



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

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**WINDHOEK**

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18 FEBRUARY 2020

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

**AMENDMENT TO PSM CIRCULAR NO. B OF 2020**

The following post in the attached Annexure on the establishment of the Ministry of Industrialization, Trade and SME Development which was advertised in **PSM Circular No. B of 2020 dated 13 February 2020** is hereby amended with few changes made on the Responsibilities:

**MANAGEMENT CADRE**

**MINISTRY OF INDUSTRIALISATION, TRADE AND SME DEVELOPMENT**

**DIRECTORATE: COMMERCE**

<b>Post designation</b>	:	Director Grade 3
<b>1xPost</b>	:	Windhoek
<b>Scale of salary</b>	:	N\$ 512 809 – 544 196
<b>Motor Vehicle Allowance</b>	:	N\$114 475 per annum
<b>Capital Cost</b>	:	N\$ 87 202 per annum
<b>Running Cost</b>	:	N\$ 27 273 per annum
<b>Housing Benefit</b>	:	N\$ 81 558 per annum

**Minimum requirements**

An appropriate B. Degree or equivalent qualification on NQF L7 in Economics, Business Economics, Commerce, Public and Business Administration plus nine (9) years appropriate experience.

**Experience required:**

Sound knowledge of the Namibian economy and the various laws and policies on commerce and regulation of the domestic market and demonstrated experience.

**Functions:**

The Directorate is responsible for formulation and development of the policy and legal framework for the management of quality, standards, company registration, intellectual property rights, traditional knowledge, competition, estate agents, consumer protection, business trade facilitation and domestic market regulation.

A Director heads this Directorate is assisted by two Deputy Directors

**Responsibilities**

As the Head of the Directorate, the incumbent will be responsible for:

- Develop the policy and legal framework for the management of quality, standards, company registration, intellectual property rights, traditional knowledge, competition, estate agents, and domestic market regulations.
- Consumer protection and business trade facilitation.
- Provide guidelines and support to the Competition Commission.
- Promotion and coordination of research and development in the area of the Ministry's competence.
- To oversee the implementation of the Consumer protection Act, Liquor Act, Standards Act, Competition Act, Trading Licenses Act and Estate Agents Act.
- To ensure consistency in the applications of the provisions of the Act.
- To lay down the guidelines to be followed by Local Licensing Authorities in licenses that the Ministry has delegated the responsibility to issue.
- To disseminate information of the provisions of the Act through trade fairs , media, business community etc,
- To carry out inspection to ensure compliance of the provisions of various Acts.
- To advise the Minister on the licensing committees and board members of various institutions
- The incumbent is responsible for management of the Directorate of Commerce and supervision of the following Divisions: Weights Measures and Standards, Consumer Protection and Internal Market Regulation
- Externally, the incumbent will consult with other offices/ministries/agencies, private sector, trade related civil society organizations with respect to aspects of intellectual property rights, quality and standards, and accreditation, consumer protection, competition, metrology and companies and close corporations registrations and administration issues.
- Manage human, financial and physical resources of the Directorate and ensure institutional capacity building and preserve sustainable institutional memory.
- Initiate policy and legal framework enhancement formulation in order to create a conducive business and commercial environment.
- Oversee the regulation and management of commercial activities in the country and the provision of various technical services to business.
- Provide professional advice to the Ministry and input into documents, programmes and activities pertaining to the mandate of the Directorate.
- Provide strategic management and organization of the Directorate Commerce
- Provide professional leadership and manage the work of the Directorate
- To rendering of advisory services to the Executive Director and Minister of the Government on matters affecting the Directorate Commerce
- To undertake analysis and initiatives on the development of policies, laws programme and projects in the area of commerce and investments
- To constantly appraise programs and projects with a view to promote sustainable commercial, trade and investment activities

- To assess needs for and develop necessary internal infrastructure in order to enable the Directorate to achieve its objectives
- To coordinate the development and articulation of a Directorate plan of action and identification of targets
- To plan the prudent and efficient use of resources of the Directorate through budgeting.

**Enquiries:** Ms. N. Nghipondoka Robiati, Tel: 061 – 283 7331 and Ms. L Mushandikwe, Tel: 061 – 283 7519

Applications must be accompanied by probation confirmation letter. Failure to complete all items on the applications form (156043), and not attaching all the necessary certified documents will disqualify the application. Foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached. Only short-listed candidates will be contacted and no documents will be returned. Application forms must be addressed to:

**The Executive Director  
Ministry of Industrialisation, Trade and SME Development  
Private Bag 13340  
Windhoek**

**Or hand deliver at:  
Ministry of Industrialisation, Trade and SME Development  
Block A, c/o Dr. Kenneth D Kaunda & Goethe Street  
Second floor  
Room 200  
Windhoek**

The undermentioned post on the establishment of the Ministry of Health and Social Services was omitted from PSM Circular No. B of 2020 which was advertised on **13 February 2020** hence, it should be added:

## **MINISTRY OF HEALTH AND SOCIAL SERVICES**

### **OMAHEKE REGIONAL HEALTH DIRECTORATE SUBDIVISION: DISTRICT PRIMARY HEALTH CARE**

<b>Post Designation</b>	:	Senior Registered Nurse Grade 7
<b>1xPost</b>	:	Gobabis
<b>Salary</b>	:	N\$ 269 189 – 321 707
<b>Housing Allowances</b>	:	N\$ 13 080.00 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 and Registration as a Registered Nurse and Midwife/ Accoucheur with the Nursing Council of Namibia plus three (3) years appropriate experience

**Additional Requirements:** Computer literacy will be an added advantage.

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

Only shortlisted applicants will be contacted. All supporting documents must be original certified copies by the Namibian Police. Foreign qualification must be evaluated by Namibia Qualification Authority (NQA) and proof of evaluation 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 emailed or faxed application will be considered.

**Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply**

A complete amended application form (form 156043) obtained at all government offices), together with comprehensive Curriculum Vitae, Original certified copies of educational qualification and proof of citizenship addressed to:

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

**Enquiries:** Mr. Jeremia Shikulo or Ms. Manga Sibatani Tel: 062- 57700

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Kindly circulate the attached notice to all staff members in your Offices/Ministries/Agencies. Any inconvenience caused is greatly regretted.

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