



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

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Ref.: 13/18/5

Department Public Service Management
BPI House, Independence Avenue
PO Box 1117
WINDHOEK

Enquiries: Mr Samuel //Guruseb
E-mail: Samuel.Guruseb@opm.gov.na

13 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**

PSM CIRCULAR NO. B 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: 13 MARCH 2020

Signed by Tuyakula Haiping
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

MINISTRY OF FINANCE

DIRECTORATE: PUBLIC PRIVATE PARTNERSHIPS DIVISION: PROJECT APPRAISAL

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary	:	N\$ 478 220 x P – 502 753
Motor Vehicle Allowance	:	Capital costs – N\$76, 950 per annum Running costs – N\$25 751 per annum Total Allowance – 102, 701 per annum
Housing Allowance	:	N\$ 68, 188

Minimum requirements: A Relevant four (4) year B-Degree (Or equivalent qualification On NQF Level 7) plus nine (9) Years relevant experience.

CANDIDATES WILL BE SUBJECTED TO SECURITY CLEARANCE PROCESS.

Key performance areas

- Coordination and interface with various Public Entities (PEs) with respect to PPP project applications and supporting documentation to facilitate appraisal of project applications.
- Engage with government stakeholders to guide on best-practices related to project concepts, financial feasibility assessments, PPP procurement, documentation of appropriate risk sharing arrangements and safeguards while preparing PPP contracts
- Lead review of PPP project reports and recommendations, including feasibility analysis to be submitted to the PPP Committee.
- Assist in development of and updating internal processes to streamline PPP project appraisal process, including information request templates and objective process for projects review.
- Compilation of analysis briefs on projects under review and responding to queries from the PPP Committee with an objective of facilitating informed decision making
- Collaboration with multilateral and development finance intuitions in conceptualizing programs and funding packages targeted at PPP project development and related activities
- Assist the PPP Committee/MOF in issuing regulations, circulars and guidance notes pertaining to financial aspects/ feasibility of PPPs
- Organizing and participating in investor outreach initiatives, forums to create dialogue around PPPs
- Carry out any other duties assigned by Director or Top Management of the Ministry of Finance.

IN TERMS OF THE AFFIRMATIVE ACTION PLAN OF THE MINISTRY OF FINANCE, QUALIFYING FEMALES AND PERSONS WITH DISABILITIES WHO MEET THE PRESCRIBED ADVERTISEMENT REQUIREMENTS ARE ENCOURAGED TO APPLY.

Enquiries to be directed to:

Ms. Rauna Mukumangeni
Director: Public Private Partnerships
Ministry of Finance
Tel no. 061 – 209 2083
E-mail: rauna.mukwambi@mof.gov.na

**MANAGEMENT CADRE
MINISTRY OF GENDER EQUALITY AND CHILD WELFARE**

**DIRECTORATE: CHILD WELFARE SERVICES
DIVISION: CHILD WELFARE SERVICES**

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Scale of salary	:	N\$478 220 – 502 753
Salary Notch	:	N\$478 220

Minimum requirement: A B Degree at (NQA Level 7) plus 9 years' appropriate experience.

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

Main Duties:

The Deputy Director will be responsible for:

- The co-ordination of all technical and administrative matters,
- assigning and distribution of work /tasks and performance control within the Division.
- The Deputy Director performs a variety of tasks including the co-ordination and management of activities pertaining to profession of social work in terms of laws and policies, capacity strengthening of social workers, supervision,
- coordination and networking with line Ministries, Development Partners, local NGO's and CBO's as well as the international community.
- The incumbent directly supervises control social workers in the Child Care Services Division and provide guidance and leadership to staff in the entire Division in general.
- Interpret the legislations, national policies and convert into service delivery plan.
- Ensure the development and implementation of Annual work and Strategic work plans.
- Facilitate the implementation of the national coordination mechanisms such as National Agenda for Children and other Strategic Plans & National Planning Documents impacting on Child Welfare Directorate
- Allocate work to control social workers and monitor progress.
- Assist the Director to compile the Directorate Budget.
- Co-ordinate the resource mobilization and national programming with development partners
- Continuously looking out for new trends in the child protection and ensure that the Ministry is involved and capacitated
- Coordinate reporting on international and regional treaties such as Convention on the Rights of the Child and African Charter on the Rights and Welfare of the Child
- Prepare divisional monthly and quarterly reports for submission to the Director.
- Co-ordinate the provision of progress reports to development partners.
- Overall responsible for social workers in the Ministry

Enquiries: Ms. Helen Andjamba: Tel no. 061-2833167 OR Mr. Sacky Hidulika Sheehama: Tel 061-283 3172

Applicants must be Namibian citizens. Application forms, Form **156043** obtainable from all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Id. Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation and confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application. No application forms and documents will be returned.

Please Note: Previously Racially disadvantaged persons, women and **people with disabilities who meet the above requirements** are strongly encouraged to apply.

Application forms should be hand-delivered or addressed to:

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

MANAGEMENT CADRE

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: PRIMARY HEALTH CARE SERVICES DIVISION: FAMILY HEALTH

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
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 – 102, 701 per annum
Housing Allowance	:	N\$ 68, 188

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

Additional Requirements: A Degree in Occupational Health Physiotherapy or Orthopedic Technical Science Discipline with computer literate.

Enquiries: Ms. N. Shoopala, **Tel:** 061-2032702

**Address: Executive Director
Ministry of Health and Social Services
Private bag 13198
Windhoek**

MANAGEMENT CADRE

MINISTRY OF INDUSTRIALISATION, TRADE AND SME DEVELOPMENT

DIRECTORATE: COMMERCE

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

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

Experience required:

- Sound knowledge of the Namibian economy and Government policy on industrial and economic development and industrial-related planning, development and promotion

Responsibilities

- Heading the Division to ensure that procedures are established for planning, coordinating, controlling, monitoring and progress reporting of the activities of work programmes in the Division.
- To administer, guide, coordinate and manage the day-to-day functions, operations and activities of the Division and ensure implementation of the Ministry's programmes, projects and activities at regional level.
- To assist in the formulation of policies and programmes for the promotion of industrial, trade and business development in the country.
- Assist with the identification of capital projects with support of the regional offices and regional and local Authorities or other agencies or NGO's and prepare capital budgets.
- Prepare action plans for the Division, manage the execution of plans and ensure preparation of monthly, quarterly and annual reports.
- To plan, organize and undertake surveys and research geared to the compilation of regional potentials and projects profiles to the extent possible within the country's regional context and prepare regional and grass-roots development programmes for industrial, trade and business development in the regions.
- To establish linkages with ongoing regional and grass-roots development programmes being administered by other public institutions, local agencies and NGO's as well as semi-government bodies at regional level.
- Identify and recommend appropriate training for individual staff
- Execute any other assignments that may be given by supervisor

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

**DIRECTORATE: INDUSTRIAL DEVELOPMENT
DIVISION: REGIONAL ECONOMIC DEVELOPMENT**

Post designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$ 478 220 – 502 753
Motor Vehicle Allowance	:	N\$ 102 701 per annum
Capital costs	:	N\$ 76 950 per annum
Running costs	:	N\$ 25 751 per annum
Housing Benefit	:	N\$ 68 188 per annum

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

Experience required:

- Sound knowledge of the Namibian economy and Government policy on industrial and economic development and industrial-related planning, development and promotion.

Responsibilities

- Heading the Division to ensure that procedures are established for planning, coordinating, controlling, monitoring and progress reporting of the activities of work programmes in the Division.
- To administer, guide, coordinate and manage the day-to-day functions, operations and activities of the Division and ensure implementation of the Ministry's programmes, projects and activities at regional level.
- To assist in the formulation of policies and programmes for the promotion of industrial, trade and business development in the country.
- Assist with the identification of capital projects with support of the regional offices and regional and local Authorities or other agencies or NGO's and prepare capital budgets.
- Prepare action plans for the Division, manage the execution of plans and ensure preparation of monthly, quarterly and annual reports.
- To plan, organize and undertake surveys and research geared to the compilation of regional potentials and projects profiles to the extent possible within the country's regional context and prepare regional and grass-roots development programmes for industrial, trade and business development in the regions.
- To establish linkages with ongoing regional and grass-roots development programmes being administered by other public institutions, local agencies and NGO's as well as semi-government bodies at regional level
- Identify and recommend appropriate training for individual staff
- Execute any other assignments that may be given by supervisor

Enquiries: Dr. M. Humavindu, Tel: 061 – 283 7258 and Ms. L Mushandikwe, Tel: 061- 283 7519

**DIRECTORATE: INTERNATIONAL TRADE
DIVISION: TRADE PROMOTION**

Post designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$ 478 220 – 502 753
Motor Vehicle Allowance	:	N\$ 102 701 per annum
Capital costs	:	N\$ 76 950 per annum
Running costs	:	N\$ 25 751 per annum
Housing Benefit	:	N\$ 68 188 per annum

Minimum requirements: An appropriate B. Degree or equivalent qualification on NQF L7 plus nine years appropriate experience.

