



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

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Ref.: **13/18/5**

Enquiries: Mr Samuel Guruseb

E-mail: Samuel.Guruseb@opm.gov.na

Department Public Service Management

BPI House, Independence Avenue

PO Box 1117

WINDHOEK

01 August 2023

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

CC: PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. G OF 2023

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

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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. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).**
- (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 to if the situation so dictates (*vide* PSSR BVII/IX on secondment)

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

(i) Applications which do not meet the requirements set out in paragraphs 4(a)(i), (ii) and (iii) as well as paragraph 4(b)(i) above, must be returned without further delay to the relevant Office/Ministry/Agency for rectification.

(ii) Applications are scheduled on form ZO/353(1) according to the prescriptions contained in PSSR B.II/II.

(iii) The schedule [form ZO/353(1)] as well as the application form and other relevant documents of all scheduled candidates must be submitted to this department together with the letter of nomination. Full motivation must be provided with regard to the candidates not nominated. The last column on the right-hand side of the schedule [form ZO/353(1)] must be used for this purpose.

(d) General

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

5. All staff members who were appointed/promoted/transferred to job designations or job categories with relaxation of the prescribed educational qualifications will no longer be allowed to advance further in the job categories for which relaxations were granted, unless they obtain the prescribed educational qualifications required for the job designations they are aspiring to.

6. CLOSING DATE: 01 SEPTEMBER 2023

Signed by Tuyakula Haiping
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

OFFICE OF THE PRIME MINISTER

DEPARTMENT: PUBLIC SERVICE COMMISSION SECRETARIAT
DIRECTORATE: HUMAN RESOURCES COMPLIANCE

Post	:	Director Grade 3
1xPost	:	Windhoek
Salary Scale	:	N\$528,198 – N\$560,522
Motor Vehicle Allowance	:	N\$126,375 per annum
Housing Benefit	:	N\$81,558 per annum

Advertisement Requirement:- A Bachelor Degree in Human Resources Management or equivalent qualification at NQF Level 7 plus nine (9) years' experience in the field of Human Resources, Public Administration, and or Management.

Key Performance Areas:

- Heading the Directorate by managing, directing and coordinating the functions and activities of the Directorate.
- Comprehensive understanding of recruitment policy, grievances, Misconduct, Appeals and disciplinary procedures.
- Monitor compliance and evaluate the application of procedures, systems and standards in the Public Service.
- Facilitating investigations on grievances and compile reports and submit to the Public Service Commission.
- Provide guidance and interpret the provisions of all applicable laws, policies and Staff Rules.

Applications form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify the application, and no documents will be returned.

Enquiries: Ms Ellie Ndungula 061-287 2148/ Mr Tjirorua Tjihambuma 061-287 3043

Completed applications for employment forms should be addressed to:

**The Executive Director
Office of the Prime Minister
Private Bag 13338
Windhoek**

Or

**Hand deliver to Division Human Resources, Fifth (5) Floor, Office of the Prime Minister, Theo-Ben Gurirab Building
Windhoek**

MANAGEMENT CADRE

MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DIRECTORATE: DEFENCE CENTRAL STAFF

Post Designation	:	Director Grade 3
1xPost	:	Windhoek
Salary Scale	:	N\$ 528,193 – N\$560,522
Motor Vehicle allowance	:	
Capital Costs	:	N\$ 87, 202 per annum
Running Costs	:	N\$ 27, 273 per annum
Total Vehicle Allowance	:	N\$ 114, 475 per annum
Housing Allowance	:	N\$ 81,558 per annum

Minimum requirements: An appropriate B-Degree /Degree in Strategic Management at NQF Level 7 preferably in Military Studies plus 9 years appropriate experience. Master will be an added advantage.

Responsibilities

- Directly responsible for the development and implementation of MODVA monitoring and evaluation plan.
- Coordinates Ministerial projects performance, reporting and responsible for compilation of performance reports.
- Provide strategic direction and guidance for the development ministerial strategic plan.
- Responsible for research on policy development.
- Coordinate policy formulation and policy review.
- Monitor and evaluate policy implementation.
- Directs guides and manages Directorate components in fulfilling the responsibilities.

Core Competencies:

- Ability to work effectively in demanding situations, identifying priorities to meet targeted goals and objectives. Ability to anticipate workload problems and plan to cope with them effectively within the required time frame.
- Ability to think literally to solve demanding policy issues; drive forward and help implement new initiatives and process
- Proven track record of work undertaken in designing and or implementing strategies to monitor and evaluate projects.
- Knowledge of modern management practices to manage complex stakeholder interactions and politically sensitive situations.

Enquiries: Brig Gen PSPA Nathing, Tel: (061) 2042167

DIRECTORATE: CONSTRUCTION AND MAINTENANCE

Post Designation	:	Director Grade 3
1xPost	:	Windhoek
Salary Scale	:	N\$ 528,193 – N\$560,522
Motor Vehicle allowance	:	
Capital Costs	:	N\$ 87, 202 per annum
Running Costs	:	N\$ 27, 273 per annum
Total Vehicle Allowance	:	N\$ 114, 475 per annum
Housing Allowance	:	N\$ 81,558 per annum

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Minimum requirements: An appropriate B-Degree at NQF Level 7 plus 9 years appropriate experience.

Additional requirements: An appropriate Degree in Architecture, Quantity Surveying or Engineering Services with appropriate registration with relevant professional body will be an advantage.

Responsibilities

- Manage and exercise control over personnel and activities within the Directorate of Construction and Maintenance (DCM) in respect of budgetary, staff, resources, planning, policy organization, training and motivation methods.
- Be accountable to the office of the Executive Director on all matters pertaining to the Directorate. Liaise with the Offices of the Executive Director and the Chief of the Defence Force (CDF) and other Directorates regarding Capital Project, Maintenance and Defence Estate activities, inputs and programs.
- Co-ordination of all professional, technical and administrative related matters, assigning and distribution of work tasks and performance control measures within the Directorate.
- Constantly guiding, directing and advising senior and junior staff in annual planning and execution of the objectives of the Directorate and adhere to Performance Management System.
- Ensuring that sound project management principles are applied and claims for extensions of time, penalties, price increases and variation orders / site instructions are judiciously decided.
- Managing of all staff members including appointments, transfers, disciplinary issues, promotions and identification of their training needs.
- Setting overall priorities, resolving management problems, implementing solutions and arranging leave in such a way that fluidity and continuity of operations in the Directorate is maintained at all times.
- Preparing financial, progress, quarterly and annual reports of the Directorate and developing and maintaining of a project managing system for the effective and efficient control and monitoring of the execution of capital projects on the development budget.
- Developing and maintaining of an acceptable system for the appointment of consultants for rendering of professional services to the Directorate.
- Submitting short, medium and long term planning of Works Infrastructure to the National Planning Commission and maintain close coordination and liaison with the Ministry of Works and Transport, other Ministries and relevant Offices.
- Preparing Sector Issue Papers and mid-term reviews to the National Planning Commission and the Ministry of Finance and Public Enterprises.
- Ensuring the applicable Government Policy, regulations and instructions regarding all work handled by the Directorate are adhered to and maintained.
- Ensuring the collection and analysis of the technical data on Capital and Maintenance projects for decision making purposes and its dissemination to End Users of the facilities, professional consultants and private contractors as appropriate.
- Ensure correctness of all invoices before those are signed off for payment by responsible staff.
- Any other duties as may be assigned by the Executive Director as may be required and ensure that request from line Ministries and other Offices are attended to on time.

Enquiries: Mr LS Likando, Tel: (061) 2042214

**DIRECTORATE: FINANCE
DIVISION: BUDGET CONTROL**

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$ 492,567 – N\$ 517,836
Housing Benefit	:	N\$ 68,188 per annum
Motor Vehicle Allowance	:	N\$ 102,701 per annum

Minimum Requirements: An appropriate B –Degree at NQF Level 7 plus 9 years appropriate experience.

Responsibilities

- Monitoring and regulating Defence Expenditure with a view to controlling the monthly cash flow.
- Budget Control.
- Authorizing weekly Defence spending.
- Render active support to Chief Accountants in their management plans, efforts and problems.
- Exercise personnel management, including leave admin in the Finance Directorate.
- Liaising with other MOD Directors in coordinating the administration of the Directorate of Finance.
- Support the Director to manage all financial matters pertaining to the Ministry of Defence as per delegated powers.

Enquiries: Ms M. Maurihungjirire, Tel: (061) 2042181

**DIRECTORATE: INFORMATION AND COMMUNICATION
TECHNOLOGY (DICT)
DIVISION: INFORMATION TECHNOLOGY**

Post Designation	:	Deputy Director: Systems Administration Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$ 492,567 – N\$ 517,836
Housing Benefit	:	N\$ 68,188 per annum
Motor Vehicle Allowance	:	N\$ 10, 701 per annum

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

Additional Requirements: A B-Degree in IT/Computer Science/ Computer Engineering plus appropriate experience in IT including a minimum of three (3) years at managerial level. Fluency in written and spoken English, good research capability, analytical skills, innovative and creative thinking abilities.

Job description:

- Formulate and update IT System policies and directives.
- Plan, manage and control IT System budget.
- Plan the establishment, development and integration of MODVA and NDF IT System.
- Draw up tender proposals and tender evaluation reports on IT equipment and system for procurement and approval.
- Plan, design, analyze and coordinate all development and customizing projects within the MODVA and NDF.

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- Inspect and verify system implementation, in accordance with stated specification.
- Ensure IT system security in line with MODVA and NDF security policies.
- Update and development of MODVA and NDF web sites.
- Investigate, analyze and advice Director ICT on appropriate computer hardware and software, human resources and funds needed for specific development project.
- Setup and continuously improve Systems Development, Software Development and Structural Automation laboratories for new technologies.
- In close coordination with Defence Legal Advisor (DLA), ensure that all system, software, automation and robotics created by MODVA are legally registered as copyrights or as patents in full interest of the MODVA.
- Provide regular and up-to-date reports on activities executed for periods under review.
- Liaise with OPM and other organizations and represent the MODVA and NDF on Public Service Committee on ICT.
- Manage, supervise, monitor and evaluate the staff in the division.
- Carry out other official duties assigned to him/her by Director ICT.

Enquiries: Brig Gen El Ugwanga, telephone: (061) 2042073

DIVISION: INTERNAL AUDIT

Post Designation	:	Deputy Director: Internal Auditing Grade 4
1 Post	:	Windhoek
Salary Scale	:	N\$492,567 – N\$ 517,836
Housing Allowance	:	N\$ 68,188 per annum
Motor Vehicle Allowance	:	N\$ 102,701 per annum

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

Additional Requirements: A minimum of three (3) years satisfactory service as Chief Internal Auditor in the Public Service Sector. At least eight (8) years' experience of working in an Internal Audit environment in the Public or Private Sector

JOB DESCRIPTION:

- Establishing policies for the audit activity and directing its technical and administrative functions
- Developing and executing a comprehensive audit programmes for the evaluation or management controls provided over activities.
- Identify areas of risk ranking of ensuring appropriate audit coverage for the Internal Audit prioritize accordingly.
- Compile a comprehensive audit, long-range programme audit coverage depends on the risk ranking of the activities under review based on the input from CIA'S
- Identify those activities subject to the audit coverage, evaluating their significance, and assessing the degree of risk inherent in the activity in terms of costs schedules and quality.
- Directing and guiding the overall examination of the effectiveness of all levels of management in their stewardship of government resources and their compliance with established policies and procedures.
- Recommending of improvement of management controls designed policies to safeguard resources and assets, promote and champion a healthy control environment and ensure compliance with laws and regulations.
- Obtain and maintain audit staff, capable of accomplishing the Internal Audit mandate.
- Assigning audit areas, staff, and budget to Chief Internal Auditors.
- Maintain a system of time management on all projects.

- Establishing and maintaining standards of performance and by review, determine that performance meets these standards.
- Reviewing procedures and records for their adequacy, to accomplish intended objectives, and appraising policies and plans relating to activity of functions under audit review.
- Directing and guiding on a daily basis to ensure proper and timely performance of work in compliance with the Public Service Act, 1995(Act 13 of 1995), as well as the Public Service rules and regulations.
- Risk management register.

Enquiries: Mr LS Likando: Telephone: (061) 2042214

PLEASE NOTE:

- Security vetting will be conducted on the first three highest scorers after the oral interview.
- All Public Servant applicants should send their applications through their O/M/A Human Resource offices and confirmation of probation letters must be attached;
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.
- The "Application for Employment"-form (new format) as well as the "Health Questionnaire" (available at all Offices/Ministries/Agencies) should be properly completed and signed. Failure to use the new format and properly complete all items on the "Application for Employment"-form and/or "Health Questionnaire" and not attaching the necessary/required documents to the application form will disqualify the application.
- Only Shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents shall be returned to the applicants.
- Application for Employment"-forms accompanied by the applicant's comprehensive curriculum vitae and all relevant certified copies of all educational/academic qualifications, academic records/transcripts, must be submitted to:

Address:

**The Executive Director
Ministry of Defence and Veterans Affairs
Private Bag 13307
WINDHOEK**

MANAGEMENT CADRE

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DEPARTMENT: SUB-NATIONAL GOVERNMENT AND TRADITIONAL AUTHORITIES AFFAIRS

DIRECTORATE: REGIONAL, LOCAL GOVERNMENT AND TRADITIONAL AUTHORITIES
COORDINATION

Post Designation	:	Director Grade 3
1xPost	:	Windhoek
Salary Scale	:	N\$ 528, 193 – 560, 522
Motor Vehicle Allowance	:	N\$ 114, 475 per annum
Capital Cost	:	N\$ 87, 202
Running Cost	:	N\$ 27, 273 per annum
Housing benefit	:	N\$ 81, 558 per annum

Minimum requirements: A B Degree at NQF Level 7 or a recognised Master's Degree in Public Administration/Management, Urban Management/Development or Law at NQF Level 9 and/or equivalent/related qualifications plus nine (9) years appropriate experience.

Main duties of the job

Provide overall leadership and direction in the development, implementation and coordination of national policies/legalisation, guidelines/standards and programmes for regional, local government and traditional authorities sector.

- Overall strategic leadership, management and coordination over the operations and programmes of the directorate
- Development and implementation of strategic and annual plans that are aligned to the Ministry's strategic and annual plans as well as national development plans and initiatives
- Development/review of policy, legal and regulatory frameworks and instruments as well as administrative systems that are required to enable the Directorate and sub-national governments and traditional authorities to effectively perform their mandates and the implementation and administration thereof with a sense of urgency.
- Adequate planning, provision and management of the financial, human and technical resources that are required to enable the Directorate and its Divisions and sub-national governments and traditional authorities to effectively perform their mandates
- Facilitate the establishment and development of effective regional, local government and traditional authorities
- Development and implementation of sector standards and early warning systems for performance monitoring and legislative compliance by the sub-national governments and traditional authorities
- Development and implementation of capacity development programmes and initiatives for sub-national governments and traditional authorities
- Coordination of organization development and industrial relation matters for local authorities
- Coordination and management of land delivery at regional and local authorities
- Coordination of the implementation of disaster risk management policies and programmes at local authority level
- Coordination of financial matters of sub-national governments including their budget proposals and implementations control
- Coordination of the implementation of Regional and Local Economic Development programmes and projects by the Ministry, sub-national governments and other stakeholders
- Coordination of Traditional Authorities' matters and the administration of the work of the Council of Traditional Leaders

- Conduct research and documentation on development and best practices within the regional, local government and traditional authorities sectors
- Liaise with other Government Ministries/Offices and other relevant stakeholders on all matters affecting regional, local and traditional authorities' governance.
- Any other functions as may be assigned by the Executive Director or his/her superior from time to time

Administrative Functions

- Supervise, monitor and ensure the effective functioning and performance of the Directorate as per its assigned mandate and approved work plan and as an integral part of the Ministry and its overall organisation work plan
- Ensure that the functions and activities of the Directorate are designed and carried out in conformity with the applicable policies, laws and regulations and other compliance standards and requirements;
- Provide leadership in the development of a strategic and annual plan for the Directorate and ensure that the Directorate's plans and activities are aligned to the overall plans and activities of the Ministry
- Ensure that all staff members of the Directorate have job descriptions, have signed performance agreements and their performance is reviewed/appraised as per the guidelines set by the Office of Prime Minister or instructions from his/her supervisor or the Executive Director;
- Perform any other assignments as may be assigned by the Executive Director.

**DIRECTORATE: REGIONAL, LOCAL GOVERNMENT AND TRADITIONAL
AUTHORITIES COORDINATION
DIVISION: REGIONAL COUNCILS AND TRADITIONAL AUTHORITIES COORDINATION**

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$ 492, 567 – N\$ 517,836
Motor Vehicle Allowance	:	N\$ 102, 701 per annum
Capital Cost	:	N\$ 76, 950
Running Cost	:	N\$ 25, 751
Housing benefit	:	N\$ 68, 188 per annum

Minimum requirement: A B Degree at NQF level 7 in Public Administration/Management or Law and/or equivalent/related qualification plus nine (9) years appropriate working experience.

Main duties of the job

- The Deputy Director is responsible for overseeing the development, formulation and administration of legislation pertaining to Regional Councils and Traditional Authorities, for providing and coordinating technical support and capacity building to stakeholders, for overseeing research and for ensuring harmonized and sustainable implementation at regional councils and traditional authorities.
- In fulfilling the above, the Deputy Director manages a division, reviews existing legislation, ensures adherence to national legal and procedural frameworks.
- He/she ensures that government systems proposed fits in legislation and policies, advises regional councils and traditional authorities.
- Provides or coordinates – capacity building and oversees compliance

NOTES TO CANDIDATES:

1. Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.
2. Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
3. Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
4. The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK

OR

Hand delivers to:

Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street

HARDAP REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: LIFE-LONG LEARNING

Post Designation	:	Deputy Director Grade 4
1xPost	:	Mariental
Salary scale	:	N\$ 492, 567 – N\$517, 836
Motor Vehicle Allowance	:	
Capital costs	:	N\$ 76,950.00 per annum
Running costs	:	N\$ 25,751.00 per annum
Total Allowance	:	N\$ 102,701.00 per annum
Housing Benefit	:	N\$ 68,188.00 per annum

Minimum Requirements: A B. Degree at NQF Level 7 7 in Adult Education OR Library and Information Science OR Bachelor of Computer Science plus 9 years appropriate experience in Library OR Computer Services, of which at least five (5) years must be at supervisory /middle management level., policy execution, organization, financing, personnel provision, and management.

Additional Requirement: A Relevant Master's Degree in the afore-mentioned qualifications will be of added advantage.

Enquiries: Mr. Gerhard S. Ndafenongo
Regional Director
Tel (063) 245708

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

OFFICE OF THE PRIME MINISTER

DEPARTMENT: PUBLIC SERVICE E-GOVERNANCE MANAGEMENT, SUBDIVISION: ELECTRONIC DOCUMENTATION AND RECORDS MANAGEMENT SYSTEM

Post Designation	:	Chief Archivist, Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403, 3922
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum requirement: A Bachelor Degree in Archival Studies or Record Management at NQF Level 7 or equivalent qualification plus five (5) years' experience in supervision of Registries, Archives Act and a sound knowledge of modern information and records management practices.

Key Performance Area:

- To advise O/M/As on the filing Systems/Filing Plans, with the applications of Retention and Disposal Schedules and Guidelines.
- To advise O/M/A/s towards modern information and records management practices.
- To manage a wide range of electronic work-flow processes related to information, documents and e-records.
- To determine training requirements of end-users and infrastructure preparation for EDRMS portal management
- To disseminate information on EDRMS through publications and web-based interference actions.

Enquiries: Ms Ernstine Dama Tel 061 287 2477/ 061-287 2046/Ms Yolande Rijarua Tel: 061-287 2913

DEPARTMENT: PUBLIC SERVICE E-GOVERNMENT DIRECTORATE TECHNICAL SUPPORT AND NETWORK SERVICES SUBDIVISION AUXILLIARY SUPPORT SERVICES

Post Designation	:	Senior Private Secretary Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$ 227,453 – 271,828
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$ 14, 520 per Annum

Minimum requirements: A National Diploma in Office Administration, Business Administration or equivalent qualification on NQF Level 6 plus three (3) years' experience in office administration field.

Key Performance Area:-

- Recording of all incoming and outgoing correspondences and timely process them
- Drafting of correspondences for the Deputy Executive Director
- Arranging of the Deputy Executive Director travellings
- Convene and minute proceedings at Departmental and other official meetings.
- Screening and channeling of telephone calls and visitors
- Ordering the stationaries of the Office of the Deputy Executive Director
- Produce, store and retrieve correspondences and other official documents.
- The updating of diaries and other sources of reference

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- The making of appointments, reservation and traveling arrangements
- Answer telephones calls within three (3) rings, record and rely messages timely
- Taking down of minutes at meetings

Applications form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify the application, and no documents will be returned.

