 7
1xPost : Rundu district
Salary Scale : N\$269 189 – N\$ 321 707
Housing Allowance : N\$ 13 080 per annum
Transport Allowance : N\$ 7 680 per annum

Minimum Requirements: Registration with the Health Profession Council of Namibia plus three (3) years' experience. Must have a driver's license and be computer literate.

NB: confirmation of probation as an Environmental Health Practitioner Grade 9 must be attached.

Enquiries: Dr. Abiola Adesina/Ms. Annetty Likando, Tel: 066 – 265500 ext: 508/598

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: ANDARA
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES

Post Designation	:	Dental Therapist Grade 8
1xPost	:	Andara district
Salary Scale	:	N\$220 828 – N\$ 163 911
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680 per annum
Remoteness allowance	:	N\$ 1 150 per annum

Minimum Requirements: Registration as a Dental Therapist with the Health Profession Council of Namibia.

Enquiries: Dr. A. Adeniyi/Mr. T. Mukerenge, Tel: 066 – 259 311

All the above application must address to:

**The Regional Director
Ministry of Health and Social Services
Kavango Region
Private Bag 2094
Rundu**

OMAHEKE REGIONAL HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES, GOBABIS

Post Designation	:	Senior Medical Officer, Grade 4
1xPost	:	Gobabis
Salary Scale	:	N\$ 478 220 – 502 753
Motor Vehicle Allowance	:	
Capital costs	:	N\$76 950 per annum
Running costs	:	N\$25 751 per annum
Total allowance	:	N\$102 701 per annum
Housing Benefit	:	N\$ 68 188 per annum
Fixed Overtime Allowance	:	N\$239 112 per annum

Minimum Requirements: A Medical Degree and Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus five (5) years appropriate experience.

Additional Requirements: Ability to perform basic emergency surgeries including Caesarean section and Anaesthesia. Must have a valid code B driver's licence, and be computer literate.

Public Servants must have completed their probation successfully and confirmation of probation letters should accompany applications. Applicants may only compete for vacancies which are on the next higher grade/post.

Foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the applicant. No faxed or emailed application will be considered.

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

A completed application form (form 156043 obtainable at all Government Offices), **together with comprehensive curriculum vitae, original certified copies of educational qualifications and proof of citizenship must be addressed to:**

**Address: The Regional Director
Omaheke Regional Health Directorate
Human Resource Office
Private Bag 2099
Gobabis**

Enquiries: Mr. Jeremia Shikulo or Ms. Edla Maiseuanaani, Tel: (062- 577000).

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

MINISTRY OF HIGHER EDUCATION, TRAINING AND INNOVATION

DEPARTMENT RESEARCH, INNOVATION AND TRAINING

DIRECTORATE: RESEARCH AND INNOVATION

DIVISION: RESEARCH

Post Designation	:	Senior Science and Technology Officer Grade 6
1x Post	:	Windhoek
Scale of Salary	:	N\$ 328 139 – 392 158
Housing Allowance	:	N\$13 080 per annum
Transport Allowance	:	N\$ 7 680 per annum

Minimum Requirements: A degree or an equivalent qualification on NQF L8 majoring in one of the following subjects:

Physics, Chemistry, Biochemistry, Microbiology, Botany, Zoology, Biology, Geology, Food Technology, Marine Biology, Life Sciences, Mathematics, etc.

Additional requirements: Five (5) years appropriate experience in STI policy Coordination and Management.

Main Responsibilities: To assist in the development, coordination, promotion and implementation of national research, science and technology programs, monitoring and evaluation of the implementation of STI development programs, to promote STI publications, research reports, patents, dissemination of research findings and prototypes development; to assist in the promotion and development of applied research towards value-added product development, to coordinate, liaise and facilitate the programs/activities of NCRST and its councils.

Job Characteristics: Working knowledge of standard computer programs and their applications. The incumbent will at all times familiarize him/her with the rules, regulations, policies and relevant acts that has bearing on his/her operation and specifically on his/her duties. This will include international development in the area of his/her responsibility.

Enquiries: Dr Lisho Mundia, Director- Tel. 061- 435 6026 / Mr Nhlanhla Lupahla ,Deputy Director- Tel: 061-435 6018: Research and Innovation

DIRECTORATE: RESEARCH AND INNOVATION

DIVISION: RESEARCH

Post Designation	:	Chief Science and Technology Officer Grade 5
1x Post	:	Windhoek
Scale of Salary	:	N\$ 4000 001 – 478 220
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680 per annum

Minimum Requirements: A degree or an equivalent qualification on NQF L8 majoring in one of the following subjects:

Physics, Chemistry, Biochemistry, Microbiology, Botany, Zoology, Biology, Geology, Food Technology, Marine Biology, Life Sciences, Mathematics, etc.

Additional requirements: Seven (7) years appropriate experience in STI policy Coordination and Management.

Main Responsibilities:

- This post requires middle to senior management, leadership and supervisory skills especially in Research & Development activities.
- The incumbent is expected to be knowledgeable in the relevance of research and development,
- Develop a clear vision and policies of research, adaptation, product and process improvement and technical innovations.
- Demonstrate good leadership qualities, with the ability to chair professional meetings, communicate efficiently in English and liaise with counterparts in other governmental and non-governmental organisations.