Responsibilities

- Formulate annual action plans in consultation with the Director of International Trade and other staff. Consultations will also be held with other ministries, departments and Chambers of Commerce.
- Identify thrust products and target markets with growth potential and determine the strategy for market penetration.
- Plan, organize and oversee implementation of export promotion, research and product development activities in target markets and economic sectors and initiate follow up.
- Plan and coordinate activities related to initiation and implementation of trade measures, import/export and database management.
- Keep close liaison with manufactures and exporters, study their problems and take up with concerned Government departments and other agencies.
- Prepare trade development programmes and projects for technical assistance from international agencies and keep close contacts with these agencies.
- Make constant efforts through policy initiatives and novel marketing techniques to boost exports of manufactured goods.
- Explore new markets for developing exports from Namibia.
- Keep close contact with Commercial Counsellors posted abroad and advise them to collect information on the country/regions under their charge.
- Maintain close liaison with the commercial sections of foreign embassies located in Namibia and discuss with them possibilities of increasing bilateral trade.
- Keep the Director and the Permanent Secretary informed about the product development and export promotion activities organized in different countries and advise on how Namibia can benefit from that.
- Identify training opportunities and organize capacity building programmes for trade promotion staff, exporters and officials of relevant national agencies.
- Initiate exporter's forums and organize exporter's awards.
- Give guidance and supervise the activities of all staff of the Trade Promotion Division.
- Carry out any other tasks as may be assigned.

Enquiries: Ms. P Liswaniso, Tel: 061 – 283 7333 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 Industrialization, Trade and SME Development
Block A, c/o Dr. Kenneth D Kaunda & Goethe Street
Second floor, Room 200
Windhoek**

PARLIAMENT OF THE REPUBLIC OF NAMIBIA

NATIONAL COUNCIL

DIRECTORATE: GENERAL, RESEARCH AND INFORMATION SERVICES

DIVISION: GENERAL SERVICES

SECTION: AUXILIARY SERVICES

Post designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N\$ 147 485 x P – 176 895
Salary Notch	:	N\$ 147 485 per annum
Transport Allowance	:	N\$7 848 per annum
Housing Allowance	:	N\$10 464 per annum

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

Or

A Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience

Main responsibilities

- Supervise Administrative Officers responsible for procurement;
- Coordinate the compilation of the Annual Procurement Plan and Individual Plan;
- Develop and review specifications in consultation with the user Division/Directorate;
- Serve as the Secretariat to the Procurement Committee and Bid Evaluation Committee;
- Invite Bids for the provision of goods, works and services;
- Ensure the adherence to time frame in the procurement process;
- Prepare Standard Bidding Documents for the supply of goods, works and services;
- Supervise the completion of standard bidding documents by Administrative Officers;
- Coordinate the opening of bids;
- Approve requisitions, general expenses and auto create purchase orders on IFMS system;
- Receipt the acquired goods, works and services on the IFMS;
- Verify and certify invoices from supplies and submit to the account payable;
- Verify quotations from different suppliers depending on the method of procurement;
- Verify outstanding payments on the encumbrance report monthly;
- Safeguarding records for the Procurement Management Unit;
- Compile statistics for items, works and services processed and provide information quarterly;
- Provide feedback and follow up on pending requisitions;
- Attend to enquiries and provide report and feedback to the Control Administrative Officer;
- Perform any other official duty assigned by the supervisor.

Enquiries: Ms Meriam Silishebo, Tel No.:061-202 8071

Candidacy is limited to Namibian citizens who meet the requirements. Application accompanied by detailed curriculum vitae, certified copies of academic qualifications and national identity documents should be addressed to:

The Secretary: National Council
Private Bag 13371
WINDHOEK

OR hand deliver to The Human Resource Office
First Floor, Room 1.16, 1.17.or 1.22
Parliament: National Council
14 Love Street, Parliament Buildings

OFFICE OF THE JUDICIARY

DIRECTORATE: SUPREME AND HIGH COURTS

Post designation	:	Deputy Registrar Grade 3: Supreme and High Courts
2 x Posts	:	Windhoek (Supreme Court and High Court)
1 x Post	:	Oshakati (High Court)
Salary scale	:	N\$ 512 809- 544 196
Housing Allowance	:	N\$ 94 886 per annum
Motor vehicle Allowance	:	N\$ 126 375 per annum

Minimum requirements:

- LLB (or equivalent qualification) plus Admission as a Legal Practitioner.
- 9 years appropriate experience in Magistrate's Court and/or High Court litigation within the Public Service or Private Practice, including a combination of Public Service and Private Practice experience in Magistrate's Court and/or High Court litigation
- Preference will be given to experience in High Court Litigation and Office/Court administration.

Additional requirements:

A driver's license will be an added advantage **(A copy must be attached)**

Purpose of the post:

The incumbent of this position will be expected to perform his/her duties in accordance with directions issued by the head of the court to whose jurisdiction he/she is assigned, including but not limited to the following:

Key performance areas:

- Management of the High Court or Supreme Court, whichever applies;
- Issue all processes that initiate court proceedings in the applicable court;
- Issue, keep and analyze court statistics;
- Issue court orders in the High Court or Supreme Court, whichever applies;
- Process and manage the litigation process, court documents and rolls of the applicable court;
- Implement the applicable legislation, including acts, rules, regulations, practice directives and consequential procedures and practices in co-operation with the head of Court, the Registrar, and the Judges of the applicable court;
- Tax legal bills of costs;
- Identify key areas which require improvement, propose solutions and implement the approved solutions;
- Compilation, Manage and Exercise control of and over the court rolls applicable to the court assigned to the appointment;
- Consult with parties in preparation of cases for purposes of hearings;
- Liaise between Judges of the Court and parties;
- Manage Court information relating to all cases, including the keeping of statistics and the submission of returns to the Registrar and the Executive Director;
- Exercise control over case records as well as the record room and the files in terms of the Archives Code/Act;
- Ensure annotation of relevant publications, codes, Acts and rules;
- Provide practical training and assistance to the Assistant Registrars and the staff members in general;
- Give attention to and execute requests from the judiciary in connection with cases and other case related matters;
- Ensure preparation, execution, management and control of the budget in respect of the head of the applicable court and the court itself;
- Serve on various sub-committees of the applicable court, including the Rules Board of the applicable court;

- Manage and ensure the daily signing of the attendance register by all staff members;
- Act as the liaison officer between the judges and the other instances;
- Provide assistance to the public and other court users with court procedures;
- Write and respond to correspondence;
- Attend to the day to day administration of the court of division of such court;
- Attend to all administrative issues arising from the appointment held as deputy of the Directorate Supreme & High Courts;
- Assist the Registrar with the execution of the Directorate's Strategic Plan;
- Any other function assigned by the Chief Justice, the Deputy Chief Justice, the Executive Director and/or the Registrar.

OFFICE OF THE EXECUTIVE DIRECTOR

Post Designation	:	Personal Assistant Grade 6
1xPost	:	Windhoek
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 B-Degree on NQF Level 7;
- A Legal qualification will be an added advantage; and
- Possession of a drivers licence is a pre-requisite (**A copy must be attached**).

NB: A driver's licence must be two years old.

Experience and skills:

- Solid writing, communication and presentation skills;
- Proven proficiency in Microsoft office programmes;
- Proven experience in office management or any administrative fields;
- Ability to work independently and a self-starter;
- Time management, planning and organizing skills; and
- Confidentiality.

Purpose of the position

The incumbent of the position will assist the Executive Director to make the best use of her time by providing effective and efficient administrative support.

Key accountabilities

- Coordinate, supervise and control the functions of the Office;
- Draft official letters, speeches and other correspondence;
- Assist the Executive Director with diverse official and private obligations;
- Liaise with Departments/Directorates in the Office of the Judiciary and with other Offices/Ministries/Agencies;
- Compiles, forward and distribute correspondence;
- Facilitate travel arrangements abroad and locally as well as other support;
- Facilitate meetings and taking minutes of meetings when required; and
- Manage the diary of the Executive Director.

The Office of the Judiciary offers the following benefits:

- Ample leave;
- Medical Aid; and
- Pension

Applicants should note the following:

- Applicants within the Public Service **must** attach proof of confirmation of probation to their application for employment;
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- The activities of the 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, CV, certified copies of IDs, valid driver's license and educational qualifications will be disqualified; and
- Only Namibian citizens will be considered.

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

Applicants in designated groups especially women and people 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.