Enquiries: Ms Ernstine Dama 061-287 2477 / Ms Anna- Marie Edward Tel: 061-287 6224

**OFFICE OF THE EXECUTIVE DIRECTOR
DIRECTORATE: PUBLIC OFFICE BEARER COMMISSION SECRETARIAT**

Post Designation	:	Private Secretary Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$185,920 – N\$222,994
Transport Allowance	:	N\$8,760.00 per annum
Housing Allowance	:	N\$11,616.00 per Annum

Advertisement requirements: A National Diploma in Office Administration, Business Administration on NQF Level 6 or equivalent qualification

Key Performance Area:-

- The typing of manuscripts
- The screening and channeling of telephone calls and visitors
- The updating of diaries and other sources of reference
- The making of appointments, reservation and traveling arrangements
- The performing of elementary administrative work
- The taking and replying of messages
- The ordering of office supplies
- The taking down of minutes at meetings where so required
- The serving of and arranging for provision of refreshments
- The making of photocopies and the collecting and delivering of documents
- The filing and safekeeping of all documents where so required
- The performing of any other relevant duties which may be assigned.

Applications form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify the application, and no documents will be returned.

NB: Please note this post is subjected to a Vetting Process.

Enquiries: Ms Nelson Kashinduka 061-287 2141 / Mr Oscar Muyatwa Tel: 061-287 2037

DEPARTMENT: PUBLIC SERVICE MANAGEMENT
DIRECTORATE: HUMAN RESOURCES PLANNING AND DEVELOPMENT
DIVISION: HUMAN RESOURCES DEVELOPMENT
SUBDIVISION: TRAINING AND DEVELOPMENT, MONITORING AND EVALUATION

Post Designation	:	Human Resource Policy Analyst Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Transport Allowance	:	N\$8,760 Per annum
Housing Allowance	:	N\$14,520 Per annum

Minimum requirements: A B-Degree in Human Resource Management, Public Administration at NQF Level 7 or equivalent qualification plus three (3) years' experience in Human Resources, Public Policy, Learning and Development or Training field.

Additional requirements: Candidates must be at a Grade 7 or Grade 8 level at least for a period of three (3) years dealing with Human Resource Development, Management of training functions and Competency Development.

Key performance areas:

- Coordinate the development of the Training and Development (T&D) Plans of O/M/As training providers for implementation;
- Provide support and technical advice in the implementation of Human Resource Development Framework, Guidelines, Procedures and Directives.
- Coordinate and facilitate research and updating of learning and development materials, techniques and aids.
- Monitor and evaluate the implementation of Public Service Staff Rules on training and development policies, guidelines, procedures and directives.
- Facilitate the training of Learning and Development Offices in O/M/As.
- Attend and advise O/M/As Training Committee on T&D activities.
- Organise Learning and Development Officers Forums.
- Obtain O/M/As Training and Development Statistics and compile Public Service Training and Development Reports.

Enquiries: Ms Geneva Tshelakgosi Tel: 061-287 2145/ Mr Hiskia Tjaronda 061 287 3084

DEPARTMENT: PUBLIC SERVICE MANAGEMENT
DIRECTORATE: PERFORMANCE IMPROVEMENT

Post Designation	:	Human Resource Policy Analyst Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Transport Allowance	:	N\$8,760 per Annum
Housing Allowance	:	N\$14,520 per annum

Minimum requirements: A Bachelor Degree in Human Resource Management, Public Administration or Business Management Majoring in Human Resources or equivalent qualification on NQF Level 7 plus appropriate 3 years' experience in the HR field/environment and Public Policy.

Key performance areas:-

Assist in developing Strategic and Annual Plans for the O/M/As and Regional Councils.

- Assist O/M/As with Performance Agreement and Performance Review.

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- Promoting awareness of Performance Management in O/M/As and RC on the importance of adhering to good governance practices in the Public Service.
- Help OMAs and RC to develop, review, update, and implement Customer service charter.
- Co-ordinate the implementation of the Business Process Re-engineering and Customer Service Charter across the Public Service
- Analyze and advise OMAs and RCs on the Identification of core Processes
- Assist OMAs and RCs to identify business processes for re-engineering;
- Provide technical support and facilitation the Implementation of the BPR Project
- Provide technical support and facilitation the Implementation of the Customer Service Charter
- Co-ordinate training on the BPR framework and Customer Service Charter across the whole Namibian Public Service through NIPAM
- Monitoring, evaluating, and reporting progress on BPR implementation and Customer Service Charter
- Train and support staff members in OMAs and RCs on critical core processes
- Create awareness of BPR and Customer Service Charter to promote good governance practices in the Public Service;
- Assist team members to improve their performance and develop their potential
- Conduct research/benchmark on best practices to implement BPR and Customer Service Charter

Applications form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify the application, and no documents will be returned.

Enquiries: Ms Geneva Tselakgosi Tel: 061-287 2145/ Mr Martin liping 061-2873093

**DEPARTMENT: CABINET SECRETARIAT, POLICY ANALYSIS AND COORDINATION
DIRECTORATE: POLICY IMPLEMENTATION, MONITORING AND EVALUATION**

Post Designation	:	Policy Analyst Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$277,264 -331,358
Transport Allowance	:	N\$8,760 per Annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: A B-Degree in Social Sciences, Economics, Public Administration at NQF Level 6 or equivalent qualification plus three (3) years' experience in the field of Public Policy.

1. Key Performance Area: Monitor and Evaluate progress of the Implementation of Cabinet Decisions by Offices/Ministries/Agencies and report to Secretary to Cabinet, and with the following specific duties:

- Scrutinise, analyse and collate Reports from O/M/As;
- Monitor compliance to the implementation monitoring instrument by O/M/As;
- Compile and submit quarterly Reports.
- Coordinate the implementation of major policy decisions by O/M/As;
- Liaise with the Cabinet Liaison Officers in the compilation of reports and the Implementation of Cabinet Decisions and other related business.

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NB: **Please note that this post is subjected to a vetting process.**

Enquiries: Ms Josephine Kafunga Tel: 061- 287 2144/Mr. Jackson Muramba [Tel:061-2707810](tel:061-2707810)

**DEPARTMENT: CABINET SECRETARIAT, POLICY ANALYSIS AND COORDINATION,
DIRECTORATE: CABINET COMMITTEES COORDINATION**

Post Designation	:	Policy Analyst Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$277,264 - 331,358
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: A B-Degree in Social Sciences, Economics, Public Administration at NQF Level 6 or equivalent qualification plus three (3) years' experience in the field of Public Policy.

Key Performance Area:-

- Provision of professional and technical services to the Cabinet Standing Committees and Ad-Hoc committees created by Cabinet from time-to-time, with the following specific duties:
- Conduct policy research on issues being addressed by Cabinet Committees and Ad-Hoc Cabinet Committees;
- Provide professional and technical services to Cabinet Committees Meetings, including the preparation of Meeting Agendas; Annotated Agendas; Records of Minutes; and Action Letters;
- Prepare and distribute Annual Cabinet Committee Meetings Calendars after endorsement by the Secretary to Cabinet.

NB: Please note that, this post is subjected to a Vetting process.

Enquiries: Ms Josephine Kafunga Tel: 061- 287 2144 / Ms. Foibe Phillipus [Tel:..061-287 2664](tel:061-2872664)

**DEPARTMENT: CABINET SECRETARIAT, POLICY ANALYSIS AND COORDINATION,
DIRECTORATE: POLICY RESEARCH AND ANALYSIS**

Post Designation	:	Policy Analyst Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$277,264 -331,358
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirements: A B-Degree in Social Sciences, Economics, Public Administration at NQF Level 6 or equivalent qualification plus three (3) years' experience in the field of Public Policy.

Key Performance Area: - provide professional and technical services to the Cabinet, policy research and analysis of key policy initiatives, with the following specific duties:

- Scrutinize relevant documents to ensure conformity to the prescribed requirements;
- Draft Meeting Agenda, preparation of briefing notes and other related business;

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- Conduct policy research and analysis;
- Ensure optimal notes of meetings as per set guidelines

NB: Please note that, this post is subjected to a Vetting process.

Enquiries: Ms Josephine Kafunga Tel: 061- 287 2144/Mr. Jackson Muramba Tel: 061-270 7810

**DEPARTMENT: PUBLIC SERVICE COMMISSION SECRETARIAT
DIRECTORATE: HUMAN RESOURCES STAFFING AND COMPLIANCE
SUBDIVISION: SUPPORT SERVICES**

Post Designation	:	Chief Information Officer Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Minimum Requirement : A Bachelor Degree in Journalism, Public Relations, Communications or Information Management at NQF Level 7 or equivalent qualification plus five (5) year's appropriate experience in processing and classification of publicity material and other communication media.

Key Performance Area:-

- Responsible for the development of promotional material and Information dissemination of the Public Service Commission (PSC) to the Public.
- To collect, select, processes, and classification of publicity material with a view to reporting and provisioning of comments on related information/media.
- To act as a representative of the Department by undertaking, inter alia, actions towards the preservation of a proper and desirable image of the Office of the Public Service Commission as well as good relations between the Office of the Prime Minister, other O/M/As and Regional Councils.
- To identify, order and manage information in a variety of media, such as books, journals, newspapers, leaflet.
- To provide information services internally to the Department internally and externally to the public.
- Answering of information-related queries from within the Department and from the public where appropriate.
- To serve as information gatekeepers by responding to the requests and picking out the right pieces of information.
- To make sure that the security, accessibility and quality of the information remains consistent and to conduct information audits.
- Maintain updated information on the Public Service Website.
- Consolidation and facilitate the printing of the Public Service Commission reports.

Enquiries: Mr Sennen Mukulu Tel 061 287 2142 /Mr Alfred Tjihambuma 061-287 2182

**DEPARTMENT: PUBLIC SERVICE COMMISSION SECRETARIAT
DIRECTORATE: HUMAN RESOURCES STAFFING AND COMPLIANCE
SUBDIVISION: SUPPORT SERVICES**

Post Designation	:	Information Officer Grade 8
Duty Station	:	Windhoek
Salary Scale	:	N\$227,453 – N\$271,828
Transport Allowance	:	N\$8,760 per annum

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Housing Allowance : N\$14,520 per annum

Minimum Requirement: A Bachelor Degree in Journalism, Public Relations, Communications or Information Management at NQF Level 7 or equivalent qualification.

Key Performance Area:-

- Preparing the identification and ordering of information in a variety of media, such as books, journals, newspapers, leaflet.
- To ensure that the security, accessibility and quality of the information remains consistent and to conduct information audits.
- Maintaining positive relationship with media outlets.
- To share information to the Department internally and externally.
- Ensure that the process of collection, selection, processes, and classification of publicity material is made for the reporting and provisioning of comments on related information/media.

Enquiries: Mr Sennen Mukulu Tel: 061 – 287 2142/ Mr Alfred Tjihambuma Tel: 061-287 2182

**DEPARTMENT: PUBLIC SERVICE COMMISSION SECRETARIAT
DIRECTORATE: HUMAN RESOURCES COMPLIANCE
DIVISION: GRIEVANCES, COMPLAINTS AND APPEALS**

Post Designation : Human Resource Policy Analyst Grade 6
1xPost : Windhoek
Salary Scale : N\$337,984 – N\$403,922
Transport Allowance : N\$8,760 per annum
Housing Allowance : N\$14,520 per annum

Advertisement Requirement: A Bachelor Degree in Human Resources Management or equivalent qualification at NQF Level 7 plus six (6) years' experience in Human Resources of which three (3) years should be at a level of a Senior Human Resources Practitioner Grade 7.

Key Performance Areas:

- Investigate and analyze grievances, complaints, from the public and staff members of O/M/As and RCs in accordance with establishment relevant laws.
- Ensure procedural and substantive fairness in all appeals applying the Public Service Staff Rules, Public Service Act, 13 of 1995, Public Service Act 2 of 1980 as amended, Labour Act, 11 of 2007, Regional Council Act 22 of 1992 as amended and the Constitution (Article 18) as well as other relevant laws
- Submit grievances and complaints for decision-making to the Commission
- Received appeals form applicants, review and submit to the Commission for decision making.
- Assist the Commission to the advice the Prime Minister and RCs on appeals.
- Received, analyze and process request for reinstatements.
- Provide feedback to the OMAs and RCs on matters pertaining to effective Human Resources matters.

Enquiries: Ms Ellie Ndungula 061-287 2148/ Ms Paulus Shilongo 061-287 3069

**DEPARTMENT: PUBLIC SERVICE COMMISSION SECRETARIAT
DIRECTORATE: HUMAN RESOURCES COMPLIANCE
DIVISION: MISCONDUCT**

Post Designation	:	Human Resources Policy Analyst Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum

Advertisement Requirement:- A Bachelor Degree in Human Resources Management or equivalent qualification at NQF Level 7 plus six (6) years' experience in Human Resources of which three (3) years should be at a level of a Senior Human Resources Practitioner Grade 7.

Key Performance Areas:

- Analyze and verify submissions of disciplinary cases due to misconduct to be presented to the Public Service Commission.
- Ensure that the misconduct procedures in O/M/As and Regional Councils are in line with the rules and regulations, procedures and other norms in the area of Human Resources Management.
- To make timely, accurate and qualitative submissions to the Commission in accordance with the rules and regulations stipulated by the Commission.
- To provide feedback to the O/M/As and Regional Councils after a decision is obtained from the Commission.
- To advise OMSA and regional Councils on matters pertaining to misconduct.
- To engage with key stakeholders on regular basis.
- Advise and educate OMs and Regional Councils on matters pertaining to effective Human Resources (HR) matters
- Undertake any appropriate duties assigned time to time by supervisor or any other authorized senior staff members.

Enquiries: Ms Ellie Ndungula 061-287 2148 / Ms Libertine Mbekele Tel: 061-287 3128

Completed applications for employment forms should be addressed to:

**The Executive Director
Office of the Prime Minister
Private Bag 13338
Windhoek**

Or

**Hand deliver to:
Division Human Resources
Fifth (5) Floor
Office of the Prime Minister
Theo-Ben Gurirab Building
Windhoek**

OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL SERVICES

DIRECTORATE: LOWER COURTS

DIVISION: COURT ADMINISTRATION LOWER COURTS (WINDHOEK AND KEETMANSHOOP MAGISTERIAL REGION)

Post designation	:	Chief Legal Clerk Grade 8
1xPost	:	Magistrate's Office Oranjemund
Scale of salary	:	N\$ 227, 453 – N\$ 271, 828
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: An appropriate National Diploma in Accounting, Business Administration, Public Management, Human Resource Management on NQF Level 6 or equivalent qualification plus **five (5)** years' experience in court administration.

Additional requirement

- Preference will be given to candidates with extensive knowledge and experience in quasi-judicial functions and court administration at Magistrate's Offices; and
- Valid driver's License with at least **(two) 2** years driving experience.

Key Accountabilities

- Daily Checking of financial transactions;
- Perform quasi-judicial functions;
- Receive state revenue in respect of bail, court fines and traffic fines;
- Perform administrative duties as prescribed in the codified and Treasury Instruction and other relevant legal instruments;
- Reconcile the monthly electronic cashbook and cash account and submitting it to Division Financial Management of Office of the Judiciary and Treasury at the Ministry of Finance;
- Reconcile MDSA (Magistrate's Deposit Suspense Account) On a monthly basis;
- Submit monthly expenditure cash account for commercial bank account to Division Financial Management of Office of the Judiciary;
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Court;
- Provision of advice to all staff members in accordance with the Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc;
- Perform bookkeeping functions;
- Balance/Reconcile revenue accounts/ registered;
- Compile and submit monthly reports in respect of revenue returns;
- Assess the performance agreements of junior staff members;
- Supervise and train staff; and
- Execute any other duties assigned by the supervisor or any other authorised persons.

Key Competencies

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;

- Ability to priorities and manage work effectively and efficiently

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

Please further note:

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

Enquiries:

The following officials may be contacted at the Human Resources Management Division in the event that further enquiries or information is required.

Enquiries: Ms. Tangeni Haitula, Tel: 061- 435 3554/Ms. Aletta Emvula, Tel: 061- 435 3603

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 APPLICATIONS WILL NOT BE CONSIDERED.

MINISTRY OF AGRICULTURE, WATER AND LAND REFORM

**DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT**

DIVISION: LIVESTOCK RESEARCH

SUBDIVISION: LARGE STOCK

Post designation	:	Senior Agricultural Technician Grade 8
1xPost	:	John Alphons Pandeni Research Station
Scale of Salary	:	N\$ 227, 453 – N\$271,828 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum
Remote and Hardship Allowance:	:	N\$ 13, 800 per annum

Minimum requirements: An appropriate 3-year National Agricultural Diploma (NQF L6) plus four (4) years of experience OR a two (2) Standardized Agricultural Diploma (or equivalent qualification) plus six (6) years appropriate experience with specific emphasis on livestock production. Main subjects should include animal husbandry, animal health, rangeland management, animal nutrition, marketing, breeding and selection among others. The candidate must be computer literate and must be in possession of a valid driver's license.

Recommendations: The applicant must be a Namibian citizen. Must be able to assist with supervision of research trials, reside full time at the station for the execution of duties. Preference knowledge in adult education and non-formal training.

Major functions:

- Assist the Scientific Officers in the systematic data collection for research trials.
- Observe and take certain measurements on animals and related research materials.
- Collect data and draw up reports.
- Manage the livestock on research station.
- Perform all livestock farming related activities, such as supervising calving, handling of calves, etc.
- Advice and train producers on specific farming practices.
- Execute farm planning which include water supply system, equipment, machineries and infrastructure such as fencing.
- Administer registers concerning materials and supplies.
- Handle personnel administration matters.
- Assist the Chief Agricultural Technician with all management and administrative duties.

Enquiries: Mr. Amos Hengua; Tel: (067) 243926/7 **Email:** amoshengua@gmail.com Mr. Kavetjiwa A. Mbinga; Tel: (061) 2087032 **Email:** amoshengua@gmail.com

**DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT**

DIVISION: LIVESTOCK RESEARCH AND PRODUCTION

SUBDIVISION: SMALL STOCK

Post designation	:	Control Agricultural Technician Grade 6
1xPost	:	Mariental
Scale of Salary	:	N\$ 337, 984 – N\$403, 922 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum

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Transport Allowance : N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate 3-year National Diploma in Agriculture (NQF Level 6) or equivalent qualification with minimum of six (6) years' experience or Standardized Agricultural Diploma / equivalent qualification, plus minimum of eight (8) years of experience in managerial position in agricultural technical field. The candidate must be computer literate and must be in possession of a valid driver's licence.

Recommendations: Strong background in human resource management, research, livestock management on GRN Research Farms, Pasture Science Management, Agronomy and good knowledge of State Finance Act (Act 31 of 1991), Treasury Instructions and Procurement Act will be an added advantage. Experience in livestock management and administration in supervisory capacity on GRN Livestock Research Stations will also be an advantage. The incumbent must be prepared to perform official duties after normal working hours and also travel extensively across the country to the Stations/Centres.

Major Functions:

- Supervise, plan and manage livestock, human resources and work procedures in consultation with CATs.
- Compile budgets of entire small stock research sub-division and ensure, distribution, implementation, monitor the expenditure of funds.
- Control and inspect all stocks on small stock research stations, including purchasing of material, maintenance of stock.
- Verify and endorse registers concerning materials and supplies, livestock, personnel, administration and so forth.
- Control all book keeping systems, income and expenditure on small stock research stations.
- Assisting researchers with implementation of projects at relevant small stock research stations
- Co-ordinate all research programmes/ projects including organization, implementation, execution and gathering of data.
- Mentor, advise and guide the Chief Agricultural Technicians on the small stock Research Stations.
- Pay regular control visits, ideally quarterly, to research stations where inspections could take place regarding all matters concerning such stations.
- Organize and facilitate meetings between personnel and management of research stations.
- Facilitate development of Performance Agreements (PA) as well as the quarterly PA reviews
- Assist the Deputy Director with all management and administrative duties

Enquiries: Ms. Deidre Januarie; Tel: (061) 208 7034 – Email: Deidre.Januarie@mawlr.gov.na

**DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION: CROP RESEARCH AND PRODUCTION**

Post designation	:	Chief Agricultural Technician Grade 7
1xPost	:	Kalimbeza Research Station
Scale of Salary	:	N\$ 277, 264 – N\$331,358 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum
Remoteness and Hardship Allowance:	:	N\$ 9, 000.00 per annum

Minimum Requirements: An appropriate 3-year National Diploma in Agriculture (NQF Level 6) or equivalent qualification plus minimum of six (6) years appropriate experience or 2 year

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standardized Agricultural Diploma or equivalent qualifications plus a minimum of eight years (8) relevant experience. The candidate must be computer literate and must be in possession of a valid driver's license.

Recommendation: Experience in crop management on GRN Research Stations and good knowledge of State Finance Act (Act 31 of 1991) and Treasury Instructions will be added advantage.