Job Characteristics:

Working knowledge of standard computer programs and their applications. The incumbent will at all times familiarize him/her with the rules, regulations, policies and relevant acts that has bearing on his/her operation and specifically on his/her duties. This will include international development in the area of his/her responsibility.

Enquiries: Dr Lisho Mundia, Director- Tel. 061- 435 6026 / Mr Nhlanhla Lupahla Deputy Director- Tel: 061-435 6018: Research and Innovation

Note: All applications should be done on the Amended Form **156043 & 156094**, (obtainable at any government office) All foreign obtained qualification(s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). Candidates within the Public Service must apply through their respective Human Resource Office and attach proof of probation confirmation letters. In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply.

Applications should be addressed to:
The Executive Director
Ministry of Higher Education, Training and Innovation
Private Bag 13406
Windhoek

OR

Hand deliver at:
Government Office Park
Luther Street
Ministry of Education Building, First Floor, Left wing, room 144B.

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post designation	:	Human Resource Practitioner Grade 8
1xPost	:	Windhoek
Scale of Salary	:	N\$220 828 x P – 263 911
Housing Allowance	:	N\$ 13 080.00 per annum
Transport Allowance	:	N\$ 7 680.00 per annum

Appointment requirements: A National Diploma or equivalent qualification on (NQF L6) plus appropriate experience.

Additional selection requirements:

- Candidate in possession of a B. Degree on NQF L7 (or higher) majoring in Human Resource Development or Human Resource Management will have an added advantage.
- Computer Literacy and working experience in the Human Resource environment will be an added advantage. (**Proof of appropriate experience must be attached**).

Key Performance Areas/Competencies Required:

- Conduct recruitment and selection processes;
- Administer conditions of service and employee benefits;
- Attend to employee grievances and misconduct;
- Processes employee leave records;
- Advises staff members on HR processes and systems;
- Assists line supervisors with performance agreements and assessments;
- Conduct induction of new employees;
- Execute any other duties assigned by the supervisor or any other authorized person.

Enquiries: Subdivision Human Resources Tel: [061] 293 9411

Important Clauses in the submission of applications:

- Interested applicants must complete the required Application Form for Employment (156043) and Health Questionnaire (156094) (available at any Ministry) **in their own handwriting**, and attach the following documents which will be used to determine suitability for further selection:
- A detailed and comprehensive Curriculum Vitae (CV);
- **Originally certified copies** of all educational qualifications / certificates;
- Certificates of service / testimonial(s) from former and current employers for any appropriate work experience; and
- Certified copy of Namibian ID (Proof of citizenship).
- Candidates in possession of foreign qualifications must submit their applications together with an evaluation report from the Namibia Qualifications Authority (NQA).
- Applications of staff members applying for the post from other O/M/A must submit their applications via Human Resource Office of the O/M/As he/she is employed under cover of form ZO/352(1).
- Preference will be given to Namibian Nationals.
- Interested persons from designated groups who meet the advertised requirements are encouraged to apply.
- Only originally completed Application Forms 156043 & 156094 and Form ZO/352(1) will be accepted. Faxed, emailed and/or incomplete applications will not be accepted and/or considered in the recruitment and selection process.

- Failure to complete all items on the Application for Employment Form and Health Questionnaire and not attaching the necessary documents will disqualify an applicant.

Applications must be submitted to the following address:

**Khomas Regional Council
Directorate of Education, Arts and Culture
Private Bag 13236
WINDHOEK**

OR

**Deliver by hand at: The Registry Office
6th Floor, Dr. Frans Indongo Gardens
WINDHOEK**

MINISTRY OF POVERTY ERADICATION AND SOCIAL WELFARE

DIRECTORATE: ADMINISTRATION SUBDIVISION: AUXILIARY SERVICES

Post designation	:	Chief Public Relations Officer Grade 6
1 x Post	:	Windhoek
Scale of Salary	:	N\$ 238 139 x P – 392 158
Housing Allowance	:	N\$ 12 000 p.a.
Transport Allowance	:	N\$ 7176 p.a

Minimum Requirements: An appropriate B-Degree or equivalent qualification (NQF Level 7) plus 6 years appropriate experience.

Enquiries: Mrs. L. Tjiho, Tel No: 0614355017

DIRECTORATE: SOCIAL WELFARE DIVISION: SOCIAL ASSISTANCE

Post designation	:	Senior Administrative Officer Grade 10
2 x Post	:	Windhoek (Khomas Region)
	:	Eenhana (Ohangwena Region)
Scale of Salary	:	N\$ 147 485 x P – 176 895
Housing Allowance	:	N\$ 12 000 p.a.
Transport Allowance	:	N\$ 7176 p.a

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF level 6) plus 1 year appropriate experience.

OR

Grade 12 Certificate (NQF Level 3) plus 1 year appropriate experience.

Additional Requirements: A valid driver's license and able to travel to perform duties

Enquiries: Mr. A E Biwa, Tel: 061 435 5035

Candidacy is limited to Namibian citizens. Women and persons living with disabilities are encouraged to apply. All foreign qualifications must be submitted with an evaluation of qualification from Namibia Qualification Authority (NQA). Incomplete applications will not be accepted. Applications (on form 156043, obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and Identity Document (s) should be **addressed to:**

The Executive Director
Ministry of Poverty Eradication and Social Welfare
Private Bag 13395
Mutual Platz Building 3rd floor, Post Street Mall
WINDHOEK