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 WATER RESOURCE MANAGEMENT

DIVISION: GEO-HYDROLOGY

SUB-DIVISION: GROUNDWATER MANAGEMENT

Post Designation : Senior Hydrologist Grade 6
1xPost : Windhoek
Scale of Salary : N\$328 139 – 392 158

Minimum requirements: A B. Sc degree (Hons) [NQF L8] in Geohydrology or Geology plus a minimum of four (4) years of appropriate experience in Geohydrology or Geology field provided appropriate and proven experience and competence in the field of hydrogeological investigations in Namibia; A Master of Science degree in Geohydrology, Geology or Groundwater Water Resource Management related field will serve as added advantage; Good communication skills in English both written and oral; Knowledge of Namibia's water legislation and policies; Basic administration, financial and project management skills; Namibian citizenship; A Code 8 driver's license.

Recommendations:

- Technical training and expertise in hydrogeology
- Addresses inquiries and resolves problems by using appropriate resources/other departments to achieve results/answers.
- Ability to present data in a well thought, organized and professional manner.
- Self-motivation and the ability to work with minimal supervision.
- Demonstrated innovation.

Functions and Duties:

- Supporting the Scientific research work on daily basis.
- Communicates experimental results to the team in a timely manner using reports or presentations.
- Assist Chief Hydrologist with execution of tasks as requested.

Enquiries: Mr. Bertram Swartz; Tel: (061) 208 7189

DIRECTORATE OF WATER SUPPLY AND SANITATION COORDINATION

DIVISION: NORTH WESTERN REGIONS

SUBDIVISION: ERONGO REGION

Post Designation : Senior Administrative Officer Grade 10
1xPost : Karibib (Erongo Region)
Scale of Salary : N\$147 485-176 895

Minimum requirements: An appropriate National Diploma (NQF Level 6) plus one (1) year appropriate experience

OR

A Grade 12 certificate (NQF level 3) plus 3 years appropriate experience in Finance (budgeting), Procurement Management, Stock Control, Transport and general administration.

Additional requirements: Candidate must be able to supervise the administrative team. Must be computer literate (MS Word, MS Excel, MS Access and Power Point). A valid driver's license code 8 BE would be an advantage.

Enquiries: Mr Uahorekua Usurua; Tel: 064- 550383/4

**DIRECTORATE OF WATER SUPPLY AND SANITATION COORDINATION
DIVISION: INFRASTRUCTURE DEVELOPMENT & PLANNING**

Post Designation : Senior Engineering Technician Grade 8
1xPost : Windhoek
Scale of Salary : N\$220 828 – 263 911

Minimum requirements: An National Diploma (Civil/Structural Engineering) on NQF Level 6

OR

Registration with the Engineering Council as Engineering Technician plus 4 years' experience in project planning.

Enquiries: Mr Victor Slinger; Tel: (061) 2087268

**DIRECTORATE OF WATER SUPPLY AND SANITATION COORDINATION
DIVISION: NORTH CENTRAL REGIONS
SUBDIVISION: OSHHIKOTO REGION**

Post Designation : Senior Artisan Foreman Grade 8
1xPost : Onankali
Scale of Salary : N\$220 828 – 263 911

Minimum requirements: Completed apprenticeship or Trade Diploma issued in term of existing legislation plus six (6) years Water and Sanitation related experience. Technical problem solving and community management and personnel administration will serve as a recommendation. The candidate must have a driver's license code 8/BE.

Additional requirement: Extensive knowledge in maintenance or operational equipment (solar water, generators and infrastructure) A driver's license code 8/BE would be an advantage.

Enquiries: Mr Stephenson Tuukondjele; Tel: (065) 286320

**DIRECTORATE OF GENERAL SERVICES
DIVISION: AUXILIARY SERVICES
SUBDIVISION: STORES AND ASSET MANAGEMENT**

Post Designation : Senior Administrative Officer Grade 10
2xPosts : Post A: Rundu (Kavango East Region)
Post B: Kunene South Regional Store (Khorixas)
Scale of Salary : N\$147 485-176 895

Minimum requirements: An appropriate National Diploma (NQF Level 6) plus one (1) year appropriate experience

OR

A Grade 12 certificate (NQF level 3) plus 3 years appropriate working experience in Stores and Inventory Management, Finance (budgeting), Procurement Management, Stock Control, Transport and general administration.

Additional requirements: Candidate must be able to supervise the administrative team. Must be computer literate (MS Word, MS Excel, MS Access and Power Point). A valid driver's license code 8 BE would be an advantage.

Duties of the Senior Administrative Officer Grade 10, Regional Stores

- Serve as the Head of the Unit: Regional Stores.
- Asset management and keeping track record of stock control registers.
- Conduct stock-taking, compile and submit stock-taking reports in line with Treasury Instruction and Stock Control Manual.
- Report writing on occurrences of the stores.
- Participating in ministerial auctions standard items, livestock, and forest products, compile and submit reports.
- Compiling budget for the Regional Stores.
- Compiling annual work plan for the Regional Stores and oversee its implementation.
- Compile work plan review on quarterly basis.
- Manage and control all vehicles allocated to the Regional Stores.
- Coordinate and conduct staff meetings and submit meeting minutes and reports.
- Supervise staff compliment for the Regional Stores.
- Coordinate and supervise all activities of the Regional Stores and assignments tasked to the Head of Regional Stores.

Enquiries: Mr. Good-Well Shikongo; Tel: (061) 208 7363

**DIRECTORATE OF GENERAL SERVICES
DIVISION: AUXILIARY SERVICES
SUBDIVISION: OFFICE SERVICES
(OFFICE OF THE EXECUTIVE DIRECTOR)**

Post Designation : Senior Private Secretary Grade 8
1xPost : Windhoek
Scale of Salary : N\$220 828 – 263 911

Minimum requirements: An appropriate National Diploma (NQF Level 6) plus three (3) years appropriate experience in Office Management. The candidate should have excellent computer skills communication skills, writing skills, and organizing skills. The candidate is needed to keep a high level of confidentiality.

The detailed job description is available on request.

Enquiries: Mr. Good-Well Shikongo; Tel: 061-7363

**DIRECTORATE: PLANNING AND BUSINESS DEVELOPMENT
SECTION: ADMINISTRATIVE SUPPORT**

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

Minimum requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus one (1) year appropriate experience **or** a Grade 12 certificate (NQF Level 3) plus three (3) years appropriate experience. The incumbent must be prepared to mentor the administrative officers. The incumbent must be computer literate (Word Processing, Spread Sheet, PowerPoint, Excel and Internet). The incumbent must be in possession of a valid driver's license (Code B) or be prepared to obtain the license within a reasonable time. The incumbent administers and ensures the smooth running of all administrative, financial and personnel matters of the Directorate of Planning and Business Development.

A detailed job description will be made available on request.

Enquiries: Mr. Mesag Mulunga, tel (061) 208 7678

DIRECTORATE: PLANNING AND BUSINESS DEVELOPMENT
DIVISION: CO-OPERATIVE DEVELOPMENT AND REGULATION
SUB-DIVISION: BUSINESS DEVELOPMENT

Post Designation : Senior Co-operative Business Analyst Grade 7
1xPost : Windhoek
Scale of Salary : N\$ 269 189 – N\$ 321 707

Minimum requirements: An appropriate B-degree (or equivalent qualification) on NQF Level 7 with Economics and Management Science or Business Management as major subjects, plus a minimum of three (3) years of appropriate working experience in a business development environment. The Senior Co-operative Business Analyst is expected to assist the Chief Co-operative Business Analyst with the planning and execution of the business development programmes of the subdivision. The candidate will provide continuous support, monitor and evaluate the development of the co-operative movement. In addition, the candidate will also be responsible for implementing the co-operative college. The candidate should have knowledge of the co-operative sector in Namibia and must be prepared to travel to the remote areas of the country.

Extensive knowledge in business development/management, good analytical and presentation skills, computer skills (Microsoft Office), report writing, and interpersonal skills are required for this post. The candidate should be able to work independently as well as in a team. The Senior Co-operative Business Analyst is also expected to assist in routine administration and supervision of staff in the Business Development sub-division. The candidate must have a Code BE driver's licence or be prepared to obtain such within one (1) year.

A detailed job description will be made available on request.

Enquiries: Ms Loide Jason; Tel: (061) 208 7561

DIRECTORATE: PLANNING AND BUSINESS DEVELOPMENT
DIVISION: CO-OPERATIVE DEVELOPMENT AND REGULATION
SUB-DIVISION: PROMOTION AND REGISTRATION

Post Designation : Senior Co-operative Business Analyst Grade 7
1xPost : Windhoek
Scale of Salary : N\$ 269 189 – N\$ 321 707

Minimum requirements: An appropriate B-degree (or equivalent qualification) on NQF Level 7 with Economics and Management Science or Business Management as major subjects, plus a minimum of three (3) years of appropriate working experience in a business development environment. The Senior Co-operative Business Analyst is expected to assist the Chief Co-operative Business Analyst with the planning and execution of the co-operative business promotion and development programmes of the subdivision. The candidate will provide continuous promotion of the co-operative concept, support, monitor and evaluate the development of the co-operative movement. In addition, the candidate will also be responsible for implementing the co-operative college. The candidate should have knowledge of the co-operative sector in Namibia and must be prepared to travel to the remote areas of the country.