Duties:

- Plan and supervise all work related matters such as GRN/Crop Management, Human Resource Management and development administration on the Station.
- Implement work plan as per allocated budgets and set objectives.
- Manage all stock at duty station, including purchasing of materials, maintenance of stock and infrastructure.
- Implement and update all relevant registers concerning materials and supplies and personnel administration.
- Supervise the administration of proper book keeping systems, income and expenditure on research station
- Assist researchers with implementation of projects at research stations.
- Coordinate the work plan between researchers and farming operations including organization, implementation, execution and gathering of data.
- Organize and facilitate the formation of farm committees, as well as to assist with meetings at the station.
- Assist the supervisor (Control AT) with all management and administrative duties.
- Ensure adherence to all relevant Farm Rules and Regulations.
- Candidate must be prepared to reside on the Station so as to perform farm work after normal office hours, if necessary.

Enquiries: Ms Magdalena Hangula; Tel: (081 1267383) or Mr. J. Beukes; Tel: (061) 208 7086

**DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISION: LIVESTOCK RESEARCH AND PRODUCTION
SUBDIVISION: LARGE STOCK**

Post Designation	:	Administrative Officer, Grade 12
1xPost	:	Okomumbonde Research Station
Scale of Salary	:	N\$ 102,622 – N\$123, 086 per annum
Housing Allowance	:	N\$ 11, 616 per annum
Transport Allowance	:	N\$ 8, 760 per annum
Remote and Hardship Allowance:	:	N\$ 21, 000 per annum

Minimum Requirements: A Grade 12 with minimum 20 points over five (5) subjects and E-grade in English (or equivalent qualification) on NQF level 3 qualification. Computer literacy will be an advantage.

Recommendation:

The candidate should be prepared to live on the research station and work after normal working hours. Preference will be given to Namibian Citizens.

Major functions:

- The candidate must carry out all administrative duties at the station.
- Carry out stock taking.

- Receiving and safe keeping of revenue for the State.
- Strongly coordinate and link other operational staff with the management of the farm.
- Provide assistance to other operational staff with regards to administrative activities e.g. completion of leave applications, follow-up issues with Human Resources etc.

Enquiries: Mr. U. Kamatoto (067) 687225 Email: utapikamatoto@gmail.com
Mrs. J.M. Sepe (067) 302132 Email: juliamonde5@gmail.com

DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE OF AGRICULTURAL RESEARCH AND DEVELOPMENT
DIVISIONS: LIVESTOCK RESEARCH AND PRODUCTION & CROP RESEARCH AND PRODUCTION

Post Designation	:	Driver/Operator Driver, Grade 12
4xPosts	:	Post (A): Sachinga Livestock Development Centre Post (B): John Alphons Pandeni Research Station Post (C): Kalimbeza Research Station Post (D): Mannheim Research Station
Scale of Salary	:	N\$ 10, 2 622 – N\$123, 086 per annum
Housing Allowance	:	N\$ 11, 616 per annum
Transport Allowance	:	N\$ 8, 760 per annum
Remote and hardship Allowance:		Post (A): N\$ 13, 800-00 per annum Post (B): N\$ 13, 800-00 per annum Post (C): N\$ 9, 000-00 per annum Post (D): N\$ 9, 000-00 per annum

Minimum Requirements: A Grade 10 with 24 points over seven (7) subjects and a D-grade in English or equivalent certificate on NQF level 2 and a valid Code CE driver's license.

Recommendation: The candidate should be prepared to live on the Research Station/Development Centre and also work after normal working hours. Preference will be given to candidates with heavy duty driver's license.

Major functions:

- Candidate is expected to drive vehicles to transport goods and provide other services.
- Candidate is expected to perform other farming operations as per Personnel Administrative Measures (PAM).
- Candidate may be required to do tractor driving duties on the farm, if necessary, e.g. cutting fire-breaks, grass baling.

Enquiries: Post (A): Mr. E. Simwanza; Tel: (066) 252153; Email: esimwanza70@gmail.com
Post (B): Mr. Amos Hengua; Tel: (067) 243926/7; **Email:** amoshengua@gmail.com
Post (C): Mr. Eliot Pohamba Tel: 081 468 4977
Post (D): Ms. Loide Aaron; Tel: (067) 222121

**DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE OF VETERINARY SERVICES
DIVISION: DIAGNOSTIC SERVICES AND RESEARCH**

Post designation	:	Senior Agricultural Scientific Officer Grade 6 (Quality Manager)
1xPost	:	Central Veterinary Laboratory (Windhoek)
Scale of Salary	:	N\$ 337,984 –N\$ 403, 922 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate B-degree on NQF Level 8 in Quality Management or B. Sc (Quality Management) on NQF Level 8 **PLUS** 3 years appropriate experience.

Additional Requirements: An M. Sc-degree in Quality Management or M. Sc in Natural Sciences will be an advantage. Sound analytical and numeracy skills and working knowledge of MS Office package, as well as sound knowledge of ISO\IEC 17025 based laboratory Quality Management System requirements.

Responsibilities: The successful candidate will be in charge of the Quality Unit and will be responsible;

- For implementation and coordination of the quality assurance and management system including updating and maintenance of a quality policies with the approval of deputy chief veterinary officer of the laboratory.
- To provide guidance and advice in cooperation with laboratory management on issues relating to quality management system within the laboratory by ensuring that the requirements of ISO 17025: General requirements for the competence of testing and calibration laboratories and ISO 9001:2008 Quality Management and ISO 14001:2004 Environmental Management are met
- In overseeing the implementation, development and coordination of quality processes. This includes development and supervision of laboratory accreditation process and effective internal auditing system
- To maintain the accreditation status of the laboratories
- To ensure effective document control system (quality manual, SOPs, and records) is in place and operational
- To organize and coordinate activities with regards to internal audits and external audits

A detailed job description will be made available on request.

Enquiries: Dr. S. //Khaiseb; Tel: (061) 237684/Mr Riborius Tshivute (Snr HR Practitioner); Tel: (061) 208 7111

**DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE OF VETERINARY SERVICES
DIVISION: DIAGNOSTIC SERVICES AND RESEARCH**

Post designation	:	Senior Veterinary Technician Grade 8
1xPost	:	Central Veterinary Laboratory (Windhoek)
Scale of Salary	:	N\$ 227. 453 – N\$271,828 per annum
Housing Allowance	:	N\$ 14 .520.00 per annum
Transport Allowance	:	N\$ 8. 760.00 per annum

PSM CIRCULAR NO. G OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 01 AUGUST 2023, CLOSING DATE 01 SEPTEMBER 2023

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 or a Bachelor Degree in Food Science, Microbiology or a Degree in Biological Sciences with a minimum of 3 years work experience in a Microbiology Laboratory as a Laboratory Technician. A sound knowledge of a Laboratory Quality Management System based on the ISO 17025: 2017 Standard requirements will be an added advantage.

Responsibilities: The candidate will be expected to perform microbial analysis, media and reagent preparation as well as laboratory quality control related activities as per ISO 17025: 2017 Standard requirements.

Enquiries: Dr. Renatus Shilangale; Tel: (061) 237 684/Mr Riborius Tshivute (Snr HR Practitioner); Tel: (061) 208 7111

DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE OF VETERINARY SERVICES
DIVISION: EPIDEMIOLOGY, IMPORT/EXPORT CONTROL, ADVISORY SERVICES AND MEDICINE CONTROL
SUBDIVISION: TRACEABILITY AND MEDICINE CONTROL
SECTION: IDENTIFICATION AND TRACEABILITY (NORTH-ONDANGWA)

Post designation : Chief Veterinary Technician Grade 7
1xPost : Ondangwa
Scale of Salary : N\$ 277, 264 –N\$331, 358 per annum
Housing Allowance : N\$ 14, 520.00 per annum
Transport Allowance : N\$ 8, 760.00 per annum

Minimum Requirements:

A three (3) year National Diploma in Agriculture (or equivalent qualification) (NQF Level 6). The candidate must have good supervisory and interpersonal skills **PLUS** five (5) years of appropriate working experience of which three (3) years should be on the level of a Senior Veterinary Technician in the veterinary field. Extensive work experience on a national database (NamLITS) in terms of administration will be considered as an advantage.

Main responsibilities:

The successful candidate will be supervising Veterinary Technicians and other staff members at State Veterinary Offices responsible for NamLITS, conduct office audits and training on NamLITS. Attend to DVS offices and client NamLITS, stock brand and livestock related queries. A valid driver's license is compulsory..

Enquiries: Dr Sarah Luvala (State Veterinarian); Tel: (065) 240 833/Mr Riborius Tshivute (Snr HR Practitioner); Tel: (061) 208 7111

DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE OF VETERINARY SERVICES
DIVISION: ANIMAL DISEASE CONTROL, NORTH

Post designation : Senior Animal Health Technician Grade 8
7xPosts : **Post A:** Ondangwa
Post B: Okahao
Post C: Okongo
Post D: Katima Mulilo
Post E: Nkurenkuru
Post F: Grootfontein

PSM CIRCULAR NO. G OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 01 AUGUST 2023, CLOSING DATE 01 SEPTEMBER 2023

		Post G: Omaruru
Scale of Salary	:	N\$ 227,453 – N\$271, 828 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum
Remote and Hardship Allowance:		Post C: N\$ 21,000 per annum

Minimum requirements: An appropriate three (3) year National Diploma (NQF Level 6) in Agriculture plus four (4) years appropriate experience in Animal Health/Livestock production, animal disease control and surveillance programmes, and any other Veterinary Services related experience. **The candidate must be registered with the Veterinary Council of Namibia as an Animal Health Technician.** Candidate must be in position of a valid Driver's License.

The following shall be considered as advantages:

- Computer literacy
- Good knowledge of DVS protocols, Contingency Plans and animal health legislations.
- Good leadership and management skills (must be able to apply rules and regulations; not be afraid to take responsibility).
- Inter-personal skills (liaison skills - be able to communicate with farmers, Animal Health Technicians as well as his/her superiors).
- Self-motivated.

Nature and scope of work:

To provide technical and operational services with respect to animal disease prevention, control, surveillance and monitoring programmes & activities in the assigned sub-section. The enforcement of all relevant veterinary legislations and policies in the assigned sub-section. To offer veterinary extension training services to farmers. Supervisory duties over sub-ordinates.

Enquiries: Posts A-F: Dr Rauna Athingo: Tel: (065) 233 855; Dr. J. Kapapero: Tel: (067) 243 251
Post G: Dr. E. Oosthuysen; Tel: (064) 570 115/Mr Riborius Tshivute (Snr HR Practitioner); Tel: (061) 208 7111

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

Post Designation	:	Administrative Officer, Grade 12
3xPosts	:	Post A: Ndiyona ADC (Kavango-East Region) Post B: Okombahe ADC (Erongo Region) Post C: Mile 30 (Kavango-West Region)
Scale of Salary	:	N\$ 102,622 – N\$123, 086 per annum
Housing Allowance	:	N\$ 11, 616 per annum
Transport Allowance	:	N\$ 8, 760 per annum
Remote and Hardship Allowance:		Post A: N\$ 13,800 per annum Post B: N\$ 13,800 per annum Post C: N\$ 9,000 per annum

Minimum Requirements: A Grade 12 with minimum 20 points over five (5) subjects and E-grade in English (or equivalent qualification) on NQF level 3 qualification. Computer literacy will be an advantage.

Recommendation: The candidate should be prepared to live on the ADC and work after normal working hours. Preference will be given to Namibian Citizens.

Major functions:

- The candidate must carry out all administrative duties at the station.
- Carry out stock taking.
- Receiving and safe keeping of revenue for the State.
- Strongly coordinate and link other operational staff with the management of the farm.
- Provide assistance to other operational staff with regards to administrative activities e.g. completion of leave applications, follow-up issues with Human Resources etc.

Enquiries: Post A & C: Mr. Moses Munenge (066) 255 666, **Post B:** Mr. Ismael #Ouseb; Tel: (064) 570 115

DEPARTMENT OF AGRICULTURAL DEVELOPMENT
DIRECTORATE OF AGRICULTURAL PRODUCTION, EXTENSION AND ENGINEERING SERVICES
DIVISION: NORTH-EASTERN REGIONS

Post designation	:	Senior Agricultural Scientific Officer Grade 6
2xPosts	:	Post A: Otjiwarongo Post B: Katima Mulilo
Scale of Salary	:	N\$ 337,984 – N\$403, 922 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate B-degree on NQF Level 8 in specialising in Livestock/Animal Science, Rangeland Management, Pasture Management and Land Use Advisory Services or equivalent qualification **PLUS** three (3) years appropriate experience. A high level of analytical skills in planning and financial management, strong communication and scientific report writing, knowledge and skills in basic computing, demonstrated interpersonal skills in working with a multidiscipline team is expected. The familiar must be familiar with and have knowledge of the Namibian Constitution, NDP's, especially NDP 5, Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules and other legislation. **The candidate must have a drivers' license**

Enquiries: Post A: Mr. Clarence Tjiho; (Chief Agricultural Scientific Officer); Tel: (067) 302132
Post B: Ms Febby Simasiku (Acting Chief Agricultural Scientific Officer); Tel: (066) 253016; Ms. Lydia Kasita (Snr HR Practitioner); Tel: 061-208 7111

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

Post designation	:	Chief Agricultural Scientific Officer Grade 5
4xPosts	:	Post A: Katima Mulilo (Zambezi Region) Post B: Keetmanshoop (//Kharas Region) Post C: Outapi (Omusati Region) Post D: Onankali (Oshikoto Region)
Scale of Salary	:	N\$ 412,001 – N\$492. 567 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate B-degree on NQF Level 8 in specialising in Livestock/Animal Science OR Rangeland Management OR Pasture Management OR Agricultural Economics OR Crop Science or equivalent qualification (NQF Level 8) **PLUS** six (6)

years appropriate experience. A Masters' Degree or a Ph. D-degree will be a definite advantage.

A high level of analytical skills in planning and financial management, strong communication and scientific report writing, knowledge and skills in basic computing, demonstrated interpersonal skills in working with a multidiscipline team is expected. The familiar must be familiar with and have knowledge of the Namibian Constitution, NDP's, especially NDP 5, Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules and other legislation. **The candidate must have a drivers' license**

Enquiries: Mr. Erich D. Petrus; Tel: (061) 208 7111 Ms. Lydia Kasita (Snr HR Practitioner); Tel: 061-208 7111

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

Post designation	:	Chief Agricultural Scientific Officer Grade 5
1xPost	:	Windhoek
Scale of Salary	:	N\$ 412,001 – N\$492, 567 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: A 4-year B.Sc. degree in Agriculture (Honors or equivalent) on NQF Level 8 in Crop Production or Crop Science or Agronomy or Biological Science or Chemistry or Plant Pathology or Entomology, with at least six (6) years appropriate experience Plant Health with specific emphasis on agricultural inputs, thorough knowledge of theoretical and practical aspect pertaining to the Namibian agricultural pesticide regulations. **The candidate must have a drivers' license**

Main Responsibilities:

- Supervise, guide and mentor senior agricultural scientific officer with pertaining all agriculture production inputs.
- Identify plan, design, implement, monitor and evaluate specialized inspection, regulation and clearance of plants, plant products and propagative plant material;
- Liaise with other line Ministries and relevant stake holders.
- Assist the Deputy Director with administrative, financial and planning activities in the division.
- Identify Pest diagnostic identification services at plant inspection stations and production areas.
- Interpret and enforce the Plant Quarantine Act 2008, (Act No 7 of 2008)
- Supervise, Interpret and enforce the Fertilizer, Farm Feed, Pesticides Act (Act No 36 of 1947)
- Plan, conduct and supervise various treatments such as disinfection, sterilization, fumigation, cold treatment, hot water treatment, irradiation for plant, pests and diseases.
- Conduct and supervise compliance inspections of Agric inputs establishment, products, licensing and pest control operators.
- Manage multiple programs such as pest/diseases outbreaks, post-harvest, post entry quarantine, etc.
- Review permits, conduct inspections, prepare and execute compliance agreements, enforce policies regarding quarantine and identify inspection site.

- Supervise the progress and submit reports regarding program operations and specific geographical areas assigned.
- To regulate, monitor and conduct risk analysis, risk management activities for plant pests and invasive species.
- To supervise the health of plants and plant related products for import/export and internal distribution in Namibia.
- Supervise and respond to emergencies, pest surveillances, quick detention, containment and eradication.
- To facilitate safe trade and prevent introduction/spread through border inspection and verification.
- To facilitate pesticides safety measures and control compliance and non-compliance.
- Attend and contribute to BRS conventions and bilateral SPS meetings.
- To supervise inspection by careful checking and verifying of commodities, pesticides to ensure that Namibian agriculture fertilizers, farm feeds and phytosanitary requirements are met.
- Supervise the collection and compilation of data for import/export and in-transit per commodity/product and submit to headquarters.
- To compile data of registered pesticides and non-registered agricultural fertilizer and farm feeds.
- Overall supervision of operational and supporting staff.
- To carry out any other official duties as assigned by the supervisor.

Enquiries: Ms Magreth Matengu (Deputy Director: Plant Health); Tel: (061) 208 7111 Ms. Lydia Kasita (Snr HR Practitioner); Tel: 061-208 7111

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

Post designation	:	Control Agricultural Technician Grade 6
2xPosts	:	Post A: Mariental ADC (Hardap Region) Post B: Windhoek
Scale of Salary	:	N\$ 337,984 – N\$403, 922 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate National Diploma in Agriculture (NQF Level 6) or equivalent qualification **PLUS** six (6) years appropriate experience in different agricultural disciplines and Human Resource Management as well as Finance (budget control).

A high level of analytical skills in planning and financial management, strong communication and scientific report writing, knowledge and skills in basic computing, demonstrated interpersonal skills in working with a multidiscipline team is expected. The familiar must be familiar with and have knowledge of the Namibian Constitution, NDP's, especially NDP 5, Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules and other legislation. **The candidate must have a drivers' license**

Enquiries: Post A: Mr. Ben Haraseb; Tel: (061) 208 7111; **Post B:** Mr. Erich D. Petrus; Tel: (061) 208 7111 Ms Lydia Kasita (Snr HR Practitioner); Tel: 061-208 7111

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

Post designation	:	Chief Agricultural Technician Grade 7
4xPosts	:	Post A: Nkurenkuru (Kavango-West Region) Post B: (2x) Omaruru (Erongo Region) Post C: Onankali (Oshikoto Region) Post D: Opuwo (Kunene Region)
Scale of Salary	:	N\$ 277,264 – N\$331, 358 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum
Remote and Hardship Allowance	:	Post C: N\$ 9,000 per annum

Minimum Requirements: An appropriate National Diploma in Agriculture (NQF Level 6) or equivalent qualification **PLUS** four (4) years appropriate experience in different agricultural disciplines and Human Resource Management as well as Finance (budget control).
A high level of analytical skills in planning and financial management, strong communication and scientific report writing, knowledge and skills in basic computing, demonstrated interpersonal skills in working with a multidiscipline team is expected. The familiar must be familiar with and have knowledge of the Namibian Constitution, NDP's, especially NDP 5, Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules and other legislation. **The candidate must have a drivers' license**

Enquiries: Post A: Mr. Zepee Havarua; Tel: 0812862572; **Post B:** Mr. Ismael #Ouseb Tel: (064) 570 115, **Post C:** Mr. Leevi Nekwaya; Tel: (065) 233 820; **Post D:** Mr. Charlie Mwaetako; Tel: (065) 685 087 Ms Lydia Kasita (Snr HR Practitioner); Tel: 061-208 7111

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

Post designation	:	Senior Agricultural Technician Grade 8
4xPosts	:	Post A: Kaisosi (Kavango-East Region) Post B: Windhoek ADC (Khomas Region) Post C: Tses (//Kharas Region) Post D: Ondobe (Ohangwena Region)
Scale of Salary	:	N\$ 227,453 – N\$271, 828 per annum
Housing Allowance	:	N\$ 14,520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum
Remote and Hardship Allowance	:	Post A: N\$ 9, 000 per annum Post C: N\$ 9,000 per annum Post D: N\$ 9,000 per annum

Minimum Requirements: An appropriate National Diploma in Agriculture (NQF Level 6) or equivalent qualification **PLUS** four (4) years appropriate experience in different agricultural disciplines and Human Resource Management as well as Finance (budget control).
A high level of analytical skills in planning and financial management, strong communication and scientific report writing, knowledge and skills in basic computing, demonstrated interpersonal skills in working with a multidiscipline team is expected. The familiar must be familiar with and have knowledge of the Namibian Constitution, NDP's, especially NDP 5, Public Service Act, Labour Act, State Finance Act, Public Service Staff Rules and other legislation. **The candidate must have a drivers' license**

Enquiries: Post A: Mr. Moses Munenge; Tel: (066) 255 666; **Post B:** Mr. Petrus Thiyemo; Tel: (061) 204 4111, **Post C:** Mr. Nelson Ngarizemo; Tel: (063) 223 268; **Post D:** Mr. Leevi Nekwya; Tel: (065) 233 820/Ms Lydia Kasita (Snr HR Practitioner); Tel: 061-208 7111