Extensive knowledge in business development/management, good analytical and presentation skills, computer skills (Microsoft Office), report writing, and interpersonal skills are required for this post. The candidate should be able to work independently as well as in a team. The Senior Co-operative Business Analyst is also expected to assist in routine administration and supervision of staff in the Business Development sub-division. The candidate must have a Code BE driver's licence or be prepared to obtain such within one (1) year.

A detailed job description will be made available on request.

Enquiries: Ms Loide Jason; Tel: (061) 208 7561

**DIRECTORATE: PLANNING AND BUSINESS DEVELOPMENT
DIVISION: PLANNING AND STATISTICS
SUBDIVISION: PLANNING**

Post Designation : Chief Policy Analyst Grade 6
1xPost : Windhoek
Scale of Salary : N\$ 321 139 – 392 158

Minimum requirements: An appropriate B-degree on NQF Level 7 or equivalent qualification in Agricultural Economics/or related field covering Policy Analysis and at least two or more of the following subjects: Agricultural Economics; Economics; Econometrics Statistics and Quantitative methods plus five (5) years appropriate experience. Possess sound knowledge on the sector's legal framework and policy environment as well as strategic planning and performance management.

Competency in computer literacy with respect to Word Processing, Spread sheet, PowerPoint, Excel and Internet. Candidate must be in possession of a valid driver's license (code B). In terms of the Affirmative Action plan, qualifying women and person with disabilities are encouraged to apply. Public Servants must have completed their probation successfully.

Duties: The incumbent will head the Sub-Division. Overall responsible for planning, organising, staffing, leading, controlling and coordination of activities for the Sub-Division. The incumbent will work under the general direction of the Deputy Director: Planning and Statistics. She/he shall be responsible for:

- Coordinate the drafting of new policies and review existing policies related to agriculture, water, and forestry
- Coordinate the monitoring and evaluation of Agriculture, Water & Forestry Policies
- Coordinate and support the compilation of MAWF development budget and the Ministerial Technical Paper and Budget motivation statement
- Coordinate the compilation of the Agriculture and Forestry, Water & Sanitation chapters to the National Development Plan
- Coordinating the monitoring and evaluation of Ministerial programmes & projects
- Coordinate sectoral planning activities
- Coordinate the compilation of the Ministerial Annual Work Plan

Enquiries: Mrs. A. Angala; Tel: 061 208 7683

**DIRECTORATE OF RESEARCH AND DEVELOPMENT
DIVISION: TRAINING, QUALITY ASSURANCE AND PRODUCT DEVELOPMENT**

Post Designation : Senior Agricultural Research Technician Grade 8
1xPost : Tsumis Arid Zone Agricultural Centre
Scale of Salary : N\$ 220 828 – 263 911

Minimum Requirements: A three (3) year National Diploma in Agriculture plus four (4) years of experience

OR

A two (2) year standardized Agricultural Diploma (or equivalent qualification) plus six (6) years of experience with specific emphasis on livestock production. Main subjects should include animal health, animal nutrition, and animal breeding, animal reproduction.

Additional Requirements: Must be a Namibian citizen and should have good command of computer literacy. Assist with supervision of training activities at TAZAC. Therefore, the

candidate will be required to undertake Training of Trainers course to become a certified trainer in Vocational Education and Training (VET) in agriculture. Reside full-time on the farm in execution of his/her duties. The candidate must be in possession of a valid driving licence. Good knowledge of the Bonsmara stud breed, Damaraskaap and the Kalahari Red at the center. :

Key Performance Areas

- Supervise training and farming activities
- In consultation with the Chief Agricultural Technician, plan annual breeding programme at TAZAC.
- Must be able to plan and budget.
- Knowledge of Public Service Staff Rules (PSSR) are essential as this is a supervisory position.

Person Specification

Good interpersonal skills, Assertiveness, Discipline, Analytical; Hard-working, Self-motivated, Result-driven; Decisiveness, Organization Skills, People Management and Presentation Skills

Enquiries: Mr. Wallis V. Kanguatjivi; Tel: (062) – 682 009

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

MINISTRY OF EDUCATION, ARTS AND CULTURE

DIVISION: INTERNAL AUDIT

Post designation : Internal Auditor Grade 8
1xPost : Windhoek
Scale of Salary : N\$ 220 828 - N\$ 263 911

Minimum Requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 plus 3 years appropriate experience.

Supplementary Selection Requirements:

Confirmation of probation is subject to issuing of a certificate of successful completion of the internal audit training course by the Executive Director: Ministry of Finance on advice of the Deputy Director: Internal Auditing of the Ministry of Finance.

Enquiries: Ms. A. K. Tjaveondja- Ndjoze Tel: 061 293 3124.

The Executive Director
Ministry of Education, Arts & Culture
Private Bag 13186
Windhoek

OR

Hand delivered to: The Ministry of Education, Arts & Culture
Government Office Park, Luther Street
Human Resource Office, 2nd Floor,
East Wing, Room No. 275

MINISTRY OF FINANCE

DIRECTORATE: PUBLIC PRIVATE PARTNERSHIPS DIVISION: PROJECT APPRAISAL

Post Designation	:	Senior Economist Grade 7
1xPost	:	Windhoek
Scale of Salary	:	N\$269 189 – 321 707
Housing Allowance	:	N\$13 080
Transport Allowance	:	N\$7 680

Minimum requirements: A relevant four (4) year B-degree (or equivalent qualification on NQF level 7) in one or more of the following major subjects: economics, business economics, law, accountancy or cost accounting plus three (3) years relevant experience.

- Work experience of project and infrastructure planning and a thorough understanding of economics and finance in general.
- Strong knowledge and skills in planning, organising, coordination,
- Skills in research and analysis, statistics and data interpretation
- Strong analytical, writing and presentation skills,
- A self-starter who pays attention to detail.
- Computer literate with strong emphasis on MS Excel and PowerPoint.
- Good interpersonal and communication skills

Key performance areas

- Engage and coordinate with PEs to develop PPP project concepts, guide on PPP procurement, appropriate risk sharing arrangements and safeguards while preparing PPP contracts, project applications and supporting documentation to facilitate appraisal of project applications.
- Facilitate the TA procurement process and relevant documents
- Analyse potential PPP projects/reviews of Transaction Advisor's (TA) analysis and submissions.
- Preparation of project reports, analysis briefs and recommendations with respect to a PPP Project, including review of feasibility analysis for submission to the PPP Committee.
- Develop and update internal processes to streamline PPP project appraisal process, including information request templates and objective process for projects review.
- Carry out any other duties assigned by the supervisor or Management of the MoF

In terms of the Affirmative Action Plan of the Ministry of Finance, qualifying females and persons with Disabilities who meet the prescribed advertisement requirements are encouraged to apply.

Enquiries to be directed to:

Mr. Johannes Shipepe
Chief Economist: Project Appraisal Division
Public Private Partnerships Directorate
Ministry of Finance
Tel no. 061 - 209 2975
E-mail: johannes.shipepe@mof.gov.na

**DIRECTORATE: PUBLIC PRIVATE PARTNERSHIPS
DIVISION: PROJECT APPRAISAL**

Post Designation	:	Economist Grade 8
1xPost	:	Windhoek
Scale of Salary	:	N\$220 828 – 263 911
Housing Allowance	:	N\$13 080
Transport Allowance	:	N\$7 680

Minimum Requirements: A relevant four (4) year B-degree (or equivalent qualification on NQF level 7) in one or more of the following major subjects: economics, business economics, law, accountancy or cost accounting plus three (3) years relevant experience.

- Work experience of project and infrastructure planning and a general understanding of economics and finance.
- Strong knowledge and skills in planning, organising, coordination,
- Skills in research and analysis, statistics and data interpretation
- Strong analytical, writing and presentation skills,
- A self-starter who pays attention to detail.
- Computer literate with strong emphasis on MS Excel and PowerPoint.
- Good interpersonal and communication skills

Key performance areas

- Interactions and collaboration with government stakeholders for assistance in developing PPP project concepts
- Research inputs with respect to PPP projects that are under review by the PPP Unit
- Perform PPP Project appraisal i.e. feasibility analysis (technical, financial and economic evaluation using various methods/models)
- Draft regulations, circulars and guidance notes pertaining to financial aspects/feasibility of PPPs for issuance by the PPP Committee/MOF
- Compilation of analysis briefs on projects under review and responding to queries from the PPP Committee
- Perform secretariat duties for the PPP Committee i.e. prepare documents take minutes etc.
- Carry out any other duties assigned by the supervisor or Management of the MoF

In terms of the Affirmative Action Plan of the Ministry of Finance, qualifying females and persons with Disabilities who meet the prescribed advertisement requirements are encouraged to apply.