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

Post designation	:	Control Agricultural Inspector Grade 6
1xPost	:	Windhoek
Scale of Salary	:	N\$ 337,984 – N\$403, 922 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate National Diploma in Agriculture (NQF Level 6) or equivalent qualification with majors in Crop Science, Crop Production, Agronomy, Plant Pathology or Entomology. A B-degree in the above-mentioned fields will be an added advantage. **The incumbent should have at least six (6) years appropriate experience.**

Overall responsibilities:

- To regulate, monitor and conduct risk analysis, risk management activities for plant pests and invasive species;
- To respond to emergencies, pest surveillance, quick detection, containment and eradication;
- To certify the health of plants and plant related products for import/export and internal distribution through Namibia;
- To facilitate safe trade and prevent introduction/spread through border inspection and verification;
- To administer and facilitate compliance with the Plant Quarantine Act;
- Regularly contribute to the updating of the Namibian pest list by conducting pest surveys in collaboration with the stakeholders for effective timely response;
- Issuance of permits for import, phytosanitary certification and in-transit of plant and plant products and propagation materials;
- Attend and contribute to bilateral SPS meetings;
- To ensure inspection by careful checking, verifying of commodities to ensure that Namibian phytosanitary requirements are met;
- Collect and compile data of import, export and in-transit per commodity and submit to headquarters

Enquiries: Ms Violet Simataa; Tel: (061) 208 7111/Ms Lydia Kasita (Snr HR Practitioner); Tel: 061-208 7111

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

Post designation	:	Chief Agricultural Inspector Grade 8
1xPost	:	Windhoek
Scale of Salary	:	N\$ 227,453 – N\$277, 828 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

Minimum Requirements: An appropriate National Diploma in Agriculture (NQF Level 6) or equivalent qualification with majors in Crop Science, Crop Production, Agronomy, Plant Pathology or Entomology. A B-degree in the above-mentioned fields will be an added advantage. **The incumbent should have at least three (3) years appropriate experience.**

Overall responsibilities:

- To regulate, monitor and conduct risk analysis, risk management activities for plant pests and invasive species;
- To respond to emergencies, pest surveillance, quick detection, containment and eradication;
- To certify the health of plants and plant related products for import/export and internal distribution through Namibia;
- To facilitate safe trade and prevent introduction/spread through border inspection and verification;
- To administer and facilitate compliance with the Plant Quarantine Act;
- Regularly contribute to the updating of the Namibian pest list by conducting pest surveys in collaboration with the stakeholders for effective timely response;
- Issuance of permits for import, phytosanitary certification and in-transit of plant and plant products and propagation materials;
- Attend and contribute to bilateral SPS meetings;
- To ensure inspection by careful checking, verifying of commodities to ensure that Namibian phytosanitary requirements are met;
- Collect and compile data of import, export and in-transit per commodity and submit to headquarters

Enquiries: Ms Violet Simataa; Tel: (061) 208 7111/Ms Lydia Kasita (Snr HR Practitioner); Tel: 061-208 7111

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF GENERAL SERVICES
DIVISION: AUXILIARY SERVICES
SECTION: OFFICE SUPPORT SERVICES

Post designation	:	Senior Cleaner Grade 14
1xPost	:	Windhoek
Scale of Salary	:	N\$ 56,322 – N\$73, 239 per annum
Housing Allowance	:	N\$ 8, 712.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: None. The incumbent of this post must at least be able to Read and Write and has six (6) years appropriate experience.

PSM CIRCULAR NO. G OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 01 AUGUST 2023, CLOSING DATE 01 SEPTEMBER 2023

Enquiries: Mr. Floriano Kaumba; Tel: (061) 208 7111/7363; Ms Sylvia Kavendjii (HR Practitioner):
Tel: (061) 208 7426

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF GENERAL SERVICES
DIVISION: AUXILIARY SERVICES
SECTION: MAINTENANCE

Post designation : Senior Artisan Foreman Grade 8 (Multi)
1xPost : Windhoek
Scale of Salary : N\$ 227,453 – N\$277, 828 per annum
Housing Allowance : N\$ 14, 520.00 per annum
Transport Allowance : N\$ 8, 760.00 per annum

Minimum requirements: A Completed apprenticeship OR a Trade Diploma issued in terms of existing legislation plus 6 years' experience in electrical installations. A code 08 driver's license older than one year is required.

Enquiries: Mr. Owen Udigeng at Tel 061-208 7363/Ms. S Kavendji at Tel 061 208 7426

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE: GENERAL SERVICES
DIVISION: HUMAN RESOURCES MANAGEMENT

Post designation : Chief Human Resource Practitioner Grade 6
1xPost : Windhoek
Scale of salary : N\$ 337, 984 – N\$403,922 per annum
Housing allowance : N\$ 14,520 per annum
Transport allowance : N\$ 8, 760 per annum

MINIMUM REQUIREMENTS: A National Diploma majoring in human resources on NQF L6 plus seven (7) years appropriate experience in General Human Resource Administration, Misconduct Administration as well as Performance Management of which three (3) years must be at Senior Human Resources Practitioner Grade 7. The incumbent must have a drivers' license.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Mr. Stefanus Niikondo; Deputy Director: Human Resources; Tel (061) 208 7386

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE: GENERAL SERVICES
DIVISION: HUMAN RESOURCES MANAGEMENT

Post designation : Senior Human Resource Practitioner Grade 7
1xPost : Windhoek
Scale of salary : N\$ 277, 264 – N\$331,358 per annum
Housing allowance : N\$ 14, 520 per annum
Transport allowance : N\$ 8, 760 per annum

PSM CIRCULAR NO. G OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 01 AUGUST 2023, CLOSING DATE 01 SEPTEMBER 2023

Minimum requirements: A National Diploma majoring in Human Resources on NQF L6 plus six (6) years appropriate experience in Human Resource Management of which three (3) years must be at Human Resources Practitioner Grade 8. The incumbent must have a drivers' license.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Mr. Stefanus Niikondo; Deputy Director: Human Resources; Tel (061) 208 7386

**DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE: GENERAL SERVICES
DIVISION: HUMAN RESOURCES MANAGEMENT**

Post designation	:	Human Resource Practitioner Grade 8
2xPosts	:	Windhoek
Scale of salary	:	N\$ 227, 453 – N\$271,828 per annum
Housing allowance	:	N\$ 14, 520 per annum
Transport allowance	:	N\$ 8, 760 per annum

Minimum requirements: A National Diploma majoring in human resources on NQF L6 in Human Resource Management. The incumbent must have a drivers' license.

A DETAILED JOB DESCRIPTION IS AVAILABLE ON REQUEST.

Enquiries: Mr. Stefanus Niikondo; Deputy Director: Human Resources; Tel (061) 208 7386

**DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF PLANNING AND BUSINESS ADMINISTRATION
SUBDIVISION: DOMESTIC AGRO INDUSTRY DEVELOPMENT**

Post Designation	:	Agro-Business Analyst Grade 8
2xPosts	:	Windhoek
Scale of Salary	:	N\$ 227,453 – N\$277, 828 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Post C: Subdivision: Multilateral Cooperation, Commissions and Standing Committees

Post D: Subdivision: Bilateral and Regional Cooperation

Minimum Requirements: An appropriate B Degree or BSc Hons at NQF L7 in Agricultural Economics, Economics, Commerce, International Trade with one or more of the following major subjects: Agricultural Economics, Economics, International Trade/Commerce or Business Administration. Candidate must be in possession of a valid driver's license (code B). A Master's Degree in the above fields would be an added advantage.

The candidate should be knowledgeable in the agricultural sector of Namibia and must be prepared to travel locally and abroad. The candidate should have computer skills (Microsoft excel, word, power point, emails, etc.), report writing, analytical and good interpersonal skills and should be able to work independently as well as in a team. The Agro-Business Analyst is expected to promote the development of marketing and primary agro-processing enterprises in Namibia and elsewhere.

Enquiries: Mr. M. Ndjodhi. Tel: 061 208 7662 or Mrs. Hiltrudis Shikongo. Tel: 061 208 7673

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF PLANNING AND BUSINESS ADMINISTRATION
SUBDIVISION: MULTILATERAL COOPERATION, COMMISSIONS AND STANDING COMMITTEES

Post Designation	:	Agro-Business Analyst Grade 8
1xPost	:	Windhoek
Scale of Salary	:	N\$ 227,453 – N\$277, 828 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate B Degree or BSc Hons at NQF L7 in Agricultural Economics, Economics, Commerce, International Trade with one or more of the following major subjects: Agricultural Economics, Economics, International Trade/Commerce or Business Administration. Candidate must be in possession of a valid driver's license (code B). A Master's Degree in the above fields would be an added advantage.

The candidate should be knowledgeable in the agricultural sector of Namibia and must be prepared to travel locally and abroad. The candidate should have computer skills (Microsoft excel, word, power point, emails, etc.), report writing, analytical and good interpersonal skills and should be able to work independently as well as in a team. The Agro-Business Analyst is expected to promote the development of marketing and primary agro-processing enterprises in Namibia and elsewhere.

Enquiries: Mr. M. Ndjodhi. Tel: 061 208 7662 or Mrs. Hiltrudis Shikongo. Tel: 061 208 7673

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF PLANNING AND BUSINESS ADMINISTRATION
SUBDIVISION: BILATERAL AND REGIONAL COOPERATION

Post Designation	:	Agro-Business Analyst Grade 8
1xPost	:	Windhoek
Scale of Salary	:	N\$ 227,453 –N\$ 277, 828 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate B Degree or BSc Hons at NQF L7 in Agricultural Economics, Economics, Commerce, International Trade with one or more of the following major subjects: Agricultural Economics, Economics, International Trade/Commerce or Business Administration. Candidate must be in possession of a valid driver's license (code B). A Master's Degree in the above fields would be an added advantage. The candidate should be knowledgeable in the agricultural sector of Namibia and must be prepared to travel locally and abroad. The candidate should have computer skills (Microsoft excel, word, power point, emails, etc.), report writing, analytical and good interpersonal skills and should be able to work independently as well as in a team. The Agro-Business Analyst is expected to promote the development of marketing and primary agro-processing enterprises in Namibia and elsewhere.

Enquiries: Mr. M. Ndjodhi. Tel: 061 208 7662 or Mrs. Hiltrudis Shikongo. Tel: 061 208 7673

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF PLANNING AND BUSINESS ADMINISTRATION
DIVISION: PLANNING AND STATISTICS
SUBDIVISION: STATISTICS AND BUSINESS INFORMATION

Post Designation	:	Senior Agro-Business Analyst Grade 7
1xPost	:	Windhoek (Head office)
Scale of Salary	:	N\$ 277,264 – N\$331, 358 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate B Degree or BSc Hons at NQF L7 in Agricultural Economics, Economics, Commerce, International Trade with one or more of the following major subjects: Agricultural Economics, Economics, International Trade/Commerce or Business Administration with at least three (3) years of appropriate experience. Candidate must be in possession of a valid driver's license (code B). A Master's Degree in the above fields would be an added advantage. Candidate must be in possession of a valid driver's license (code B).

The candidate should have knowledge of the agricultural sector in Namibia and must be prepared to travel extensively in the remote areas of the country. The candidate should have knowledge in computer skills (Microsoft excel, word, power point, internet), report writing, analytical and good interpersonal skills and should be able to work independently as well as in a team. The Senior Agro-Business Analyst is expected to design, formulate and prepare food security information, bulletins and reports.

Enquiries: Mr. Stefanus Sanda. Tel: 061 208 7672

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF PLANNING AND BUSINESS ADMINISTRATION
DIVISION: PLANNING AND STATISTICS
SUBDIVISION: STATISTICS AND BUSINESS INFORMATION

Post Designation	:	Senior Statistician Grade 7
1xPost	:	Windhoek (Head office)
Scale of Salary	:	N\$ 277,264 – N\$331, 358 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate B Degree s or BSc Hon on NQF L7 in Statistics with at least three (3) years of appropriate experience. The Senior Statistician is expected to assists the Chief Statistician in planning and execution of the statistical program of the subdivision. Candidate will be coordinating data collection, management, and processing as well as modeling. The candidate should have knowledge of the agricultural sector in Namibia and must be prepared to travel in the remote areas of the country.

Candidate should have extensive knowledge in the design of surveys, computer skills (Microsoft excel, word, power point, internet), report writing, analytical and good interpersonal skills and should be able to work independently as well as in a team. The Senior Statistician is also expected to assist in routine administration and supervisions of junior staff. Candidate must be in possession of a valid driver's license (code B) or be prepared to obtain the license within a reasonable period of time.

Enquiries: Mr. Stefanus Sanda. Tel: 061 208 7672

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF PLANNING AND BUSINESS ADMINISTRATION
DIVISION: PLANNING AND STATISTICS
SUBDIVISION: STATISTICS AND BUSINESS INFORMATION

Post Designation	:	Statistician Grade 8
1xPost	:	Windhoek
Scale of Salary	:	N\$ 227,453 – N\$277, 828 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate B Degree or BSc Hons (or equivalent qualification) on NQF L7 in Statistics. The Statistician is expected to assist the Senior Statistician and Chief Statistician in planning and execution of the statistical program of the subdivision. Candidate will be involved in data collection, management, and processing as well as modeling. The candidate should have knowledge of the agricultural sector in Namibia and must be prepared to travel in the remote areas of the country.

Candidate should have extensive knowledge in the design of surveys, computer skills (Microsoft excel, word, power point, internet), report writing, analytical and good interpersonal skills and should be able to work independently as well as in a team. The Statistician is also expected to assist in routine administration and supervisions of junior staff. Candidate must be in possession of a valid driver's license (code B) or be prepared to obtain the license within a reasonable period of time.

Enquiries: Mr. Stefanus Sanda. Tel: 061 208 7672

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF PLANNING AND BUSINESS ADMINISTRATION
SUBDIVISION: PLANNING
SECTION: AGRICULTURAL PLANNING

Post Designation	:	Policy Analyst Grade 7
3xPosts	:	Windhoek (Head office)
Scale of Salary	:	N\$ 277,264 – N\$331, 358 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate B-degree in Social Science on NQF Level 7 (or equivalent qualification) plus three (3) years appropriate experience or a B-degree in Agricultural Economics with one or more of the following major subjects: Agricultural Economics, Economics, Statistics and Econometrics plus three (3) years appropriate experience. The primary purpose of this position is to coordinate the development of agriculture policies and strategies as well as review of existing agriculture policies and strategies.

The candidate should have knowledge in policy development, policy review and policy analysis, computer skills (Microsoft excel, word, power point, internet), report writing, research, analytical and good interpersonal skills and should be able to work independently as well as in a team. The candidate must have knowledge of the agriculture sector in Namibia and must be prepared to travel extensively in the remote areas of the country. Hence, the candidate must be in possession of a valid driver's license (Code B) or be prepared to obtain such within one (1) year.

Enquiries: Ms. Alisa Shidhika. Tel No: 061-208 7928

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF PLANNING AND BUSINESS ADMINISTRATION
SUBDIVISION: LAND STATISTICS

Post Designation	:	Development Planner Grade 8
1xPost	:	Windhoek
Scale of Salary	:	N\$ 227,453 – N\$277, 828 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate B Degree in Land Management OR Economics OR Agriculture OR Research OR Natural Resources Management OR Statistics at NQF L7. The candidate should have sound knowledge and experience in research, project proposals and government reforms and Computer literate (MS Excel, MS Word, MS PowerPoint, MS Publisher, MS Access, ArcGIS, and SPSS). The candidate must have at least a Code B driver's license.

Enquiries: Mr. G. Aileka Tel: 061 296 5320

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF PLANNING AND BUSINESS ADMINISTRATION
DIVISION: CO-OPERATIVE DEVELOPMENT AND REGULATION
SUB-DIVISION: CAPACITY BUILDING AND COMPLIANCE

Post Designation	:	Senior Co-operative Business Analyst Grade 7
1xPost	:	Windhoek (Head office)
Scale of Salary	:	N\$ 277,264 –N\$331, 358 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate B-degree (or equivalent qualification) with Accounting and Business Management or Auditing and Economics as major subjects, plus a minimum of three (3) years of appropriate working experience in a business development, capacity building and compliance, accounting and auditing environment. The candidate will provide continuous support, monitor and evaluate the development and compliance of the co-operative movement. In addition, the candidate will also be responsible for implementing the training programme for co-operatives. 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 Capacity Building and Compliance sub-division. The candidate must have at least a Code B driver's license or be prepared to obtain such within one (1) year.

Enquiries: Mr. I. Ruben. Tel: 061 208 7599 or Ms L. Jason. Tel: 061 208 7561

**DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF PLANNING AND BUSINESS ADMINISTRATION
SECTION: ADMINISTRATIVE SUPPORT**

Post Designation	:	Senior Administrative Officer 10
1xPost	:	Windhoek (Head office)
Scale of Salary	:	N\$ 15, 1 910 – N\$182, 202 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: A Grade 12 Certificate with 20 points over 5 subjects plus E-grade in English or equivalent qualification on NQF Level 3 PLUS 3 years appropriate experience OR An appropriate National Diploma in Office Administration/Management (NQF Level 6) plus a minimum of four (4) years of appropriate working experience in the provision of administrative support. The candidate is expected to provide administrative support to the Directorate as well as supervision of the Administrative Officers attached to the Directorate. The candidate should be able to work independently as well as in a team. The candidate must have at least a Code B driver's license.

Enquiries: Mr. Mesag Mulunga; Tel: 061 208 7680

**DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF PLANNING AND BUSINESS ADMINISTRATION
SECTION: ADMINISTRATIVE SUPPORT**

Post Designation	:	Administrative Officer Grade 12
2xPosts	:	Windhoek
Scale of Salary	:	N\$ 102,622 – N\$123, 086 per annum
Housing Allowance	:	N\$ 11, 616 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: A Grade 12 Certificate with 20 points over 5 subjects plus E-grade in English or equivalent qualification on NQF Level 3. The candidate is expected to provide administrative support to the Directorate. The candidate should be able to work independently as well as in a team. The candidate must have at least a Code B driver's license or be prepared to obtain such within one (1) year.

Enquiries: Mr. Mesag Mulunga. Tel: 061 208 7680

**DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF GENERAL SERVICES
DIVISION: SECURITY AND RISK MANAGEMENT SERVICES**

Post Designation	:	Chief Security Operations Officer Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$337,984 - N\$403,922 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: A National Diploma in either Security Management OR Police Science OR Correctional Service OR Military Science on NQF Level 6 plus six (6) years appropriate experience.

PSM CIRCULAR NO. G OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 01 AUGUST 2023, CLOSING DATE 01 SEPTEMBER 2023

General requirements: An appointment in this **Job category, irrespective of the functional level, is subject to vetting, and completed police, military, correctional service or security management basic training.** Confirmation of probation is subject to the successful completion of the Advance Security Awareness training by Namibia Central Intelligence Services (NCIS), for the 2nd entry post to 2nd promotion post.

Main duties:

- Monitor and ensure that security programs (physical, information and personnel security) are implemented, enforced, maintained, evaluated and adhered to;
- Ensure implementation of the physical security systems (CCTV, access control, fire detectors and intrude alarms) and standing instructions;
- To assist the Deputy Director of security in detailed execution of Division's responsibilities;
- Ensure that Government assets (people, information and properties) are protected;
- Coordinate and liaise with NAMPOL and other Law Enforcement Agencies on security matters of the Ministry;
- To develop, review, oversee and evaluates the implementation of the various security directives, manuals and policies in the Ministry;
- Ensure the security programs such as: Physical security, personnel security, document security, ICT security and security awareness are implemented, enforced, maintained, monitored, evaluated and adhered to.
- To ensure that security policies and plans are developed, managed and strictly implemented, enforced and adhered to
- Conduct background checks and do vetting
- Oversee and manage the performance of Senior Security Officer, Security Operations and Security Operations Assistant;
- To investigate the contravention of security directives and advise the Deputy Director: Security and Risks Management in respect of appropriate steps deemed necessary as a result of such investigations.

Functional levels will be considered for selection. No applicant below the stipulated grades and levels will be considered.

AREA OF OPERATION	FUNCTIONAL LEVEL
Job Category: Namibian Police Force	
Police Force	Inspector Grade 7
Job Category: Namibian Correctional Services	
Correctional Officer	Superintendent Grade 7
Job Category: Namibian Defense Force	
Army	Captain Grade 7
Air Force	Flight Lieutenant Grade 7
Navy	Navy Lieutenant Grade 7
Other Ranks (all areas)	Officers Grade 7

Enquiries: Ms. Martha Hailaula @ Tel. No.: 061 - 208 7719; Mr. Stefanus Niikondo; Deputy Director: Human Resources; Tel: 061 - 208 7386

DEPARTMENT OF PLANNING, MARKETING AND ADMINISTRATION
DIRECTORATE OF GENERAL SERVICES
DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation	:	Security Operations Officer Grade 8
2xPosts	:	Windhoek
Salary Scale	:	N\$227,453 - N\$271,828 per annum
Housing Allowance	:	N\$7,680 per annum
Transport Allowance	:	N\$14,520 per annum

Minimum Requirements: A National Diploma in Security Management OR Police Science OR Correctional Service OR Military Science on NQF Level 6 plus three (3) years appropriate experience.

General requirements: An appointment in this Job category, irrespective of the functional level, is subject to vetting. Completed police, military, correctional service or security management basic training. Confirmation of probation is subject to the successful completion of the Advance Security Awareness training by Namibia Central Intelligence Services (NCIS).

Additional Requirement: Valid Driver's License

Main duties:

- To vet, conduct background checks, supervise security cleared personnel and carry out investigations;
- To provide security advice to the Senior/Chief Security Operations Officers;
- To organize, direct, coordinate, supervise and control the implementation of physical security programs of MAWLR and make recommendations to improve physical security maintenance;
- To implement physical security programs, plans and compile security incidence reports;
- Responsible for overall day-to-day Protective Security function of the Ministry including the inspection on the Ministry's infrastructure or installations;
- Daily monitoring Close Circuit Television and Access Control Systems and to ensure that the systems are operating twenty-four (24/7) hours;
- To manage and control security access points/sites within the MAWLR;
- To supervise and monitor contracted security service providers;
- Investigate the contravention of security directives/breaches and
- Advise in respect of appropriate steps deemed necessary as a result of such investigations;
- To liaise with VIPP staff members at MAWLR on security related matters if need be.
- In the absence of the senior staff, liaise with VIPP staff members if need arise

Enquiries: Ms. Martha Hailaula (Deputy Director: Security & Risk Management); Tel. No.: 061 - 208 7719; Mr. Stefanus Niikondo Deputy Director: Human Resources; Tel: 061 - 208 7386

The Ministry of Agriculture, Water and Land Reform (MAWLR) is an equal opportunity employer. Application forms for employment (from 156043 & 156094) with a confirmation letter of probation in the current position, a comprehensive curriculum vitae, original certified copies of qualifications as well as academic records and all necessary documents should be addressed to:

The Executive Director
Ministry of Agriculture, Water and Land Reform
Private Bag 13184
Windhoek

Attention: Human Resources Office

MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DIRECTORATE: CONSTRUCTION AND MAINTENANCE DIVISION: CONSTRUCTION

Post Designation : Chief Engineer Grade 5
1xPost : Windhoek
Salary Scale : N\$ 412, 001 – N\$ 492, 567

Minimum Requirements: Registration as Professional Engineer/ Incorporate Engineer with the Engineering Council of Namibia plus five (5) years appropriate experience.

DIVISION: MAINTENANCE

Post Designation : Control Engineering Technician Grade 6
1xPost : Windhoek
Salary Scale : N\$ 337,984 – N\$ 403, 922

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus five (5) years appropriate experience

OR

Registration as Engineering Technician at the Engineering Council of Namibia plus five (5) years appropriate experience.

Enquiries: Col Mwampole, Tel: (061) 204 2351

DIRECTORATE: HUMAN RESOURCES DIVISION: LEGAL SUPPORT SERVICES

Post Designation : Control Administrative Officer Grade 6
1xPost : Windhoek
Salary Scale : N\$ 337,984 – N\$ 403, 922

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

Post Designation : Chief Administrative Officer Grade 8
3xPosts : Windhoek
Salary Scale : N\$ 227, 453 – N\$ 271, 828

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

Enquiries: Brig Gen HN Amutenya, Tel: (061) 2042111

DIVISION: HUMAN RESOURCE MANAGEMENT

Post Designation : Human Resource Practitioner Grade 8
6xPosts : Windhoek
Salary Scale : N\$ 227, 453 – N\$ 271, 828

Minimum Requirements: A National Diploma majoring in human resources on NQF Level 6.

Enquiries: Ms HS Wagner, Tel: (061) 2042215

**OFFICE OF THE EXECUTIVE DIRECTOR
DIVISION: INTERNAL AUDIT**

Post Designation : Internal Auditor Grade 8
2xPosts : Windhoek
Salary Scale : N\$ 227, 453– N\$ 271, 828

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

**DIRECTORATE: FINANCE
DIVISION: PAYROLL ADMINISTRATION
SUBDIVISION: REMUNERATIVE ADMINISTRATIVE**

Post Designation : Chief Accountant Grade 6
1xPost : Windhoek
Salary Scale : N\$ 337,984– N\$ 403, 922

Minimum Requirements: An appropriate 3-year tertiary qualification at NQF L6 majoring in Accounting plus six (6) years appropriate experience in Finance.

Additional Requirements: Extensive knowledge in all modules of the integrated Financial Management System (IFMS)

Enquiries: Col M. Nambuli, Tel: 061-204 2284

**DIVISION: BUDGET CONTROL
SUBDIVISION: ACCOUNTS**

Post Designation : Chief Accountant Grade 6
1xPost : Windhoek
Salary Scale : N\$ 337,984 – N\$ 403,922

Minimum Requirements: An appropriate 3-year tertiary qualification at NQF L6 majoring in Accounting plus six (6) years appropriate experience in Finance.

Additional Requirements: Extensive knowledge in all modules of the integrated Financial Management System (IFMS)

Enquiries: Mrs M. Maurihungirire, Tel: 061-2042243

DIVISION: BUDGET CONTROL

Post Designation : Senior Accountant Grade 7
4xPosts : Windhoek
Salary Scale : N\$ 269, 189 – N\$ 321, 707

1. **Subdivision Budget:** a) Section Recon
b) Section Budget Administration
2. **Subdivision Accounts:** c) Section DSA
d) Section Bills Payable

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting plus five (5) years appropriate experience in the relevant field of positions applied for.

Additional Requirements: Extensive knowledge in all modules of integrated Financial Management System (IFMS)

Enquiries: Mrs M. Maurihungjire / Ms S Kaoas, Tel: 061-2042243 /061-2042128

NB: Applications (on form 156043), obtainable at all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Identity document(s).

Staff members in the Public Service must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level.

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.

Only shortlisted candidate will be contacted and No application form and document will be returned.

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

Address:

**The Executive Director
Ministry of Defence and Veterans Affairs
Private Bag 13307
WINDHOEK**

MINISTRY OF EDUCATION, ARTS AND CULTURE

DEPARTMENT: FINANCE AND ADMINISTRATION

DIRECTORATE: FINANCE

DIVISION: FINANCIAL MANAGEMENT

SUBDIVISION: REVENUE CONTROL

Post Designation	:	Accountant Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$ 227, 453 -P- N\$ 271, 828
Housing Allowance	:	N\$ 13, 080 per annum
Transport Allowance	:	N\$ 7, 680 per annum

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

Supplementary Selection Requirements:

- At least 2 years' experience in an Accounting field
- A Driver's license.

Enquiries: Mr. N. Shivute Tel: 061 293 3153

DIRECTORATE: FINANCE
DIVISION: FINANCIAL MANAGEMENT
SUBDIVISION: SALARIES AND ALLOWNCES

Post Designation	:	Accountant Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$ 227, 453 - N\$ 271, 828
Housing Allowance	:	N\$ 13, 080 per annum
Transport Allowance	:	N\$ 7, 680 per annum

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

Supplementary Selection Requirements:

- At least 2 years' experience in an Accounting field
- A Driver's license.

Enquiries: Mr. N. Shivute Tel: 061 293 3153

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 FISHERIES AND MARINE REOURCES

DIRECTORATE: POLICY PLANNING AND ECONOMICS DIVISION: STATISTICS

Post designation	:	Chief Statistician Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Transport allowance	:	N\$ 8, 760 per annum
Housing allowance	:	N\$ 14, 520 per annum

Appointment requirements: An appropriate B. degree on NQF L7 or equivalent qualification, majoring in one or more of the following subjects: Statistics, Economics, Mathematics, Mathematics Statistics, Econometrics, Biometrics, Operational Research, Accountancy, Demography, Computer Science, Sociology, Geography and one or more of the above-mentioned as additional subjects

ADDITIONAL REQUIREMENTS:

- Three years' experience in statistics or related field
- Knowledge of information data models and the application of statistics for management advice.
- Analytical skills in statistical research and interpretation of data
- Valid driver's licence.

Enquiries: Ms. Ndesheetelwa Shitenga, Tel: 061 205 3129/ Mr. Fabian Nghiulivali, Tel: 061 205 3054.

DIRECTORATE: OPERATIONS DIVISION: TECHNICAL SERVICES SUBDIVISION: AIR WING

Post designation	:	Pilot Grade 7
1xPos	:	Arandis
Salary Scale	:	N\$ 277, 264 – 331, 358
Transport allowance	:	N\$ 8, 760 per annum
Housing allowance	:	N\$ 14, 520 per annum
Danger allowance	:	N\$ 30, 780 per annum

Appointment requirements: A Commercial Pilot's Licence

Additional requirements:

- A valid Commercial Pilot Licence with twin engine endorsement, and Instrument flight endorsement.
- Minimum total hours of 500 flying hours
- Minimum of 200 flying hours as pilot in command

Enquiries: Mr. Steven Ambabi, Tel: +264 2016202/ Mr. Fabian Nghiulivali, Tel: 061 2053054.

DIVISION: INFORMATION TECHNOLOGY

Post designation	:	Analyst Programmer Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$ 205, 681 – N\$246, 204 (P)
Transport allowance	:	N\$ 8, 760 per annum
Housing allowance	:	N\$ 14, 520 per annum

Appointment requirements: A Diploma in Programming on NQF L6 (or equivalent).

Additional Requirements:

- A Bachelor of Business Computing/ Informatics, Computer Science (Software Development), Business Information System from a recognized institution on NQF Level 7 (or equivalent).
- A minimum of 2 years relevant experience in programming including understanding of data structures, data encoding, operating systems and synchronization techniques. (Proof must be attached)
- Experience in website development and management of web services;
- Knowledge of business procedures/rules and interrelationship with database management;
- Knowledge and experience of various programming languages and/or preferable, JAVA, PL/SQL, SQL, Web designer, JavaScript, MS Access (forms, reports and Query builder programming).
- Experience with relational databases;
- Skills in using Structural Query Languages (SQL);
- A level of integrity, flexibility and initiative;
- Proven problem-solving ability, and
- A valid Driver's License will be an added advantage

Enquiries: Mr. Tenna Nghipandulwa, Tel: 061 205 3017/ Ms. Hilma Namwandi, Tel: 061 205 3019.

DIVISION: GENERAL SERVICES SUBDIVISION: HUMAN RESOURCES

Post designation	:	Human Resources Practitioner Grade 8
1xPost	:	Windhoek
Scale of salary	:	N\$ 227, 453 –N\$ 271, 828
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Appointment Requirements: A National Diploma majoring in Human Resources on NQF L6.

Additional Requirements: Preference will be given to candidates with an appropriate Degree on NQF L7 or higher majoring in Human Resources, with extensive knowledge and experience in Misconduct/ labour Relations, wage bill statistical and Affirmative Action Reports (**proof must be attached**).

Must have a thorough understanding of laid down policies of Human Resource Management and be well versed with procedures, systems and processes. Be able to interpret, apply and advise on Human Resources policies.

Enquiries: Ms. Selma Angula, Tel: 061 205 3053/ Ms. Hilma Namwandi, Tel: 061 205 3019.

NOTES TO CANDIDATES:

PSM CIRCULAR NO. G OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 01 AUGUST 2023, CLOSING DATE 01 SEPTEMBER 2023

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**
- Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
- Faxed applications will not be considered.
- **Only shortlisted candidates will be contacted and no documents will be returned.**
- Applicants must be Namibian citizens. Applications (on form 156043 obtained at all Government Offices) together with a comprehensive Curriculum Vitae and **originally certified copies by the Namibian Police** of educational qualifications must be submitted to:

**The Executive Director
Ministry of Fisheries and Marine Resources
Private Bag 13355
WINDHOEK**

OR

**Hand delivery at:
Block C Brendan Simbwaye Square Cnr Uhland, Goethe Street,
Ministry of Fisheries and Marine Resources
Human Resources Division, Ground Floor, Room 013.**

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: ERONGO REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: DISTRICT HOSPITAL OMARURU
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation	:	Medical Officer Grade 5
2xPosts	:	Omaruru
Salary Scale	:	N\$ 412, 001 – N\$492, 567
Housing Allowance	:	N\$ 14, 520 per annum
Motor Vehicle Allowance	:	N\$ 78, 762 per annum
Fixed Overtime	:	N\$ 220, 488 per annum

Minimum Requirements: Registration as Medical Officer with Medical and Dental Council of Namibia.

DIVISION: DISTRICT HOSPITAL USAKOS
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE

Post Designation	:	Senior Registered Nurse Grade 7
1xPost	:	Usakos
Salary Scale	:	N\$ 277, 264 – N\$331, 358
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: Registration as a Registered Nurse and Midwife with the Nursing Council of Namibia plus three (3) years working experience as a Registered Nurse. Candidate in Public Service must attach their probation confirmation letter.

SUBDIVISION: DISTRICT HOSPITAL WALVIS BAY & USAKOS
SECTION: NURSING SERVICES

Post Designation	:	Registered Nurse Grade 8
3xPosts	:	1x Walvis Bay
	:	2x Usakos
Salary Scale	:	N\$ 227, 453 – N\$271, 828
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: Registration as a Registered Nurse and Midwife with the Nursing Council of Namibia.

SUBDIVISION: DISTRICT PRIMARY HEALTH CARE: USAKOS
SECTION: CLINIC OTJIMBINGWE

Post Designation	:	Registered Nurse Grade 8
1xPost	:	Otjimbingwe
Salary Scale	:	N\$ 227, 453 – N\$271, 828
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: Registration as a Registered Nurse and Midwife with the Nursing Council of Namibia.

**SUBDIVISION: DISTRICT HOSPITAL SWAKOPMUND
SUBSECTION: DENTAL SERVICES**

Post Designation	:	Dental Therapist Grade 8
1x Post	:	Swakopmund
Salary Scale	:	N\$ 227, 453 – N\$271, 828
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum requirements: Registration as a Dental Therapist with the Dental Council of Namibia

DIRECTORATE: ERONGO REGION

Post Designation	:	Private Secretary Grade 9
1xPost	:	Swakopmund (Regional Office)
Salary Scale	:	N\$ 185, 920 – N\$222, 994
Housing Allowance	:	N\$ 11, 616 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6.

Additional requirements: Preference will be given to candidates with National Diploma (NQF L6) in the field of Office Administration/ Management.

**SUBDIVISION: DISTRICT HOSPITAL OMARURU
SECTION: ADMINISTRATIVE SUPPORT SERVICES**

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Omaruru
Salary Scale	:	N\$ 151, 910 – N\$182, 202
Housing Allowance	:	N\$ 11, 616 per annum
Transport Allowance	:	N\$ 8, 760 per annum

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

Additional Requirements: Preference will be given to candidates with 3 years' experience as Administrative officer Grade 12. Candidate in Public Service must attach their probation confirmation letter.

Enquiries: Ms. A. Jonas, Director / Ms. F. Ilungu, Senior Human Resource Practitioner, Tel: 064 – 4106125/11

All foreign qualifications must be accompanied by NQA evaluation.

Application form for Employment, Form 156043, is obtainable at all government offices and must be submitted at Ministry of Health and Social Services, HRM offices, RMT building or addressed to:

PSM CIRCULAR NO. G OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 01 AUGUST 2023, CLOSING DATE 01 SEPTEMBER 2023

The Regional Director
Erongo Health Directorate
Private Bag 5004
Swakopmund

DIRECTORATE KUNENE REGION
SUBDIVISION: HEALTH INFORMATION SYSTEM & RESEARCH
SECTION: HEALTH INFORMATION SYSTEM & EPIDEMIOLOGY

Post designation : Senior Health Program Officer Grade 7
1x post : Regional Office (Opuwo)
Salary scale : N\$ 277,264 –N\$331, 358
Transport Allowance : N\$ 8,760 per annum
Housing Allowance : N\$ 14,520.per annum

Minimum Requirement: An appropriate Bachelor degree or equivalent qualification on NQF L7

Additional Requirement: Preference will be given to Registered Nurse with experience in Management Health Information /Health Information Systems and candidates must have a valid driver's license.

Enquiries: Dr M.Barongo 065 -272841 or Ms Nghitotelwa 065 272845

DIVISION: FAMILY HEALTH SERVICES

Post designation : Senior Health Program Officer Grade 7
1x post : Regional Office (Opuwo)
Salary scale : N\$ 277,264 – N\$331, 358
Transport Allowance : N\$ 8,760 per annum
Housing Allowance : N\$ 14,520.per annum

Minimum Requirement: An appropriate Bachelor degree or equivalent qualification on NQF L7

Additional Requirement: Preference will be given to Registered Nurse with experience in Primary Health Care Services. Candidates must have a valid driver's license.

Enquiries: Mr Jason Ndahepele 065 -272895 or Ms Nghitotelwa 065 272845

DIVISION: SPECIAL DISEASE PROGRAM (HIV/AIDS, TB &MALARIA)

Post designation : Chief Health Program Officer Grade 6
1x post : Regional Office (Opuwo)
Salary scale : N\$ 337, 984 – N\$403, 922
Transport Allowance : N\$ 8,760 per annum
Housing Allowance : N\$ 14,520.per annum

Minimum Requirement: An appropriate Bachelor degree or equivalent qualification on NQF L7

Additional Requirement: 9 years' appropriate experience of which 7 years should be at a

PSM CIRCULAR NO. G OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 01 AUGUST 2023, CLOSING DATE 01 SEPTEMBER 2023

Senior Health Program officer position. Candidates must have a valid driver's license.

Enquiries: Mr Tomas Shapumba 065 -272801 or Ms Nghitotelwa 065 272845

**DIVISION: PLANNING AND INSTITUTION DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES**

Post designation : Chief Health Program Officer Grade 6
1x post: Regional Office (Opuwo)
Salary scale : N\$ 337, 984 – N\$403, 922
Transport Allowance : N\$ 8,760 per annum
Housing Allowance : N\$ 14,520.per annum

Minimum Requirement: An appropriate Bachelor degree or equivalent qualification on NQF L7.

Additional Requirement: 9 years' appropriate experience of which 7 years should be at a Senior Human Resource Practitioner position. Candidates must have a valid driver's license.

Enquiries: Mr Tomas Shapumba 065 -272801 or Ms. Nghitotelwa 065 272845

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OPUWO
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES**

Post designation : Chief Environmental Health Practitioner Grade 7
1x post : Opuwo
Salary scale : N\$ 277,264 –N\$331, 358
Transport Allowance : N\$ 8,760 per annum
Housing Allowance : N\$ 14,520.per annum

Minimum Requirement: Registration as Environmental Health Practitioner with the Health Professional Council of Namibia, plus 3 years appropriate experience

Additional Requirement: Candidates should have a valid driver's license.

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OPUWO
SUBDIVISION: RESOURCE MANAGEMENT**

Post designation : Chief Administrative Officer Grade 8
1x post : Opuwo
Salary scale : N\$ 277,453 –N\$271, 828
Transport Allowance : N\$ 8,760 per annum
Housing Allowance : N\$ 14,520.per annum

Minimum Requirement: National Diploma or equivalent qualification on NQF L6 plus 5 years appropriate experience at a senior level.

Enquiries: Dr Ruta, 065 -272856 or Ms. Nghitotelwa 065 272845

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES KHORIXAS
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES

Post designation	:	Senior Environmental Health Practitioner Grade 8
1x post	:	Khorixas
Salary scale	:	N\$ 227,453 –N\$271, 828
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 14,520.per annum

Minimum Requirement: Registration as Environmental Health Practitioner with the Health Professional Council of Namibia plus 2 year appropriate experience as Environmental Health Practitioner.

Additional Requirement: Candidates must have a valid driver's license.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES KHORIXAS
SUBDIVISION: SOCIAL WELFARE SERVICES

Post designation	:	Senior Social Worker Grade 7
1x post	:	Khorixas
Salary scale	:	N\$277,264 – N\$331, 358
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 14,520.p.er annum

Minimum Requirement: Registration as a Social Worker with Health Professional Council of Namibia plus 3 years appropriate experience.

Enquiries: Dr Mbwuyi, 067-335100 or Ms Nghitotelwa 065 272845

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OUTJO
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES

Post designation	:	Senior Environmental Health Practitioner Grade 8
1x post	:	Outjo
Salary scale	:	N\$ 227,453 –N\$271, 828
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 14,520.per annum

Minimum Requirement: Registration as Environmental Health Practitioner with the Health Professional Council of Namibia, plus 2 year appropriate experience as Environmental Health Practitioner.

Additional Requirement: Candidates must have a valid driver's license.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OUTJO
SUBDIVISION: SOCIAL WELFARE SERVICES

Post designation	:	Senior Social Worker Grade 7
1x post	:	Outjo
Salary scale	:	N\$ 277,264 – N\$331, 358
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 14,520.per annum

Minimum Requirement: Registration as a Social Worker with Health Professional Council of Namibia plus 3 years appropriate experience.

Enquiries: Dr Sanyiwa, 067-313250 or Ms Nghitotelwa 065 272845

NB: Government Application obtainable at all government offices, must be accompanied by curriculum vitae, certified copies of qualifications and Identity documents.