Enquiries to be directed to:

Mr. Johannes Shipepe
Chief Economist: Project Appraisal Division-Capacity Building Division
Ministry of Finance
Tel no. 061 - 209 2975
E-mail: johannes.shipepe@mof.gov.na

**DIRECTORATE: PUBLIC PRIVATE PARTNERSHIPS
DIVISION: OUTREACH AND CAPACITY BUILDING**

Post Designation	:	Economist Grade 8
1xPost	:	Windhoek
Scale of Salary	:	N\$220 828 – 263 911
Housing Allowance	:	N\$13 080
Transport Allowance	:	N\$7 680

Minimum Requirements: A relevant four (4) year B-degree (or equivalent qualification on NQF level 7) in one or more of the following major subjects: economics, business economics, law, accountancy or cost accounting plus three (3) years relevant experience.

- Work experience of project and infrastructure planning and a thorough understanding of economics and finance in general.
- Strong knowledge and skills in planning, organising, coordination,
- Skills in research and analysis, statistics and data interpretation
- Strong analytical, writing and presentation skills,
- A self-starter who pays attention to detail.
- Computer literate with strong emphasis on MS Excel and PowerPoint.
- Good interpersonal and communication skills

Job Description:

- Research on activities to keep abreast with respect to PPPs' outreach and capacity building
- Organize and coordinate PPP trainings, investor outreach initiatives, forums to interact with private sector stakeholders and other PPP participants
- Collaborate with multilateral and development finance institutions in conceptualizing programs and funding packages targeted at capacity building and related activities
- Compile and actively disseminate information on PPP guidance manuals and other reference material on PPPs to relevant stakeholders
- Interactions and collaboration with government stakeholders for assistance in developing PPP project concepts
- Responsible for facilitation of PPP Unit web information update
- Perform secretariat duties for the PPP Committee i.e. prepare documents, take minutes etc.
- Carry out any other duties assigned by the supervisor or Management of the MoF

In terms of the Affirmative Action Plan of the Ministry of Finance, qualifying females and persons with Disabilities who meet the prescribed advertisement requirements are encouraged to apply.

Enquiries to be directed to:

Ms. Sofia Shino
Senior Economist: Outreach and Capacity Building Division
Ministry of Finance
Tel no. 061 – 209 2694
E-mail: sofia.shino@mof.gov.na

MINISTRY OF GENDER EQUILITY AND CHILD WELFARE

DIRECTORATE: COMMUNITY EMPOWERMENT

DIVISION: OMUSATI REGIONAL OFFICE

SUBDIVISION: COMMUNITY DEVELOPMENT

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Outapi, Omusati Region
Scale of salary	:	N\$328 139 – 392 158
Salary Notch	:	N\$328 139

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

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

Key Responsibilities:

- Ensure that the limited resources of the center are utilized in economical manner.
- Coordinate the activities of the center aimed to reduce poverty as well as to contribute to women economic empowerment.
- Facilitate the process of providing poor micro-entrepreneurs (IGA) with income generating skills training and mentoring support as well as assist them to access financial support instrument so that they can start or improve their business and enhancing their income.
- Coordinating the process of carrying assessment needs /or monitoring to identify IGA beneficiaries that require skills training in consultation with staff members managing IGA programme in the region.
- Compile IGA training needs profile on annual basis
- Coordinating the process of implementing income generating skills training with the staff members managing IGA in the region. Identified other training /or public education/ or sensitization programme needed by the community (e.g. gender based violence awareness, health hazard and women empowerment in terms of their constitutional rights).
- Facilitate the process of signing the lease agreement for renting out offices/stalls/accommodation/training facilities through the Head Office.
- Coordinate with training institutions that entered into partnership with the Ministry to make sure that they avail the training curriculum /or course outline & annual training calendar for the trainings offered at the centers
- Ensure that accounting system for revenues generated at the center is maintained and records are up to date at all time.
- Ensure the safety keeping of all the face value form in accordance with Treasury Instructions.
- Conduct weekly and monthly reconciliation on the accounting records of the centers.
- Ensure that the financial report is send to the Head Office on monthly basis
- Ensure that the filing system at the center is done in accordance with the Ministerial filing system.
- Ensure timely supply of equipment/ or stationary/or materials in the store and keep constant supply to avoid shortages of stock at CEC.
- Ensure that the defects detected at the center are reported on time to the head office for further directive.
- Carry out annual inspection on the infrastructure of the center with the assistant of the
- Prepare performance agreement of all staff members at the center.

Enquiries: Mr. Josia Kavaa: Tel no. 061-2833159 Mr. Sacky Hidulika Sheehama: Tel 061-283 3172

DIVISION: COMMUNITY EMPOWERMENT PROGRAMMES
SUBDIVISION: INCOME GENERATING ACTIVITIES MANAGEMENT

Post Designation	:	Senior Community Liaison Officer Grade 8
1xPost	:	Windhoek, Khomas Region
Scale of salary	:	N\$220 828 – 263 911
Salary notch	:	N\$220 828

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

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

Main Duties:

- Provide information to the public on the IGAs application process and procedures as stipulated in the IGAs operating guidelines;
- Conduct preliminary verification of recommended IGA applications against the standard checklist;
- Co-facilitate the transfer of IGA budget/funds to the regions;
- Update the IGAs database and statistics of supported IGAs and other relevant information on the IGAs support programme;
- Travel to regions to assess and evaluate supported IGAs and prepare reports;
- Provide support to regions on the formation of Women in Business Associations (WBAs) or related women's economic empowerment groups;
- Compile divisional reports based on the prescribed format;
- Provide administrative services to the section;
- Report to Chief Community Liaison Officer on a weekly, monthly and quarterly basis;
- Supervise the Community Liaison Officer (s)
- Perform any other relevant function as may be assigned by the immediate supervisor.

Enquiries: Mr. Josia Kavaa: Tel no. 061-2833159 Mr. Sacky Hidulika Sheehama: Tel 061-283 3172

Applicants must be Namibian citizens. Application forms, Form **156043** obtainable from all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Id. Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation and confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application. No application forms and documents will be returned.

Please Note: Previously Racially disadvantaged persons, women and **people with disabilities who meet the above requirements** are strongly encouraged to apply.

Application forms should be hand-delivered or addressed to:

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

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: KAVANGO EAST REGION

DIVISION: INTERMEDIATE HOSPITAL RUNDU

SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES

Post Designation	:	Chief Administrative Officer Grade 8
1xPost	:	Rundu
Scale of Salary	:	N\$220 828 – 263 911
Housing Allowance	:	N\$13 080 per annum
Transport Allowance	:	N\$7680 per annum

Minimum Requirement: A National Diploma or equivalent qualification NQF level 6, plus 6 years appropriate experience.

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

SECTION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Senior Human Resources Practitioner Grade 7
1xPost	:	Rundu
Scale of Salary	:	N\$ 269 189 – 321 707
Transport Allowance	:	N\$7680-00 Per annum
Housing Allowance	:	N\$13 080-00 per annum

Minimum Requirement: A National Diploma on NQF L6 majoring in Human Resources plus 6 years' experience as a Human Resources Practitioner Grade 8.

Application must be submitted on the form (156043) and should be accompanied by originally certified copies of educational qualification(s) with academic transcripts, identity document and detailed CV. Failure to complete all items in the application form for employment and not attaching the necessary documents will disqualify the application. All foreign qualifications must be submitted together with evaluation letter by NQA, all candidates must attach proof of their confirmation of probation and submit their applications via their respective HRM offices.

Enquiries: The Medical Superintendent Dr. Joseph, Mukerenge Tel 066 265500

Forward applications to:

**Intermediate Hospital Kavango East Region
Private Bag 2094
Rundu**

or

Hand Delivery at Rundu Intermediate Hospital Human Resource Department.

DIRECTORATE: OTJOZONDJUPA REGION

DIVISION: GENERAL SUPPORT SERVICES

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Otjiwarongo
Salary Scale	:	N\$ 328139 – 392158
Transport Allowance	:	N\$ 76 80 per annum
Housing Allowance	:	N\$ 13080 per annum

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

Additional Requirements: Applicant should be in possession of an appropriate B. Degree in Business / Public Administration / Management or Transport Management on NQF Level 7. Must be computer literate. Be able to work with IFMS, sound understanding and strong knowledge of the Public Procurement Act, 2015 (Act 12 of 2015), Treasury Instruction, Public Service Act, 1995 (Act 13 of 1995), State Finance Act 1991 (Act 31 of 1991) Labour Act and other Relevant Acts and Legislative Instruments governing the Public Servants.