Staff member in the Public Service must complete their probation successfully and may only compete for the position which are on the next higher grade/level. Foreign qualification must be evaluated by Namibia Qualification Authority and confirmation letter of probation should be attached. Failure to complete all items on application and attached all required documents will disqualify the application.

Applications should be addressed to:

The Director
Ministry of Health and Social Services
Directorate Kunene Region
Private bag 3003
Opuwo

**DIRECTORATE: KHOMAS REGION
DIVISION DISTRICT HEALTH AND SOCIAL WELFARE SERVICES**

Post Designation	:	Senior Medical Officer Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$ 492, 567 – N\$ 517, 836
Salary Notch	:	N\$ 492, 567
Housing benefit	:	N\$68, 188 per annum
Motor Vehicle Allowance	:	N\$102, 701 per annum
Fixed Overtime Allowance	:	N\$ 246, 286 per annum

Minimum requirements: Registration as a Medical Practitioner with the Medical and Dental Professional Council of Namibia.

Additional requirements: Candidate should have three (3) years' experience as Medical Officer.

**DIRECTORATE: KHOMAS REGION
DIVISION REHABILITATION AND SOCIAL WELFARE
SUBDIVISION REHABILITATION**

Post Designation	:	Chief Occupational Therapist Grade 5
1xPost	:	Windhoek
Scale of Salary	:	N\$ 412, 001 – N\$ 492, 567
Salary Notch	:	N\$ 412, 001 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum Requirements: Registration as Occupational Therapist

Additional requirements Candidate must should have three (3) years' experience as Senior Occupational Therapist plus a valid driver's license.

DIRECTORATE: KHOMAS REGION
DIVISION DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION HEALTH INFORMATION AND RESEARCH

Post Designation	:	Chief Health Program Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$ 337, 984 - N\$ 403, 922
Salary Notch	:	N\$ 337, 984 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum requirements: An appropriate B-degree or equivalent qualification on NQF L7.

Additional requirements: Candidate must have six (6) years' appropriate experience. Must have working knowledge of disease surveillance systems and outbreak response activities. A computer literate with proven skills on Microsoft word, Excel and PowerPoint.

DIRECTORATE: KHOMAS REGION
DIVISION DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: KATUTURA HEALTH CENTRE
SECTION: PHARMACEUTICAL SERVICES

Post Designation	:	Pharmacist Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$277, 264– N\$331, 358
Salary Notch	:	N\$ 277, 264 per annum
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$8, 760 per annum
Fixed overtime	:	N\$ 148, 352 per annum

Minimum Requirements: Registration as a Pharmacist with the Pharmacy Council of Namibia.

DIRECTORATE: KHOMAS REGION
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Assistant Grade 9
1xPost	:	Okuryangava Clinic
Salary scale	:	N\$185, 920 – N\$222, 994
Salary Notch	:	N\$ 185, 920 per annum
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: Registration as a Pharmacist Assistant with the Pharmacy Council of Namibia.

Additional requirements Candidate must should have three (3) years' experience as Pharmacist Assistant

Enquiries: Mr. Simon M. Iivula (061 203 5010)

All the above applications must be addressed to:

PSM CIRCULAR NO. G OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 01 AUGUST 2023, CLOSING DATE 01 SEPTEMBER 2023

The Regional Director
Khomas Directorate of Health and Social Welfare Services
Private Bag 13322
Windhoek

Or submit the application at Khomas Regional Office, Human Resource Office

DIRECTORATE: HEALTH TECHNOLOGY & INFRASTRUCTURE MANAGEMENT
DIVISION: PHYSICAL FACILITY PLANNING

Post Designation	:	Quantity Surveyor Grade 5
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 412, 001 – N\$ 492, 567
Salary Notch	:	N\$ 412, 001 per annum
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum requirements: Registration as Professional Quantity Surveyor with the Namibian Council for Architects and Quantity Surveyors. A B-degree in Quantity Surveying at NQF Level 7 or equivalent qualification.

Additional requirements: Candidate must have five (5) years appropriate post registration experience in contract documentation and administration of construction projects. Candidate must have a valid driver's licence, a minimum code B. Preference will be given to Namibian Citizens and persons with disabilities are encouraged to apply.

DIRECTORATE: PRIMARY HEALTH CARE SERVICES
DIVISION: FAMILY HEALTH
SUBDIVISION: REPRODUCTIVE AND CHILD HEALTH
SECTION: NON-COMMUNICABLE DISEASES AND CONDITIONS

Post Designation	:	Senior Health Programme Officer Grade 7
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 277, 264 – N\$ 331, 358
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum requirements: An appropriate B-degree or equivalent qualification on NQF L7.

Additional requirement: A B-Degree in Nursing Science plus three (3) years appropriate experience in planning and operationalization of health-related programmes. Certificate of registration with the Nursing Council of Namibia should be attached. Must be computer literate.

DIRECTORATE: PRIMARY HEALTH CARE SERVICES
DIVISION: FAMILY HEALTH
SUBDIVISION: COMMUNITY-BASED HEALTH CARE
SECTION: COMMUNITY-BASED HEALTH CARE AND OUTREACH

Post Designation	:	Senior Health Programme Officer Grade 7
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 277, 264 – N\$ 331, 358
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum requirements: An appropriate B-degree or equivalent qualification on NQF L7

Additional requirements: A B-Degree in Nursing Science plus three (3) years appropriate experience in planning and operationalization of health-related programmes. Certificate of registration with the Nursing Council of Namibia should be attached. Must be computer literate.

DIRECTORATE: PRIMARY HEALTH CARE SERVICES
DIVISION: FAMILY HEALTH
SUBDIVISION: REPRODUCTIVE AND CHILD HEALTH
SECTION: INTEGRATED MANAGEMENT OF NEONATAL AND CHILDHOOD ILLNESSES

Post Designation	:	Senior Health Programme Officer Grade 7
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 277, 264 – N\$ 331, 358
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum requirements: An appropriate B-degree or equivalent qualification on NQF L7

Additional requirements: A B-Degree in Nursing Science plus three (3) years appropriate experience in planning and operationalization of health-related programmes. Certificate of registration with the Nursing Council of Namibia should be attached. Must be computer literate.

DIRECTORATE: PRIMARY HEALTH CARE SERVICES
DIVISION: FAMILY HEALTH
SUBDIVISION: FOOD AND NUTRITION
SECTION: NON-COMMUNICABLE DIET-RELATED DISEASE AND INSTITUTIONAL FEEDING

Post Designation	:	Senior Health Programme Officer Grade 7
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 277, 264 – N\$ 331, 358
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum requirements: An appropriate B-degree or equivalent qualification on NQF L7 plus three (3) years appropriate experience.

Additional requirements: Candidate must have a B-Degree in Dietetics or a B-Degree in Human Nutrition. Certificate of registration with the Health Professional Council of Namibia should be attached. Must be computer literate.

DIRECTORATE: PRIMARY HEALTH CARE SERVICES
DIVISION: RESOURCE MANAGEMENT

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 227,453 – N\$ 271,828
Salary Notch	:	N\$ 227,453 per annum
Transport allowance	:	N\$ 8,760 per annum
Housing allowance	:	N\$ 14,520 per annum

Minimum Requirement: An appropriate National Diploma (NQF Level 6) plus appropriate experience.

Additional requirements: Preference will be given to candidates with a B-Degree in Business Administration or Business Management or Public Administration plus 4 years appropriate experience. Must be computer literate.

Key Performance Areas:

- Must have knowledge of the Public Procurement Act, 2015 (Act No. 15 of 2015) and its regulations; State Finance Act, 1991 (Act No.31 of 1991). Treasury Instructions; Stock Control System, Office Support Services; Integrated Financial Management System (IFMS) and fleet Management.
- Compile the Annual Plan of the Unit and ensure monitoring and evaluation of the Plan.
- Ensure Project and Activity Planning and Budgeting of the Unit.
- Ensure proper execution of the Unit budgets and project implementation.
- Monitor and report to the Head of the Directorate on budget execution, and project execution and explain any variances.
- Draft monthly, quarterly and Annual Reports on the operation of the Unit.
- Performance Management: Ensure the compilation of the Performance Agreements of the Unit and regular monitoring of performance in accordance with the Unit's Annual plan.
- Manage and control the procurement activities of the Directorate, in accordance with the Public Procurement Act.
- Provide administrative and budget support services to the directorate.
- Control and supervision of transport.
- Execution and budget control in line with the government financial Procurement System, rules/regulations.
- Prepare a Draft Annual Procurement Plan each Financial Year. Draw up and monitor adherence to frameworks to ensure activities and expenditures are within the budgetary allocation prescribed by the State Finance and Public Procurement Act.
- Provide timely procurement and expenditure reports to the Director.

Candidates employed in the Public Service must attached letter of confirmation on probation and those outside the public service must attach proof of their current job level. Fail to attach will automatically disqualify the application.

Applications must be submitted on form 156043 (obtainable at all Government offices) and should be accompanied by originally certified copies of educational qualifications, Identity document and detailed CV and academic records. **All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).** Applicants who failed to complete all items on the application form (incomplete applications) and not attaching the necessary documents will disqualify the application.

Applications must be addressed to:

**The Executive Director
Ministry of Health and Social Service
Private Bag 13198,
Windhoek**

Hand delivery to: Human Resource Management office, Head office, Harvey Street, Windhoek.

Enquiries: HRM office, Head office, Tel. No.: 061-2032108 or 2032189.

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

**DIRECTORATE: PHARMACEUTICAL SERVICES
DIVISION: OPERATIONS
SUBDIVISION: INVENTORY CONTROL AND WAREHOUSING**

Post Designation	:	Senior Pharmacist Grade 6
3xPosts	:	Windhoek (Head office)
Salary scale	:	N\$ 337, 984 –N\$403, 922
Transport allowance	:	N\$ 8, 760 per annum
Housing allowance	:	N\$ 14 520 per annum
Fixed Overtime	:	N\$ 180 840 per annum

Minimum requirements: Registration as Pharmacist with the Health Professional Council of Namibia and in possession of a valid HPCNA maintenance registration Card and Pharmacy Certificate.

Additional requirements: A B. Pharm Degree on NQF Level 8 or equivalent plus three (3) years appropriate working experience as a registered practicing Pharmacist in Namibia. OR at least two (2) years appropriate working experience in the Subdivision: Inventory Control and Warehousing. Preference will be given to pharmacists with experience working at public health facilities in Namibia.

Key performance areas:

- To effectively and efficiently, supervise Warehouses, Receiving and Dispatch Area activities
- Responsible for the draft of Inventory Management and Warehousing Standard Operating Procedures (SOP), policies, and guidelines
- Overall supervision over pharmacists responsible for the monitoring, and coordination of Central Medical Stores (CMS) Operational, to make sure that its goal and objectives are achieved. Responsible for Supply Chain planning of pharmaceuticals and Clinical/Medical Supplies.

DIRECTORATE: PHARMACEUTICAL SERVICES
DIVISION: OPERATIONS
SUBDIVISION: INVENTORY CONTROL AND WAREHOUSING

Post Designation	:	Senior Pharmacist's Assistant Grade 9
2xPosts	:	Windhoek (Head office)
Salary scale	:	N\$ 185, 920 –N\$ 222, 994
Transport allowance	:	N\$ 8, 760 per annum
Housing allowance	:	N\$ 14, 520 per annum

Minimum requirements: Registration as Pharmacist Assistant with Pharmacy Council of Namibia and must attach a valid HPCNA maintenance registration Card.

Additional requirements: Preference will be given to candidates with three (3) years' appropriate working experience in the Inventory Management and Warehousing of medicines and health commodities. As well as candidates with working experience at public health facilities in Namibia will get preference.

Key performance areas:

- To effectively and efficiently, supervise Warehouses or Receiving or Dispatch Area activities.
- Ensure adherence to current SOP policies and guidelines
- Ensure monitoring and coordination of the day-to-day tasks and activities in the assigned warehouse(s) run smoothly efficiently and effectively, the day-to-day activities, resources, and tasks to ensure that CMS Operational goals and objectives are achieved.

***NB* Heavy Duty working Environment, exposed to heavy-duty warehousing equipment**

DIRECTORATE: PHARMACEUTICAL SERVICES
DIVISION: OPERATIONS
SUBDIVISION: INVENTORY CONTROL AND WAREHOUSING

Post Designation	:	Senior Administrative Officer Grade 10
4xPosts	:	Windhoek (Head office)
Salary scale	:	N\$ 151, 910 – N\$182, 202
Transport allowance	:	N\$ 8, 760 per annum
Housing allowance	:	N\$ 14, 520 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience OR A Grade 12 Certificate with 20 points over 5 subjects with an E-symbol in English (NQF Level 3) plus three (3) years appropriate experience.

Additional requirements: Preference will be given to candidates with a Diploma in Logistics and Supply Chain Management or Diploma in Warehousing and Logistics. Candidate must have working experience at Pharmaceutical Wholesaler or Distributor or Medical Store.

Key performance areas:

- To manage inventory and warehousing activities to ensure FIFO/FEFO is enforced.
- Issuing of Pharmaceutical and Clinical Supplies items to health facilities
- To support the Pharmacists and Pharmacist's Assistants in the day-to-day to day management of warehouses and take part in stocktaking, and packing of received pharmaceutical and clinical items in the respective warehouses.
- Supervise the workhands and Assistant/Warehouse Manager in their daily activities

- Assist with receiving and dispatching of stock at CMS as well as any administrative work under Operations e.g. filing, invoicing, and capturing of data.

***NB* Heavy Duty working Environment, exposed to heavy-duty warehousing equipment**

**DIRECTORATE: PHARMACEUTICAL SERVICES
DIVISION: QUANTIFICATION AND PROCUREMENT
SUB-DIVISION: PROCUREMENT**

Post Designation	:	Health Program Officer Grade 7
1x Post	:	Windhoek (Head office)
Salary scale	:	N\$ 277,264 – N\$331,358
Transport allowance	:	N\$ 8,760 per annum
Housing allowance	:	N\$ 14,520 per annum

Minimum requirements: An appropriate B-degree in Logistics and Supply Chain Management on NQF L7.

Additional requirements: Candidate must have three (3) years working experience in procurement of Pharmaceuticals and Clinical Supplies as well as contract management.

Key performance areas:

- Maintain and improve quality stock management systems including the routine identification and resolution of variances so as to minimize stock-outs, overstocks and expiries
- Member of Annual quantification and forecasting
- Routine review of Pharmaceutical and Clinical specifications at Central Medical stores
- Conduct Supplier engagement on clinical supplies for deliveries and monitor Supplier's performance and report to key stakeholders
- Serve as a member of the Procurement Management Unit (PMU) for Clinical supplies
- Communication and reporting to stakeholders.
- Carry out any other functions as may from time to time be assigned by the Chief Pharmacist.

**DIRECTORATE: PHARMACEUTICAL SERVICES
DIVISION: QUANTIFICATION AND PROCUREMENT
SUB-DIVISION: QUANTIFICATION**

Post Designation	:	Health Program Officer Grade 7
1x Post	:	Windhoek (Head office)
Salary scale	:	N\$ 277,264 – N\$331,358
Transport allowance	:	N\$ 8,760 per annum
Housing allowance	:	N\$ 14,520 per annum

Minimum requirements: An appropriate B-degree or equivalent qualification on NQF L7.

Additional requirements: Candidate must have a qualification in Theatre or ICU or Emergency Medicines' Clinical Supplies and with Registration as Registered Nurse at the Nursing Council. Must attach the latest HPCNA registration Card. Preference will be given to candidates with 3 years' appropriate experience in Clinical supplies Procurement and Contract Management.

Key performance areas:

- Maintain and improve quality stock management systems including the routine identification and resolution of variances so as to minimize stock-outs, overstocks and expiries
- Member of Annual quantification and forecasting for clinical supplies
- Routine review of Clinical supplies specifications at Central Medical stores
- Conduct Supplier engagement on clinical supplies for deliveries
- Monitor Clinical Suppliers performance and report to key stakeholders
- Serve as a member of the Procurement Management Unit (PMU) for Clinical supplies
- Communication and reporting to stakeholders.
- Attend sub-divisional meetings as required and meetings with suppliers.
- Carry out any other functions as may from time to time be assigned by the Chief Pharmacist.

DIRECTORATE: PHARMACEUTICAL SERVICES
DIVISION: QUANTIFICATION AND PROCUREMENT
SUB-DIVISION : PROCUREMENT

Post Designation	:	Senior Pharmacist Grade 6
1x Post	:	Windhoek (Head office)
Salary scale	:	N\$ 328, 139 – N\$ 392, 158
Fixed overtime	:	N\$ 180, 840
Transport allowance	:	N\$ 8,760 per annum
Housing allowance	:	N\$ 14, 520 per annum

Minimum requirements: Registration as Pharmacist with the Health Professional Council of Namibia and must attach a valid HPCNA maintenance registration Card and Pharmacy Certificate.

Additional requirements: Candidate must have four (4) years appropriate working experience as a registered practicing Pharmacist in Namibia. Preference will be given to candidates with working experience at public health facilities in Namibia and with a qualification and experience in Pharmaceutical Procurement and in contract management and sourcing of pharmaceuticals.

Key performance areas:

- Adhere to the Ministry policies and procedures.
- Ensure Compliance to the Public Procurement Act (Act 15 of 2015)
- Develop SOP's as required for Procurement functions.
- Member of the annual Forecasting and Quantification team
- Implement contract Management policies as per the prevailing laws
- Manage the activities of the Bidding and contract management
- Conduct training and competency requirements for subordinates within the team and arrange relevant training
- Review of specifications of items to be procured to ensure CMS provides high availability of Pharmaceuticals and Clinical supplies
- Enforce the CMS code of conduct among the staff under his/her supervision.
- Ensure regular cycle stock counts to update all stock records and ensure that actual stock matches system records.
- Maintain Supplier Database and manage suppliers, design effective communication with stakeholders
- Working knowledge of the Medicines and Related Substances Controls Act of 2003.
- Supervision of subordinates in the sub-division

DIRECTORATE: PHARMACEUTICAL SERVICES
DIVISION: NATIONAL MEDICINES POLICY COORDINATION
SUB-DIVISION: PHARMACEUTICAL SELECTION, LOGISTICS AND RATIONAL USE

Post Designation	:	Chief Health Program Officer Grade 6
1xPost	:	Windhoek (Head office)
Salary scale	:	N\$ 328, 139 – N\$ 392, 158
Transport allowance	:	N\$ 8, 760 per annum
Housing allowance	:	N\$ 14, 520 per annum

Minimum requirements: An appropriate B-degree in Nursing and or Midwifery on NQF L7.

Additional requirements: Candidate must have four (4) years appropriate experience in clinical supplies management or operation room preparation.

Key performance areas:

- Spearheading the compilation and regular updating of essential clinical supplies list (ECSList)
- Serve as a member of secretariat for the national essential Medicines List Committee (EMLC) as a focal point for clinical supplies list.
- To coordinate clinical supplies management in public health sector.
- In particular s/he is responsible for the following areas in co-operation with other relevant divisions, directorates and ministries:
 - Promote collaboration and ensure sound communication with Central Medical Stores, health facilities and other relevant key stakeholders and partners in clinical supplies management.
 - Track clinical supplies by maintaining a Logistics management information systems (LMIS):
 - Compile and disseminate quarterly and annual LMIS feedback reports to all stakeholders
 - Liaise with the CMS in pharmaceutical demands forecasting and quantification exercises for clinical supplies
 - Participate in planning and facilitating capacity building trainings on clinical supplies management (e.g. specifications development, demands forecasting & quantification, inventory management practices, etc.)
- Contribute to preparation of the quarterly and annual activity plans and reports for the sub-division.
- Attend sub-divisional, divisional and any other meetings as required.
- Carry out any other functions as may from time to time be assigned by the Chief Pharmacist.

Candidates employed in the Public Service must attached letter of confirmation on probation and those outside the public service must attach proof of their current job level. Fail to attach will automatically disqualify the application.

Applications must be submitted on form 156043 (obtainable at all Government offices) and should be accompanied by originally certified copies of educational qualifications, Identity document and detailed CV and academic records. **All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).** Applicants who failed to complete all items on the application form (incomplete applications) and not attaching the necessary documents will disqualify the application.

Applications must be addressed to: The Executive Director, Ministry of Health and Social Services, Private Bag 13198, Windhoek.

Hand delivery to: Human Resource Management office, Head office, Harvey Street, Windhoek.

Enquiries: Ms. D. Kisting, HRM office, Head office, Tel. No.: 061-2032108 or 2032189.

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

**DIRECTORATE: KAVANGO EAST REGION
DIVISION: CURRATIVE SERVICES
SUBDIVISION: PHARMACEUTICALS**

Post Designation	:	Chief Pharmacist, Grade 5
1xPost	:	RMT-Rundu
Salary scale	:	N\$ 412, 001 – N\$492, 567
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum
Fixed Overtime	:	N\$ 220, 488 per annum

Minimum Requirements: Registration as a Pharmacist with the Health Profession Council of Namibia and a minimum of three (3) years' experience as a Senior Pharmacist. Applicants in the Public Service must attach a letter of confirmation of probation.

SUBDIVISION: NURSING SERVICES

Post Designation	:	Chief Registered Nurse, Grade 6
1xPost	:	RMT-Rundu
Salary scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: Registration as a Registered Nurse/Midwife with the Nursing Council of Namibia and a minimum of three (3) years' experience as a Senior Registered Nurse. **Applicants in the Public Service must attach a letter of confirmation of probation.**

SUBDIVISION: SPEACIAL PROGRAMS (HIV/AIDS, TB & MALARIA)

Post Designation	:	Chief Health Programme Officer, Grade 6
1xPost	:	RMT-Rundu
Salary scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: An Appropriate B-Degree or Equivalent qualification on NQF Level 7 and registration as Registered Nurse/Midwife with the Nursing Council of Namibia plus three (3) years appropriate experience. **Applicants in the Public Service must attach a letter of confirmation of probation.**

SUBDIVISION: FAMILY HEALTH

Post Designation	:	Chief Health Programme Officer, Grade 6
1xPost	:	RMT-Rundu
Salary scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: An Appropriate B-Degree or Equivalent qualification on NQF Level 7 and registration as Registered Nurse/Midwife with the Nursing Council of Namibia plus three (3) years appropriate experience. **Applicants in the Public Service must attach a letter of confirmation of probation.**

SUBDIVISION: HEALTH INFORMATION AND RESEARCH

Post Designation	:	Chief Health Programme Officer, Grade 6
1xPost	:	RMT-Rundu
Salary scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: An Appropriate B-Degree or Equivalent qualification on NQF Level 7 and registration as Registered Nurse/Midwife with the Nursing Council of Namibia plus three (3) years appropriate experience. Applicants in the Public Service must attach a letter of confirmation of probation.

DIVISION: MULTI-REGIONAL MEDICAL DEPOT

Post Designation	:	Senior Pharmacist, Grade 6
1xPost	:	Rundu Medical Depot
Salary scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum
Fixed Overtime	:	N\$ 180, 840 per annum

Minimum Requirements: Registration as a Pharmacist with the Health Profession Council of Namibia and a minimum of two (2) years' experience as a Pharmacist. Applicants in the Public Service must attach a letter of confirmation of probation.

DIVISION: GENERAL SUPPORT SERVICES SUBDIVISION: REGIONAL FINANCE AND SOCIAL ACCOUNTS

Post Designation	:	Accountant Grade 8
1xPost	:	RMT-Rundu
Salary scale	:	N\$ 227, 453 – N\$271, 828
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: An appropriate Diploma on NQF Level 6 **majoring in Accounting.** **Applicants in the Public Service must attach a confirmation of probation.**

DIVISION: MULTI-REGIONAL INFORMATION TECHNOLOGY SERVICES

Post Designation	:	System Administrator Grade 9
1xPost	:	RMT-Rundu
Salary scale	:	N\$ 185, 920 – N\$222, 994
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: A degree in Information Technology on NQF level 7. Applicants in the Public Service **must attach a confirmation of probation.**

DIVISION: TECHNICAL WORKSHOP (MEDICAL EQUIPMENT)

Post Designation	:	Engineering Technician Grade 9
1xPost	:	RMT-Rundu
Salary scale	:	N\$ 185, 920 – N\$222, 994
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: An appropriate Diploma (Medical Equipment) or equivalent qualification on NQA level 6. Applicants in the Public Service **must attach a confirmation of probation**

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

Post Designation	:	Senior Social Worker Grade 7
3xPosts	:	Andara, Nyangana and Rundu District
Salary scale	:	N\$ 227, 264 – N\$331, 358
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: Registration as a Social Worker with the Health Professions Council of Namibia plus three (3) years' experience. Applicants in the Public Service **must attach a confirmation of probation.**

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

Post Designation	:	Senior Registered Nurse Grade 7
1xPost	:	Nkarapamwe Health Centre
Salary scale	:	N\$ 227, 264 – N\$331, 358
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: Registration as a Registered Nurse/Midwife with the Nursing Council of Namibia and a minimum of three (3) years' experience as a Registered Nurse. Applicants in the Public Service **must attach a confirmation of probation.**

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

Post Designation	:	Medical Officer Grade 5
2xPosts	:	Sauyemwa Clinic and Rundu Health Centre
Salary scale	:	N\$ 412, 001 – N\$492, 567
Housing Allowance	:	N\$ 14, 520 per annum
Motor Vehicle Allowance	:	N\$ 78, 762 per annum
Fixed Overtime	:	N\$220, 488 per annum

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

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

Post Designation	:	Emergency Care Practitioner Grade 10
2xPosts	:	Omega Clinic (Andara district), Ncaute Clinic (Rundu district)
Salary scale	:	N\$ 151, 910 – N\$182, 202
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum
Remoteness Allowance	:	N\$ 21, 000 per annum

Minimum Requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (**Intermediate**) plus A Code C1_driver's license and applicants in the Public Service must attach a confirmation of probation.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: PRIMARY HEALTH CARE
SECTION: EMERGENCY MEDICAL RESCUE SERVICES

Post Designation	:	Emergency Care Practitioner Grade 11
1xPost	:	Nyangana district
Salary scale	:	N\$ 126, 654 – 151, 910
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum
Remoteness Allowance	:	N\$ 13, 800 per annum

Minimum Requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Basic) plus A Code C1_driver's license and applicants in the Public Service must attach a confirmation of probation.

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

Post Designation	:	Pharmacist Assistant Grade 10
2xPosts	:	Divundu Clinic (Andara district), Karukuta Clinic (Nyangana district)
Salary scale	:	N\$ 151, 910 – N\$182, 202
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum
Remoteness Allowance	:	N\$ 13, 800 per annum

PSM CIRCULAR NO. G OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 01 AUGUST 2023, CLOSING DATE 01 SEPTEMBER 2023

Minimum Requirements: Registration as a Pharmacist Assistant with the Health Professions Council of Namibia.

Enquiries: Mr. W. Kapumburu/Ms. A.K Kakororo Tell: 066 265 504/640

NB: All foreign qualifications must be submitted with an evaluation of qualification from Namibia Qualification Authority. All documents must be original certified copies. Fully completed applications must be on Form 156043 & 156094. Only candidates who meet the prescribed minimum qualification requirement will be considered for possible shortlisting and failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

All the above application must address to:

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

Or submit the application at RMT, Human Resource Office No. D19

DIRECTORATE: OMUSATI REGION

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI

Post Designation	:	Senior Medical Officer Grade 4
1x Post	:	Tsandi
Salary Scale	:	N\$ 492, 567 – N\$517, 836
Motor Vehicle Allowance	:	N\$ 102, 701 per annum
Housing Benefit	:	N\$ 68, 188 per annum
Fixed overtime	:	N\$ 246, 286 per annum
Remoteness Allowance	:	N\$ 9,000 per annum

Minimum requirements: Registration as a Medical Practitioner with the Medical and Dental Professional Council of Namibia.

Additional requirements: Candidate should have three (3) years appropriate experience as Medical Officer.

DIVISION: CURATIVE SERVICES SUBDIVISION: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Grade 6
1x Post	:	Regional Office - Outapi
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 14, 520 per annum

PSM CIRCULAR NO. G OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 01 AUGUST 2023, CLOSING DATE 01 SEPTEMBER 2023

Fixed Overtime : N\$ 18, 840 per annum

Minimum requirements: Registration as a Pharmacist with the Health Professional Council of Namibia plus appropriate three (3) years working experience as Pharmacist.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: NURSING SERVICES

Post Designation : Senior Registered Nurse Grade 7
1x Post : Outapi
Salary Scale : N\$ 277, 264 –N\$331, 358
Transport Allowance : N\$ 8,760 per annum
Housing Allowance : N\$ 14, 520 per annum

Minimum requirements: Registration as a Registered Nurse and Midwife with the Health Professional Council of Namibia plus appropriate three (3) years working experience a Registered Nurse. Confirmation of probation letter as a Registered Nurse must be attached.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE OMONA WATJIHOZU

Post Designation : Senior Registered Nurse Grade 7
1x Post : Omona watjihozu
Salary Scale : N\$ 277, 264 –N\$331, 358
Transport Allowance : N\$ 8,760 per annum
Housing Allowance : N\$ 14, 520 per annum

Minimum requirements: Registration as a Registered Nurse and Midwife with the Health Professional Council of Namibia plus appropriate three (3) years working experience a Registered Nurse. Confirmation of probation letter as a Registered Nurse must be attached.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE MAHENENE

Post Designation : Senior Registered Nurse Grade 7
1x Post : Mahenene
Salary Scale : N\$ 277, 264 –N\$331, 358
Transport Allowance : N\$ 8,760 per annum
Housing Allowance : N\$ 14, 520 per annum
Remoteness Allowance : N\$ 13, 800 per annum

Minimum requirements: Registration as a Registered Nurse and Midwife with the Health Professional Council of Namibia plus appropriate three (3) years working experience a Registered Nurse. Confirmation of probation letter as a Registered Nurse must be attached.

DIVISION: CURATIVE SERVICES
SUBDIVISION: NURSING SERVICES

Post Designation	:	Chief Registered Nurse Grade 6
1x Post	:	Regional Office - Outapi
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 14, 520 per annum

Minimum requirements: Registration as a Registered Nurse and Midwife with the Health Professional Council of Namibia plus appropriate three (3) years working experience a Senior Registered Nurse Grade 7. Confirmation of probation letter as a Registered Nurse Grade 7 must be attached

DIVISION: GENERAL SUPPORT SERVICES
SUBDIVISION: FINANCE & SOCIAL ACCOUNTS

Post Designation	:	Senior Accountant Grade 7
1x Post	:	Regional Office - Outapi
Salary Scale	:	N\$ 277, 264 –N\$331, 358
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 14, 520 per annum

Minimum requirements: An appropriate Diploma on NQF L6 majoring in Accounting.

Additional requirements: A B-Degree or equivalent qualification (NQF L7) majoring in Accounting or Financial Management plus six (6) years' experience as Accountant Grade 8. Extensive knowledge and experience in all module of the Integrated Management System (IMFS), Payroll, DSA, Accounts Payable, Accounts Receivable and General Ledger. A Sound knowledge of government accounting system and reconciliation of Accounts. Experience in the compilation of budget documents (Budget preparation and budget execution). Computer literacy and a valid driver's license will serve as advantages.

DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES

Post Designation	:	Chief Health Programme Officer Grade 6
1x Post	:	Regional Office - Outapi
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 14, 520per annum

Minimum requirement: An appropriate Bachelor Degree or equivalent qualification on NQF L7.

Additional Requirement: 9 years' appropriate experience of which 6 years should be at a Senior Human Resource Practitioner position. Candidates must have a valid driver's license.

DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES
SECTION: HUMAN RESOURCE MANAGEMENT

Post Designation	:	Human Resource Practitioner Grade 8
1x Post	:	Regional Office - Outapi
Salary Scale	:	N\$ 227, 453 – N\$271, 828
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 14, 520per annum

Minimum requirement: A National Diploma majoring in Human Resource on NQF Level 6.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: RESOURCE MANAGEMENT

Post Designation	:	Senior Cleaner Grade 14
1x Post	:	Outapi
Salary Scale	:	N\$ 56, 322 – N\$73, 239
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 8,712 per annum

Minimum requirements: Minimum requirements: Three (5) years working experience a Cleaner Grade 15. Confirmation of probation letter as a Cleaner must be attached.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OSHIKUKU
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE ELIM

Post Designation	:	Senior Cleaner Grade 14
1x Post	:	Elim
Salary Scale	:	N\$ 56, 322 – N\$73, 239
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 8,712 per annum
Remoteness Allowance	:	N\$ 9,000 per annum

Minimum requirements: Minimum requirements: Three (5) years working experience a Cleaner Grade 15. Confirmation of probation letter as a Cleaner must be attached.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI
SUBDIVISION: DISTRICT HOSPITAL TSANDI
SECTION: RESOURCE MANAGEMENT

Post Designation	:	Senior Cleaner Grade 14
1x Post	:	Tsandi
Salary Scale	:	N\$ 56, 322 – N\$73, 239
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 8,712 per annum
Remoteness Allowance	:	N\$ 9,000 per annum

Minimum requirements: **Minimum requirements:** Three (5) years working experience a Cleaner Grade 15. Confirmation of probation letter as a Cleaner must be attached.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OKAHAO
SUBDIVISION: DISTRICT HOSPITAL OKAHAO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Assistant Grade 9
1x Post	:	Okahao
Salary Scale	:	N\$ 185, 920 –N\$222, 994
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 11, 616 per annum

Minimum requirements: Registration as Pharmacist Assistant with Pharmacy Council of Namibia

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OKAHAO
SUBDIVISION: DISTRICT HOSPITAL OKAHAO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PHARMACEUTICAL SERVICES

Post Designation	:	Pharmacist Grade 7
1x Post	:	Okahao
Salary Scale	:	N\$ 277, 264 –N\$331, 358
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 14, 520 per annum
Fixed Overtime	:	N\$ 148, 352 per annum

Minimum requirements: Registration as Pharmacist with Pharmacy Council of Namibia

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI
SUBDIVISION: DISTRICT HOSPITAL TSANDI
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PHARMACEUTICAL SERVICES

Post Designation	:	Pharmacist Grade 7
1x Post	:	Okahao
Salary Scale	:	N\$ 277, 264 –N\$331, 358
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 14, 520 per annum
Fixed Overtime	:	N\$ 148, 352 per annum
Remoteness Allowance	:	N\$ 9,000 per annum

Minimum requirements: Registration as Pharmacist with Pharmacy Council of Namibia

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE ONESI

Post Designation	:	Pharmacist Assistant Grade 10
1x Post	:	Onesi
Salary Scale	:	N\$ 151, 910 – N\$182, 202
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 11, 616 per annum
Remoteness Allowance	:	N\$ 9,000 per annum

Minimum requirements: Registration as Pharmacist with Pharmacy Council of Namibia

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: DOMESTIC SERVICES
UNIT: MORTUARY SERVICES

Post Designation	:	Senior Mortuary Assistant Grade 10
1x Post	:	Tsandi
Salary Scale	:	N\$ 151, 910 – N\$182, 202
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 11, 616 per annum
Remoteness Allowance	:	N\$ 9,000 per annum

Minimum requirements: A Grade 10 (or equivalent) Certificate on NQF Level 2 plus three (3) years appropriate experience. Confirmation of probation letter as a Mortuary Assistant Grade 11 must be attached.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI
SUBDIVISION: DISTRICT HOSPITAL TSANDI
SECTION: PROFESSIONAL SERVICES
SUBSECTION: RADIOGRAPHIC SERVICES

Post Designation	:	Radiographic Assistant Grade 11
1x Post	:	Tsandi
Salary Scale	:	N\$ 126, 654 – N\$151, 910
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 11, 616 per annum
Remoteness Allowance	:	N\$ 9,000 per annum

Minimum requirements: A Grade 12 (or equivalent) Certificate on NQF Level 3 plus registration as Radiography Assistant with Allied Health Professions Council of Namibia

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI, OKAHAO AND TSANDI
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation	:	Medical Officer Grade 5
6x Posts	:	3 x Outapi, 2 x Okahao, 1 x Tsandi
Salary Scale	:	N\$ 412, 001 – N\$492, 567
Motor Vehicle Allowance	:	N\$ 78, 672.00 per annum
Housing Allowance	:	N\$ 14, 520.00 per annum
Fixed Overtime	:	N\$ 220, 488.00 per annum

Please note: Only shortlisted candidates will be contacted and no personal documents will be returned. **Applicants with foreign obtained qualifications should attach copies of the evaluation of qualifications of NQA.**

Applications (on form 156043) obtainable from all government offices, must be accompanied by a comprehensive CV, ID, educational qualifications and other relevant documents. Public Service employees must attach proof of confirmation of probation. Applications not complying with the above procedures may be disqualified.

Forward application to:
The Regional Director
Ministry of Health and Social Services
Omusati Region
Private Bag 504
Outapi.

Hand delivery
Hospital Premises, Outapi
Tsandi Road

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

**OMAHEKE REGIONAL HEALTH DIRECTORATE
DIVISION: PUBLIC AND ENVIRONMENTAL HEALTH**

Post Designation	:	Control Environmental Health Practitioner Grade 6
1xPost	:	Gobabis (Regional Office)
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Appointment requirements: An appropriate B. degree or equivalent qualification on NQF level 7 plus six (6) years appropriate experience. Registration as an Environmental Health Practitioner with the Allied Health Professions Council of Namibia.

Additional Requirements: Three (3) years' experience should be at the level of Chief Environment Health Practitioner Grade 7 and candidates should be in possession of a valid code B driver's license.

**DIVISION: PUBLIC AND ENVIRONMENTAL HEALTH
SUBDIVISION: PORT/BORDER HEALTH SERVICES (BUITEPOS)**

Post Designation	:	Senior Environmental Health Practitioner Grade 8
1xPost	:	Border post (Trans Kalahari)
Salary Scale	:	N\$ 227, 453 – N\$271, 828
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Appointment requirements: An appropriate B. degree or equivalent qualification on NQF level 7 plus three (3) years appropriate experience as an Environmental Health Practitioner Grade 9, Registration as an Environmental Health Practitioner with the Allied Health Professions Council of Namibia.

Additional Requirements: The candidate should be in possession of a valid driver's license.

**DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SUBDIVISION: HUMAN RESOURCE**

Post Designation	:	Chief Health Programme Officer Grade 6
1xPost	:	Gobabis (Regional Office)
Salary scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Appointment requirements: An Appropriate B-Degree or equivalent Qualification on NQF 7 plus eight (8) years appropriate experience in the field of human Resource Management.

Additional Requirements: An appropriate Degree on NQF level 7 or higher majoring in Human Resource Management. The candidate must have four (4) years' experience at the level of Senior Human Resource Practitioner Grade 7.

DIVISION: SPECIAL DISEASE PROGRAM

Post Designation	:	Chief Health Programme Officer Grade 6
1xPost	:	Gobabis (Regional Office)
Salary scale	:	N\$ 337, 984 –N\$403, 922
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Appointment requirements: An appropriate B. degree or equivalent qualification on NQF level 7 plus five (5) years appropriate experience in special programs.

Additional Requirement: Registration as a Registered Nurse and Midwife/Accoucheur with the Nursing Council of Namibia.

DIVISION: GENERAL SUPPORT SERVICES SUBDIVISION: LOGISTICS

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Gobabis (Regional Office)
Salary scale	:	N\$ 151, 910 – N\$182, 202
Housing Allowance	:	N\$ 11, 616 per annum
Transport Allowance	:	N\$ 8,760 per annum

Appointment requirements: An Appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience or A Grade 12 Certificate (NQF Level 3) plus three (3) years appropriate experience.

Additional Requirement: Preferential will be given to candidates with a National Diploma in Logistics Management, Business Administration, Public Administration/ Management and should be in possession of a valid Code B driver's license.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES

Post Designation	:	Senior Medical Officer Grade 4
1xPost	:	Gobabis (Gobabis District Hospital)
Salary Scale	:	N\$ 492, 567 – N\$517, 836
Housing Benefit	:	N\$ 68, 188 per annum
Motor Vehicle Allowance	:	N\$ 102, 701 per annum
Fixed Overtime	:	N\$ 246, 286 per annum

Appointment requirements: An appropriate B. degree in Medicine and Surgery on NQF level 7 plus three (3) years appropriate experience. Registration as Medical Practitioner with the Medical and Dental Council of Namibia.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES SUBDIVISION: GOBABIS DISTRICT HOSPITAL SECTION: PARAMEDICAL CLINICAL SUPPORT SERVICES SUB-SECTION: PSYCHOLOGY

Post Designation	:	Psychologist Grade 6
1xPost	:	Gobabis
Salary scale	:	N\$ 337, 984 – N\$403, 922

Housing Allowance : N\$ 14, 520 per annum
Transport Allowance : N\$ 8,760 per annum

Appointment requirements: Registration as Psychologist at the Social Work and Psychology Council of Namibia.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: GOBABIS DISTRICT HOSPITAL
SECTION: NURSING SERVICES

Post Designation : Senior Registered Nurse Grade 7
1xPost : Gobabis
Salary scale : N\$ 277, 264 – N\$331, 358
Housing Allowance : N\$ 14, 520 per annum
Transport Allowance : N\$ 8,760 per annum

Appointment requirements: An appropriate B. degree or equivalent qualification on NQF level 7 and Registration as a Registered Nurse and Midwife/Accoucheur with the Nursing Council of Namibia plus three (3) years appropriate experience.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SECTION: HUMAN RESOURCES

Post Designation : Senior Health Programme Officer Grade 7
1xPost : Gobabis
Salary scale : N\$ 277, 264 – N\$331, 358
Housing Allowance : N\$ 14, 520 per annum
Transport Allowance : N\$ 8,760 per annum

Appointment requirements: An Appropriate B-Degree or equivalent Qualification on NQF 7 plus six (6) years appropriate experience as a Human Resource Practitioner Grade 8.