NB: Only shortlisted candidates will be conducted and documents will not be returned. All supporting documents (ID, qualifications) 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.

Inquiries: Mr. G. Timotheus, Tel: 067-300800 Or Ms. NT Tauya, Tel: 067-300900

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

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

Minimum requirement: A National Diploma or equivalent qualification at NQF Level 6. Candidate must have at four (4) years appropriate experience in administration of which two (2) years must be at the level of Senior Administrative Officer Grade 10.

Additional Requirements: Must have sound understanding and knowledge on Public Procurement Act, 2015 (Act 12 of 2015), Treasury Instruction, Public Service Act, 1995 (Act 13 of 1995), State Finance Act 1991 (Act 31 of 1991) Labour Act and other Relevant Acts and Legislative Instruments governing the Public Servants. Be able to work with IFMS, must have a valid driver's licence and be computer literate.

NB: Only shortlisted candidates will be conducted and documents will not be returned. All supporting documents (ID, qualifications) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents, will disqualify the application.

Enquiries: Dr. D. Manatsa, Tel: 067-248170 Or Ms. NT Tauya, Tel: 067-300900

**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES OTJIWARONGO
SUBDIVISION: DISTRICT HOSPITAL OTJIWARONGO
SUBSECTION: MEDICAL SERVICES**

Post Designation : Medical Officer Grade 5
1x Post : Otjiwarongo
Salary Scale : N\$ 400001 – 478220
Motor Vehicle Allowance : N\$ 78762 per annum
Housing Allowance : N\$ 10 464 per annum
Fixed Overtime Allowance : N\$214066 per annum

Minimum requirement: A Medical Degree and Registration as a Medical Officer with the Health Professions Council of Namibia. Must have a valid driver's licence.

NB: Only shortlisted candidates will be conducted and documents will not be returned. All supporting documents (ID, qualifications) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents, will disqualify the application.

Enquiries: Dr. P. Mandudzo Tel: 067-300900 Or Ms. NT Tauya, Tel: 067-300900

Application form for Employment, Form 156043, is obtainable at all government offices and must be submitted at District Hospital Otjiwarongo or to the Regional Director, Directorate Otjozondjupa Region, P/bag 2612, Otjiwarongo.

**DIRECTORATE: POLICY & PLANNING
DIVISION: POLICY & PLANNING
SUBDIVISION: POLICY DEVELOPMENT & PLANNING**

Post Designation : Chief Health Program Officer Grade 6
1xPost : Windhoek
Salary Scale : N\$ 328 139 – 392 158

Minimum Requirements: An appropriate B-Degree or equivalent qualification on NQF Level 7 plus four (4) years appropriate experience.

Additional Requirements: An appropriate B-Degree or equivalent qualification on NQF Level 7 plus four (4) years appropriate experience.

Enquiries: Mr. L.C. Usurua, **Tel:** 061-2032563

**DIRECTORATE: POLICY & PLANNING
DIVISION: POLICY & PLANNING
SUBDIVISION: POLICY DEVELOPMENT & PLANNING**

Post Designation : Senior Health Program Officer Grade 7
1xPost : Windhoek
Salary Scale : N\$ 269 189 – 321 707

Minimum Requirements: An appropriate B-Degree or equivalent qualification on NQF Level 7 plus two (2) years' experience.

Additional Requirements: The candidate must have two (2) years appropriate experience in strategic planning plus computer literate especially Microsoft Office.

Enquiries: Mr. L.C. Usurua, **Tel:** 061-2032563

**DIRECTORATE: PRIMARY HEALTH CARE SERVICES
DIVISION: PUBLIC & ENVIRONMENTAL HEALTH SERVICES
SUBDIVISION: PUBLIC HYGIENE**

Post Designation : Chief Environmental Practitioner Grade 7
1xPost : Windhoek
Salary Scale : N\$ 269 189 – 321 707

Minimum Requirements: Registration as Environmental Health Practitioner with the Allied Health Professions Council of Namibia.

Additional requirements: A Post Graduate training (Certificate and higher) in food safety.

Enquiries: Ms. N. Shoopala, **Tel:** 061-2032702

DIRECTORATE: PRIMARY HEALTH CARE SERVICES
DIVISION: FAMILY HEALTH
SUBDIVISION: COMMUNITY BASED HEALTH CARE & SCHOOL HEALTH

Post Designation : Chief Health Program Officer Grade 6
1xPost : Windhoek
Salary Scale : N\$ 328 139 – 392 158

Minimum Requirements: An appropriate B-Degree or equivalent qualification on NQF Level 7 plus Registration with the Professional Council of Namibia.

Additional Requirements: The candidate must have five (5) years appropriate experience in Health related programmes with computer literate.

Enquiries: Ms. N. Shoopala, **Tel:** 061-2032702

DIRECTORATE: PRIMARY HEALTH CARE SERVICES
DIVISION: INFORMATION, EDUCATION & COMMUNICATION

Post Designation : Senior Health Program Officer Grade 7
1xPost : Windhoek
Salary Scale : N\$ 269 189 – 321 707

Minimum Requirements: An appropriate B-Degree or equivalent qualification on NQF Level 7 plus Registration as a Registered Nurse with Nursing Council of Namibia.

Additional Requirements: The candidate must have five (5) years appropriate experience in Health related programmes with computer literate.

Enquiries: Ms. N. Shoopala, **Tel:** 061-2032702

DIRECTORATE: OSHIKOTO REGION (Re- Advertisement)
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SECTION: PROFESSIONAL HEALTH SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation : Senior Medical Officer Grade 4
2xPosts : Tsumeb and Omuthiya District Hospital
Salary Scale : N\$ 478 220 – 502 753
Fixed Overtime : N\$ 239 112 per annum
Motor vehicle Allowance : N\$ 102 701 per annum
Housing Benefit : N\$ 68 188 per annum

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

Additional Requirements: At least three (3) years appropriate experience as a Medical Officer. Candidate must have leadership and Management Skills; and must be computer literate.

Enquiries: Human Resources Department, **Tel:** 065 – 293 230/229/232

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

**DIRECTORATE: OSHIKOTO REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: OMUTHIYA
SUBDIVISION: DISTRICT HOSPITAL OMUTHIYA**

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

Minimum Requirement: Registration as a Registered Nurse and Midwifery with the Nursing Council of Namibia, a relevant Diploma/Degree plus five (5) years appropriate experience in General Clinical Support (Management) Services.

Additional Requirements: Computer literacy will be added advantaged.

Enquiries: Mr. Ananias Namene, **Tel:** 065-293 247, Human Resources Department, **Tel:** 065 – 293 230/229/232

Applications (on form 156043 obtainable at all Government Offices) must be submitted to:

**Address: The Regional Director
Ministry of Health and Social Services
Oshikoto Health Directorate
Private Bag 4005
Omuthiya**

NB: No faxed / emailed documents will be accepted.

MINISTRY OF INDUSTRIALISATION, TRADE AND SME DEVELOPMENT

DEPARTMENT: NAMIBIA INVESTMENT CENTRE DIVISION: PROJECT EVALUATION & MANAGEMENT

Post Designation : Trade Promotion Officer Grade 7
3xposts : Windhoek
Salary Scale : N\$ 269 189 – 321 707

Minimum requirements: An appropriate 3-year Degree or equivalent qualification on NQF Level 6 plus three years appropriate working experience.

Enquiries: Ms. T. H. Mboti Tel no. 061 – 283 7501 or Ms. E. Ameya Tel no. 061 – 283 7518

DEPARTMENT: NAMIBIA INVESTMENT CENTRE DIVISION: INVESTMENT PROMOTION OFFICES

Post Designation : Trade Promotion Officer Grade 7
1xpost : Windhoek
Salary Scale : N\$ 269 189 – 321 707

Minimum requirements: An appropriate 3-year Degree or equivalent qualification on NQF Level 6 plus three years appropriate working experience.

Enquiries: Ms. T. H. Mboti Tel no. 061 – 283 7501 Or Ms. E. Ameya Tel no. 061 – 283 7518

DIRECTORATE : GENERAL SERVICES DIVISION: FINANCE AND ADMINISTRATION SUBDIVISION: S & T AND SALARIES

Post Designation : Senior Accountant Grade 7
1xpost : Windhoek
Salary Scale : N\$ 269 189 – 321 707

Minimum requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting plus four years appropriate experience.

Enquiries: Mr. T Kafita Tel no. 061 – 283 7202 or Ms. E. Ameya Tel no. 061 – 283 7518

DIRECTORATE : GENERAL SERVICES SECTION: OFFICE & SECRETARIAL SERVICES

Post designation : Senior Private Secretary Grade 8
1xpost : Windhoek
Salary Scale : N\$ 220 828 – 263 911

Minimum requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus three (3) years appropriate experience

Enquiries: Ms. L. Mushandikwe, Tel: 061 – 283 7519 and Ms. EN Ameya, Tel: 061 – 283 7518

**DIRECTORATE: GENERAL SERVICES
SECTION: OFFICE & SECRETARIAL SERVICES**

Post designation : Private Secretary Grade 9
1xPost : Windhoek
Salary Scale : N\$ 180 505 – 216 499

Minimum requirement: An appropriate National Diploma or equivalent qualification on NQF L6.

Enquiries: Ms. L. Mushandikwe, Tel: 061 – 283 7519 and Ms. EN Ameya, Tel: 061 – 283 7518

**DIRECTORATE: INTERNATIONAL TRADE
DIVISION: TRADE AGREEMENT**

Post Designation : Policy Analyst Grade 7
1xPost : Windhoek
Salary Scale : N\$ 269 189 – 321 707

Minimum Requirements: An appropriate B- Degree or equivalent qualification on NQF Level 7 plus three years appropriate working experience.

Enquiries: Mr. A. Nashikaku Tel no. 061 – 283 7297 or Ms. E. Ameya Tel no. 061 – 283 7518

**DIRECTORATE : INDUSTRIAL DEVELOPMENT
DIVISION: ECONOMIC, RESEARCH, DEVELOPMENT AND INNOVATION**

Post Designation : Chief Economist Grade 6
1xpost : Windhoek
Salary Scale : N\$ 328 139 – 392 158

Minimum requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 with one or more of the following major subjects: Economics, Business Economics, Accountancy or Cost Accounting plus 5 years appropriate working experience.

Enquiries: Ms. I N Nkandi Tel no. 061 – 283 7309 or Ms. E. Ameya Tel no. 061 – 283 7518

**DIRECTORATE: INDUSTRIAL DEVELOPMENT
DIVISION: BUSINESS & ENTREPRENEURIAL DEVELOPMENT & PROMOTION**

Post Designation : Development Planner Grade 8
2xpost s : Windhoek
Salary Scale : N\$ 220 828 – 263 911

Minimum requirement: An appropriate B. Degree or equivalent qualification on NQF Level 7.

Enquiries: Ms. Diina Nashidengo Tel no. 061 – 283 7305 or Ms. E. Ameya Tel no. 061 – 283 7518

**DIRECTORATE : INDUSTRIAL DEVELOPMENT
DIVISION: REGIONAL ECONOMIC DEVELOPMENT**

Post Designation : Development Planner Grade 8
1xpost : Zambezi Region
Salary Scale : N\$ 220 828 – 263 911

Minimum requirement: An appropriate B. Degree or equivalent qualification on NQF Level 7.

Enquiries: Mr. P. Shinyala Tel no. 061 – 283 7253 or Ms. E. Ameya Tel no. 061 – 283 7518

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**

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

DIRECTORATE: PRINT MEDIA AFFAIRS
DIVISION: MEDIA LIAISON SERVICES
SUBDIVISION: INFORMATION GATHERING AND DISSEMINATION

Post designation	:	Senior Information Officer Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$ 269 189 – 321 707
Transport Allowance	:	N\$ 7 680.00 per annum
Housing Allowance	:	N\$ 13 080.00 per annum

Minimum requirements: An appropriate recognized Bachelor degree on NQF L7 in Journalism or Public Relation or Media Studies plus 3 years appropriate experience. Good interpersonal relations, excellent English writing skills and verbal expression, previous journalism/public relations experience and computer literacy are prerequisites for this position. Extensive knowledge of the Namibian, SADC, African and World historical, political and economic background will be an advantage.

Note: All applications should be done on Form 156043, (obtainable at any government office) and accompany by a comprehensive CV and certified copies of qualification(s) and ID. All foreign obtained qualification(s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). Candidates within the Public Service must attached proof of probation confirmation letters **Failure to submit all required document(s) will automatically disqualify the applicant.**

DIRECTORATE: PRINT MEDIA AFFAIRS
DIVISION: PRODUCTION
SUBDIVISION: PUBLICATIONS
SECTION: PERIODICAL AND EXHIBITIONS

Post designation	:	Senior Photographer Grade 10
1xPost	:	Windhoek
Salary Scale	:	N\$ 147 485- 176 895
Housing Allowance	:	N\$ 9 600.00 per annum
Transport Allowance	:	N\$ 7 680.00 per annum

Minimum Requirements: Grade 12 or equivalent Certificate on NQF L3 plus 5 years' experience.

Job Description

- The successful candidate will be responsible for capturing, selecting and captioning of photographs in consultation with the media officer to accompany articles for our publications.
- Responsible for taking official portraits of political office bearers
- Ensuring full photographic coverage of ministerial events
- Maintain database, backup system and archive of all photographs
- Disseminate photographs to O/M/As upon request.
- Perform any other official business assigned by the editor.

Additional requirements: Candidate must have proven record in photography, social media posting and the ability to share content in a seamless and efficient manner. Proven communication skills, proficiency in oral and written English and Computer literate. Candidates will be subjected to a practical test. The Candidate will report to the Editor/ Chief Media Officer: MICT Publication.

Enquiries: Mrs Elizabeth Amagola, Tel. 061- 283 2665 OR Mr. Edward Ndjamba, Tel. 061-283 2385

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

Applications should be forwarded/ hand delivered to:

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

Or hand delivered at:

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

MINISTRY OF JUSTICE

DIRECTORATE: LAW REFORM

Post Designation	:	Chief Legal Clerk Grade 8
1xPost	:	Windhoek
Salary scale	:	N\$ 220 828 – 263 911 per annum
Housing allowance	:	N\$ 13 080 per annum
Transport allowance	:	N\$ 7 680 per annum

Minimum requirements: An appropriate National Diploma (Public Administration/Management, Business Administration, Commerce or equivalent qualification (NQF Level 6) plus 5 years appropriate experience.

Candidates in Public Service must be at the level of Senior Legal Clerk Grade 10 and his/her probation must be confirmed (proof should be attached).

Competencies required for this position:

- Candidates must have extensive knowledge in office administration and experience;
- Preference will be given to candidates with a driver's licence, knowledge in budgeting and procurement;
- Computer literate and supervisory skills;
- Good communication skills (written and oral)
- Customer relations, self-management and related management skills; and
- Teamwork and collaboration.

Enquiries to: Mr. T. Mupo Tel: (061) 280 5294 or Ms. Y Karunga, Tel (061) 280 5115

Applications should be done on form 156043 obtainable at all Government Offices and submitted together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s). Faxed applications will not be considered. Applicants with foreign qualification must attach proof of evaluation of such qualification (s) from Namibia Qualifications Authority (NQA). Please note that the curriculum vitae should clearly outline your experience and competencies. Candidates with vague curriculum vitae will not be considered.

Please note: Only Shortlisted candidates will be contacted.

NB: Women and persons with disabilities are encouraged to apply.

Applications can be forwarded to:
The Executive Director
Ministry of Justice
Private Bag 13302
Windhoek

Or hand delivered at:
Human Resource Office, 2nd floor
Ministry of Justice (Justitia Building)
Head Office, Independence Avenue
(Between Zoo Park and Telecom)

MINISTRY OF LAND REFORM

DEPARTMENT: LAND REFORM, RESETTLEMENT AND REGIONAL PROGRAMME IMPLEMENTATION

DIRECTORATE: LAND REFORM AND RESETTLEMENT

DIVISION: LAND USE PLANNING AND ALLOCATION

SECTION: LAND TRIBUNAL SECRETARIAT

Post Designation	:	Chief Development Planner Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$ 328 139 - N\$ 392 158
Housing allowance	:	N\$ 13 080. 00 per annum
Transport allowance	:	N\$ 7 680.00 per annum

Minimum requirements: An appropriate B- Degree on NQF Level 7 plus three (3) years appropriate experience. Preference will be given to candidates with qualifications in Law related fields of studies.

Main duties

- In charge of the administrative functions and secretariat services of the Lands Tribunal.
- Receiving and recording of appeals/applications cases to the Lands Tribunal.
- Monitoring and Supervising the Master List for appeals and applications brought before the Lands Tribunal.
- Supervising and managing the activities of the Lands Tribunal.
- Monitoring and assuring an efficient Lands Tribunal processes with special focus on the prescribed timelines and for the smooth running of the court.
- Secure suitable venues for the sessions of the Lands Tribunal.
- Call out each case during hearings so that the parties can identify themselves to the court.
- Keeping court documents (writs, etc.) for each case and hands them to the judge as each case is called.
- Liaise with the Registrar of the High Court of Namibia regarding the recess timetable of the High Court.
- Scrutinize documents received from appellants/applicants to ensure conformity to the rules of the Lands Tribunal.
- Formulate the budget and proper control of expenditure of the Lands Tribunal.
- Any other duties as may be assigned by the Chairperson of the Lands Tribunal/supervisor.

DEPARTMENT: LAND REFORM, RESETTLEMENT AND REGIONAL PROGRAMME IMPLEMENTATION

DIRECTORATE: LAND REFORM AND RESETTLEMENT

DIVISION: LAND BOARDS, TENURE AND ADVICE

SECTION: LAND TENURE AND ADVICE

Post Designation	:	Public Relations Officer Grade 8
1xPost	:	Windhoek
Salary scale	:	N\$ 202 597 – N\$ 242 120
Housing allowance	:	N\$ 13 080. 00 per annum
Transport allowance	:	N\$ 7 176. 00 per annum

Minimum requirements: A B- Degree on (NQF L7) or equivalent qualification in Communications/Media Studies.

Additional requirements

Proficient in image editing (Photoshop, Paint Shop or the like) and in possession of a valid driver's Licence

Main duties

- Responsible for public relations and communication with different stakeholders, including communities;
- Ensure that communities and the public are made aware of the rights and benefits obtainable via Flexible Land Tenure System (FLTS), including stakeholders involved and their roles;
- Contact communities and discuss their views and interests;
- Advise employees, LROs, LAs and NGOs on communication with different stakeholders;
- Responsible for communication of social issues and benefits of registration in FLTS;
- Develop publications such as leaflets and publications;
- Plan, coordinate and edit the regular newsletter;
- Set-up and operate FLT-website and newsletter email list; Gather press clippings;
- Assist in the development and implementation of strategic press plans for issue campaigns;
- Occasional press releases (radio, print) on an ad hoc basis or periodically;
- Assist and support in the design and development of training curricula, including training material;
- Organise a FLTS photo library; Assist the Project manager and supervisor with day-to-day activities;
- Any other duties as may be assigned by the supervisor.

DIRECTORATE: SURVEY AND MAPPING
DIVISION: SURVEYS AND LAND INFORMATION
SUBDIVISION: FIELD SURVEYS
SECTION: CADASTRAL SURVEYS

Post Designation	:	Senior Survey Technician Grade 8
1xPost	:	Windhoek
Salary scale	:	N\$ 202 597 – N\$ 242 120
Housing allowance	:	N\$ 13 080. 00 per annum
Transport allowance	:	N\$ 7 176. 00 per annum

Minimum requirements: Registration with SURCON as a Survey Technician plus three (3) appropriate experience.

Generic duties

- supervise occupationally related staff and support staff where necessary operational level with 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; and the control (provisioning, purchasing and storing) of surveying instrumentation and equipment.

NB: All foreign qualifications must be submitted with an evaluation of qualification from Namibia Qualification Authority. Applications must be completed on form 156043, which is obtainable at any Government office, with certified copies of qualifications, **certificate of services**, identity documents and a comprehensive CV attached to it. Women and people with disabilities are encouraged to apply. Incomplete applications will not be considered. Candidacy is limited to Namibian citizens.

Enquiries: Ms Njahi Mushe, Telephone: 061-2965328

Applications must be forwarded to:

The Executive Director
Ministry of Land Reform
Private Bag 13343
Windhoek

OR Hand Delivered
Ministry of Land Reform
Private Bag 13343
**No: 55 Robert Mugabe Avenue,
Windhoek**

MINISTRY URBAN AND RURAL DEVELOPMENT

DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND INFORMATION TECHNOLOGY

DIVISION: GOVERNOR'S OFFICE SUPPORT SERVICES

Post designation	:	Control Administrative Officer Grade 6
1xPost	:	Hardap Governor's Office
Salary Scale	:	N\$ 328,139- 392,158
Housing Allowance	:	N\$ 13,080 per annum
Transport Allowance	:	N\$ 7 680.00 per annum

Minimum requirements: National Diploma or equivalent qualification on NQF Level 6 plus 6 years appropriate working experience.

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

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.

MINISTRY OF WORKS AND TRANSPORT

DEPARTMENT OF ADMINISTRATION AND CENTRALISED SUPPORT SERVICES

DIRECTORATE: ADMINISTRATION

DIVISION: MANAGEMENT AUXILIARY SUPPORT SERVICES

SECTION: MAINTENANCE SERVICES

Post Designation : Artisan Grade 10 (Electrical)
1x Post : Windhoek
Scale of salary : N\$ 147 485 - 176 895 per annum

Minimum requirements: Completed apprenticeship OR A Trade Diploma issued in terms of existing legislation OR Certificate Level III in Electrical General.

Enquiries: Mrs. Poinsettia Beukes: 061- 208 8101 /Ms. Anna-Lize Karondore: 061-208 8240

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

Note!!!!!!Only shortlisted candidate will be contacted and no documents will be returned.

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

OR hand delivered to: First floor

The Human Resource Office
Ministry of Works and Transport
Registry Office - Room 101

KUNENE REGIONAL COUNCIL
DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: SESFONTEIN SETTLEMENT

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

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

Additional requirements: The ideal candidate must have basic knowledge of project management, uniform stock control system, public service fleet management, filling system, and basic financial management. Candidate should have a valid driver's license. Candidates with Local government administration background are requested to apply.

Main Duties and Responsibilities:

- Report Information Technology related problems to the Regional Council head office.
- Coordination of Settlement development activities in collaboration with the Settlement Development committee and Regional Directorate of Planning
- Oversee the revenue collection and account for all related fees at the settlement
- Responsible for the provision and management of settlement services such as water supply and refuse removal/waste management
- Provide budgetary inputs to the Deputy Director
- Identify staffing needs/resources
- Responsible and supervise minute-taking at Settlement Advisory/Development Committee meetings
- Compile monthly settlement reports
- Supervise the updating of settlement inventory registers
- Monitor and control the counter book

Enquiries: Ms. Sendra Nakale/Ms. Beata N. Komeya @ Tel No: 065 273 950

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES
DIVISION: RURAL SERVICES

Post Designation	:	Senior Community Liaison officer Grade 8
1xPost	:	Opuwo
Salary Scale	:	N\$ 220 828 – 263 911
Salary Notch	:	N\$ 220 828 per annum
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification at NQF level 6 with one or more of the following subjects: Development Studies, Economics, Agriculture, Project Management, Community development and any other related subjects.

Supplementary Requirements: Preference will be given to candidates with 3 years' experience in Community based projects Management, Computer Literacy, possess a valid driver's license older than 3 years and an extensive knowledge of the region.

Main Duties and Responsibilities:

- Support the Chief Community Liaison Officer
- Organize and conduct monitoring and evaluation of rural development projects.

- Facilitate the transfer of funds
- Facilitate the procurement of goods and services
- Compile reports
- Monitor the budget execution
- Mobilize resources
- Execute rural development programmes
- Promote innovation of rural development

Enquiries: Ms. Leena Daniel/Ms. Beata N. Komeya @ Tel No: 065 273 950

**DIRECTORATE: COMMUNITY HEALTH
SECTION: HIV/AIDS**

Post Designation	:	Senior Community Liaison officer Grade 8
1xPost	:	Opuwo
Salary Scale	:	N\$ 220 828 – 263 911
Salary Notch	:	N\$ 220 828 per annum
Housing Allowance	:	N\$ 13 080 per annum
Transport Allowance	:	N\$ 7 680 per annum

Minimum requirements: An appropriate National Diploma at NQF Level 6 with one or more of the following subjects: HIV/AIDS management, Public Health, Health Economics Sociology, Counseling, Community Development and project Management. Plus 3 years appropriate experience.

Supplementary Requirements: A valid driver's license older than 3 years, and an experience in HIV/AIDS programmes.

Main Duties and Responsibilities:

- Actively popularize the National HIV policy, promote, strengthen and implement a multi-sectorial approach.
- Coordinate regional HIV and AIDS activities and provide secretarial functions to Regional Aids Coordinating Committee.
- Prepare and present HIV and AIDS annual plan and budget to Regional Aids Coordinating Committee
- Responsible for writing proposals for funding of HIV and AIDS activities
- Establish distribution points of condoms and literature
- Coordinate relevant events within the region in collaboration with Directorate of Special Programmes in Ministry of Health and Social Services
- Facilitate the provision of logistical and technical support to Regional/National events on HIV and AIDS in collaboration with the stakeholders

Enquiries: Ms. Tuyakula Kaudinge/Ms. Beata N. Komeya @ Tel No: 065 273 950

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

Public Service application form for employment 156043 and Health questionnaire form 156094 as amended 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 Acting Chief Regional Officer or Hand deliver to:
Kunene Regional Council**

**Human Resource Office
Private Bag 502
Kunene Regional Council
Opuwo
Mbubijazo Muharukua Street
Opuwo**