Additional Requirements: An appropriate B. Degree on NQF level 7 or higher majoring in Human Resource Management.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: HEALTH INFORMATION AND RESEARCH
SECTION: RESEARCH, MONITORING AND EVALUATION

Post Designation : Health Programme Officer Grade 8
1xPost : Gobabis (Gobabis District Hospital)
Salary scale : N\$ 227, 463 – N\$271, 828
Housing Allowance : N\$ 14, 520 per annum
Transport Allowance : N\$ 8,760 per annum

Appointment requirements: An appropriate B-Degree or equivalent qualification on NQF level 7.

Additional Requirements: Preferential will be given to candidates with appropriate B. Degree on NQF level 7 or higher in Nursing Science or Health Information Systems.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES

Post Designation	:	Registered Nurse Grade 8
7xPosts	:	Gobabis District Hospital
1xPost	:	Aminuis Clinic
1xPost	:	Epukiro Post 3 Clinic
1xPost	:	Corridor Clinic
1 Post	:	Leonardville Clinic
1xPost	:	Witvlei Clinic
Salary scale	:	N\$ 227, 453 – N\$271, 828
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Appointment requirements: Registration as a Registered Nurse and Midwife/Accoucheur with the Nursing Council of Namibia.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: GOBABIS DISTRICT HOSPITAL
SECTION: PARAMEDICAL CLINICAL SUPPORT SERVICES
SUB-SECTION: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Assistant Grade 9
1xPost	:	Gobabis (Gobabis District Hospital)
Salary scale	:	N\$ 185, 920 – N\$222, 994
Housing Allowance	:	N\$ 11, 616 per annum
Transport Allowance	:	N\$ 8,760 per annum

Appointment requirements: An appropriate Diploma or equivalent qualification on NQF level 6 and Registration with the Health Professions Councils of Namibia as a Pharmacist Assistant, plus three (3) years appropriate experience.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: GOBABIS DISTRICT HOSPITAL
SECTION: PARAMEDICAL CLINICAL SUPPORT SERVICES
SUB-SECTION: NUTRITION SERVICES

Post Designation	:	Dietician Grade 9
1xPost	:	Gobabis
Salary scale	:	N\$ 185, 920 – N\$222, 994
Housing Allowance	:	N\$ 11, 616 per annum
Transport Allowance	:	N\$ 8,760 per annum

Appointment requirements: Registration with the allied Health Professional Council of Namibia as a Dietician.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: GOBABIS DISTRICT HOSPITAL
SECTION: NURSING SERVICES

Post Designation	:	Enrolled Nurse Grade 10
6xPosts	:	Gobabis District Hospital
Salary scale	:	N\$ 151, 910 – N\$182, 202
Housing Allowance	:	N\$ 11, 6 16 per annum

Transport Allowance : N\$ 8,760 per annum

Appointment requirements: Registration as an Enrolled Nurse and Midwife/Accoucheur with the Nursing Council of Namibia.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: GOBABIS DISTRICT HOSPITAL
SECTION: PARAMEDICAL CLINICAL SUPPORT SERVICES
SUB-SECTION: EMERGENCY RESCUE SERVICES

Post Designation : Emergency Care Practitioner Grade 10 (Intermediate)
1xPost : Gobabis
Salary scale : N\$ 151, 910 – N\$182, 202
Housing Allowance : N\$ 11, 616 per annum
Transport Allowance : N\$ 8,760 per annum

Appointment requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Intermediate), Plus a Code C1 driving license and one (1) year appropriate experience.

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

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

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

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

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

Enquiries: Mr. Jeremia Shikulo or Ms. Lydia Ndjago, Tel: 062-577000

DIRECTORATE: OHANGWENA REGION
DIVISION: DISTRICT HEALTH AND SWS: EENHANA
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation : Medical Officer Grade 5
2xPosts : Eenhana
Salary Scale : N\$ 412, 001 – N\$492, 567
Housing Allowance : N\$ 14, 520.00 per Annum
Motor Vehicle Allowance : N\$ 78, 762.00 per Annum
Fixed Overtime : N\$ 220, 488.00 per Annum

Minimum Requirement: Registration as a Medical Officer with the Health Professional Council of Namibia.

DIVISION: DISTRICT HEALTH AND SWS: ENGELA
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation : Medical Officer Grade 5
3xPosts : Engela
Salary Scale : N\$ 412, 001 – N\$492, 567
Housing Allowance : N\$ 14, 520.00 per Annum
Motor Vehicle Allowance : N\$ 78, 762.00 per Annum
Fixed Overtime : N\$ 220, 488.00per Annum

Minimum Requirement: Registration as a Medical Officer with the Health Professional Council of Namibia plus three (3) years appropriate experience post internship.

DIVISION: REHABILITATION AND SWS
SUBDIVISION: REHABILITATION

Post Designation : Senior Physiotherapist Grade 6
1x Post : Regional Management Team (Eenhana)
Salary Scale : N\$ 337, 984 – N\$403, 922
Housing Allowance : N\$ 14, 520.00 per Annum
Transport Allowance : N\$ 8, 760.00 per Annum

Minimum Requirement : Registration as a Physiotherapist with the Health Professional Council of Namibia plus three (3) years appropriate experience.

DIVISION: DISTRICT HEALTH AND SWS: ENGELA
SUBDIVISION: SOCIAL WELFARE SERVICES

Post Designation : Senior Social Work Grade 7
1x Post : Engela
Salary Scale : N\$ 227, 264 –N\$331, 358
Housing Allowance : N\$ 14, 520.00 per Annum
Transport Allowance : N\$ 8, 760.00 per Annum

Minimum Requirement : Registration as a Social Worker with the Health Professional Council of Namibia plus three (3) years appropriate experience and a valid code B Driver's license

DIVISION: DISTRICT HEALTH AND SWS: ENGELA
SUBDIVISION: DISTRICT HOSPITAL ENGELA
SUBSECTION: PARAMEDICAL & CLINICAL SUPPORT SERVICES
UNIT: PHARMACEUTICAL SERVICES

Post Designation : Pharmacist Assistant Grade 10
1x Post : Engela
Salary Scale : N\$ 151, 910 – N\$182, 202
Housing Allowance : N\$ 11, 616.00 per Annum

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Transport Allowance : N\$ 8,760.00 per Annum

Minimum Requirement: Registration as a Pharmacist Assistant with the Health Professional Council of Namibia.

Candidate will be placed at Odibo Health Centre as a duty station.

**DIVISION: PUBLIC & ENVIROMENTAL HEALTH
SUBDIVISION: BORDER HEALTH SERVICES**

Post Designation : Environmental Health Practitioner Grade 8
1x Post : Oshikango
Salary Scare : N\$ 227,453 – N\$271,828
Housing Allowance : N\$ 14,520.00 per Annum
Transport Allowance : N\$ 8,760.00 per Annum

Minimum Requirement : Registration as an Environmental Health Practitioner with the Health Professional Council of Namibia plus three (3) years appropriate experience and a valid code B Driver's license.

**DIVISION: DISTRICT HEALTH & SWS: OKONGO
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES**

Post Designation : Environmental Health Practitioner Grade 8
1x Post : Okongo
Salary Scare : N\$ 227,453 – N\$271,828
Housing Allowance : N\$ 14,520.00 per Annum
Transport Allowance : N\$ 8,760.00 per Annum
Remoteness Allowance : N\$ 21,000.00 per Annum

Minimum Requirement: Registration as an Environmental Health Practitioner with the Health Professional Council of Namibia plus three (3) years appropriate experience and a valid code B Driver's license.

**DIVISION: DISTRICT HEALTH & SWS: OKONGO
SUBSECTION: PARAMEDICAL & CLINICAL SUPPORT SERVICES
UNIT: RADIOGRAPHIC SERVICES**

Post Designation : Radiographer Grade 7
1x Post : Okongo
Salary Scare : N\$ 277,264 – N\$331,358
Housing Allowance : N\$ 14,520.00 per Annum
Transport Allowance : N\$ 8,760.00 per Annum

Minimum Requirement: Registration as a Radiographer with the Health Professional Council of Namibia.

DIVISION: PLANNING & INSTITUTIONAL DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES
SECTION: HUMAN RESOURCE MANAGEMENT

Post Designation : Senior Human Resource Practitioner Grade 7
1x Post : Regional Office Eenhana
Salary Scale : N\$ 277, 264 –N\$331, 358
Housing Allowance : N\$ 14, 520.00 per Annum
Transport Allowance : N\$ 8, 760.00 per Annum

Minimum Requirement: An appropriate National Diploma (NQF Level 6) in Human Resource Management or Public Administration majoring in Human Resource or equivalent qualification plus six (6) years appropriate experience and a code B Driver's licence.

Enquiries: Mr. Johannes Hango or Ms. Lasarus D. Amuthenu Telephone: 065 263260

Address : THE REGIONAL DIRECTOR
: MOHSS
: DIRECTORATE: OHANGWENA REGION
PRIVATE BAG 88006, EENHANA

OR HAND DELIVER TO HUMAN RESOURCE OFFICE (RMT)

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DIVISION: FINANCIAL MANAGEMENT SUBDIVISION: LOCAL AUTHORITIES FINANCE

Post designation	:	Chief Accountant Grade 6
1x post	:	Windhoek
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$ 14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum requirement: An appropriate Diploma on NQF Level 6 majoring in Accounting

Additional requirement:

An appropriate Diploma or 3-year tertiary qualification (at NQF Level 6) majoring in Accounting plus six (6) years appropriate experience in the field of Finance of which (four) 4 years must be at the level of Senior Accountant.

- Proven extensive knowledge and appropriate work experience in a Local Authority Finance environment; good writing and communication skills; and computer literacy in Microsoft Word, PowerPoint and Excel is essential.
- A sound knowledge of Local Authority Financial Management and budgeting will be preferred.
- Applicants in the Public Service must attach a confirmation of probation letter.

SUBDIVISION: REGIONAL COUNCILS FINANCE

Post designation	:	Chief Accountant Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$ 14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum requirement: An appropriate Diploma on NQF Level 6 majoring in Accounting

Additional requirement: An appropriate Diploma or 3-year tertiary qualification (at NQF Level 6) majoring in Accounting plus six (6) years appropriate experience in the field of Finance of which (four) 4 years must be at the level of Senior Accountant.

- Proven extensive knowledge and appropriate work experience in a Regional Council Finance environment; good writing and communication skills; and computer literacy in Microsoft Word, PowerPoint and Excel is essential.
- A sound knowledge of Regional Council Financial Management and budgeting will be preferred.
- Knowledge of VIP Payroll and Pastel systems will serve as an advantage.
- Applicants in the Public Service must attach a confirmation of probation letter.

SUBDIVISION: LOCAL AUTHORITIES FINANCE

Post designation	:	Senior Accountant Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$ 227, 264 – N\$331, 358
Housing Allowance	:	N\$ 14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting

Minimum requirements: An appropriate 3-year Diploma or equivalent qualification at NQF Level 6 majoring in Accounting plus five (5) years appropriate experience in the field of Finance.

Additional Requirements:

- Proven extensive knowledge and appropriate work experience in a Local Authority Financial Management environment including budgeting; good writing and communication skills; and computer literacy in Microsoft Word, PowerPoint and Excel is essential.
- Applicants in the Public Service must attach a confirmation of probation letter.

Enquiries: Mr. Lameck D Uyepa, Deputy Executive Director: Sub-National Government and Traditional Authorities Affairs Telephone: +264 (61) 297 5212

DIRECTORATE: FINANCE, HUMAN RESOURCES AND ADMINISTRATION AND INFORMATION TECHNOLOGY DIVISION: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

Post designation	:	Human Resources Practitioner Grade 8
3xPosts	:	Windhoek
Salary Scale	:	N\$ 227, 453 – N\$271, 828
Housing Allowance	:	N\$ 14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

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

Additional requirement: Candidates in possession of an appropriate Bachelor Degree in Human Resources Management on NQF Level 7 and/ or equivalent/ related qualification majoring in Human Resources Management/Development and Experience in Human Resources field will be an added advantage.

Main duties

- Interpret and ensure implementation of Human Resources Policy guidelines;
- Handle correspondence with regard to submissions and letters;
- Maintain the leave and staff records of all personnel;
- Administration of all Human Resources function (i.e. pension admission, medical aid, termination, probations and transfer) and provide input to Human Reports and compilation thereof;
- Calculate and prepare notices regarding salary increments, service bonus, salary adjustments, overtime and leave gratuity;

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- Handle human Resources queries; and
- Perform any other official duties as assigned by supervisor

Enquiries: Mr. E.S. Maswahu, Tel: 061-297 5268

**DIRECTORATE: RURAL DEVELOPMENT
DIVISION: PLANNING, MONITORING, AND EVALUATION
SUBDIVISION: PLANNING, MONITORING, AND EVALUATION**

Post designation	:	Development Planner Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$ 227, 453 – 271, 828
Housing Allowance	:	N\$ 14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum requirement: An appropriate Bachelor Degree on NQF Level 7

Additional requirement: A recognised four (4) years Bachelor Degree in Monitoring and Evaluation, Project Management, Agricultural Economics, Rural Development, Development Studies, Social Sciences or related qualification on NQF Level 7.

**DIVISION: SECTOR DEVELOPMENT COORDINATION
SUBDIVISION: FOOD SECURITY SECRETARIAT**

Post designation	:	Development Planner Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$ 227, 453 –N\$ 271, 828
Housing Allowance	:	N\$ 14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum requirement: An appropriate Bachelor Degree on NQF Level 7.

A recognised four (4) year Bachelor Degree in Agriculture, Development Studies, Social Sciences or Bachelor Degree in disciplines related to Food Security and Nutrition on NQF Level 7.

SUBDIVISION: OKASHANA RURAL DEVELOPMENT CENTRE

Post designation	:	Chief Administrative Officer Grade 8
1xPost	:	Omuthiya
Salary Scale	:	N\$ 227, 453 – N\$271, 828
Housing Allowance	:	N\$ 14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum requirement: National Diploma or equivalent qualification on NQF Level 6 plus three (3) appropriate experience

Additional requirement: A three (3) year Diploma in Hospitality management or equivalent qualification. Three (3) years working experience in hospitality environment of which two (2) should have been at supervisory level

SUBDIVISION: BEN HUR RURAL DEVELOPMENT CENTRE

Post designation	:	Senior Community Liaison Officer Grade 8
1xPost	:	Gobabis
Salary Scale	:	N\$ 227, 453 – N\$271, 828
Housing Allowance	:	N\$ 14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum requirement: An appropriate Diploma on NQF Level 6

Additional requirement: Bachelor Degree in community development or related qualification. Four (4) years working experience in community development initiatives or agricultural extension services with at least two (2) should have been at supervisory level

SUBDIVISION: OKASHANA RURAL DEVELOPMENT CENTRE

Post designation	:	Community Liaison Officer Grade 9
1xPost	:	Omuthiya
Salary Scale	:	N\$ 227, 453 – N\$271, 828
Housing Allowance	:	N\$ 14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum requirement: An appropriate Diploma on NQF Level 6

Additional requirement: Three (3) year Nation Diploma in Rural Development or equivalent qualification. Two (2) years appropriate working experience in a rural development environment

Enquiries: Mr. Titus Endjala Director: Rural Development Telephone: +264 (61) 297 5067

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post designation	:	Chief Security Operations Officer Grade 6
1xPost	:	Windhoek
Salary scale	:	N\$ 337, 984 – N\$403, 922
Housing Benefits	:	N\$ 14 520 per annum
Transport Allowance	:	N\$ 8760 per annum

Minimum Requirements: A National Diploma either in Police Science, Security Management, Correctional Service and or Military Science on NQF level 6.

Additional requirements:

- A completed Police, Military, Correctional Service or Security Management basic training.
- 6 years proven experience in security operations,
- Confirmation of probation is subject to the successful completion of security awareness training by the Namibia Central Intelligence Service (NCIS).

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

Main duties of the job:

- Assist the Head of Security in detailed execution of his/her duties and responsibilities,
- Monitor, direct and supervise physical and personnel security capacity (Security Guards),
- Conduct background checks, supervise cleared personnel and do vetting,
- Oversee and manage the performance of Security Operations Officers and Security Operations Assistants,
- Provide expert advice, guidance and support to Managers, Supervisors and General staff members,
- Investigate the contravention of security directives/breaches and advise the Executive Director through the Head of Security Division.

Please take note that:

This post is strictly subjected to vetting

- Candidate must indicate their salary scale in case they are employed by private sectors,
- Only candidates who meet the prescribed minimum qualifications will be considered for possible short listing.

Post designation	:	Security Operation Officer, Grade 8
1xPost	:	Windhoek
Salary scale	:	N\$ 227, 453 – N\$271, 828
Housing Benefit	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Minimum Requirements: A National Diploma either in Police Science, Security Management, Correctional Service and or Military Science on NQF level 6.

Additional Requirements:

- A completed Police, Military, Correctional Service or Security Management basic training.
- 6 years proven experience in security operations,
- Confirmation of probation is subject to the successful completion of security awareness training by the Namibia Central Intelligence Service (NCIS).
- General competencies namely; Results driven, Service orientation, Problem solving, Teamwork, Collaboration, Continual learning and Oral communication,
- Possession of driver's license is a prerequisite.

Main duties of the job:

- Assist the Head of Security in detailed execution of his/her duties and responsibilities,
- Monitor, direct and supervise physical and personnel security capacity (Security Guards),
- Conduct background checks, supervise cleared personnel and do vetting,
- Oversee and manage the performance of Security Operations Officers and Security Operations Assistants,
- Provide expert advice, guidance and support to Managers, Supervisors and General staff members,
- Investigate the contravention of security directives/breaches and advise the Executive Director through the Head of Security Division.

Please take note that:

This post is strictly subjected to vetting

- Candidate must indicate their salary scale in case they are employed by private sectors,
- Only candidates who meet the prescribed minimum qualifications will be considered for possible short listing.

Enquiries: Mr. ET Nyambali, Deputy Director: Security and Risk Management Services
Telephone: +264 (61) 297 5073

NOTES TO CANDIDATES:

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**
- Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
- Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
- The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK**

OR

**Hand delivers to: Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street**

ERONGO REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Senior Education Officer Grade 6
Area of specialization	:	Commerce [Accounting and Economics] Grade 8-AS
1xPost	:	Swakopmund Regional Office
Salary Scale	:	N\$337, 984 – N\$403, 922
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$8, 760 per annum

Appointment requirements: An appropriate Degree (or equivalent) at NOF Level 7 plus five (5) years appropriate experience **OR** an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary requirements:

- Suitability will be determined on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Preference will be given to candidates who have **five (5) years proven teaching experience** in either Accounting and/or Economics at Higher level/Advance Subsidiary level (**proof must be attached**).

Post Designation	:	Senior Education Officer Grade 6
Area of specialization	:	Natural Sciences [Life Science/Agricultural Science and Biology] Grade 8-AS
1xPost	:	Swakopmund Regional Office
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$8, 760 per annum

Appointment requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience **OR** an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary requirements:

- Suitability will be determined on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Preference will be given to candidates who have **five (5) years proven teaching experience** in Biology at Higher level/Advance Subsidiary level (**proof must be attached**).

Post Designation	:	Senior Education Officer Grade 6
Area of specialization	:	Commerce [Business Studies/Entrepreneurship] Grade 8-AS
1xPost	:	Swakopmund Regional Office
Salary Scale	:	N\$ 337, 984 XP- N\$403, 922
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$8, 760 per annum

Appointment requirements: An appropriate Degree (or equivalent) at NOF Level 7 plus five (5) years appropriate experience **OR** an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary requirements:

- Suitability will be determined on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Preference will be given to candidates who have **five (5) years proven teaching experience** in Business Studies and/or Entrepreneurship at Higher level/Advance Subsidiary level (**proof must be attached**).

Post Designation	:	Senior Education Officer Grade 6
Area of specialization	:	Social Sciences [Social Studies Grade 4-7]
1xPost	:	Swakopmund Regional Office
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$8, 760 per annum

Appointment requirements: An appropriate Degree (or equivalent) at NOF Level 7 plus five (5) years appropriate experience **OR** an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary requirements:

- Suitability will be determined on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Preference will be given to candidates who have **five (5) years proven teaching experience** in Social Studies (**proof must be attached**).

Post Designation	:	Senior Education Officer Grade 6
Area of specialization	:	Languages [Afrikaans and English Grade 4-7]
1xPost	:	Swakopmund Regional Office
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$8, 760 per annum

Appointment requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience **OR** an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary requirements:

- Suitability will be determined on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Preference will be given to candidates who have **five (5) years proven teaching experience** in Afrikaans and/or English (**proof must be attached**).

Post Designation	:	Senior Education Officer Grade 6
Area of specialization	:	Natural Sciences [Natural Science and Health Education] Grade 4-7
1xPost	:	Swakopmund Regional Office
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$8, 760 per annum

Appointment requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience **OR** an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary requirements:

- Suitability will be determined on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Preference will be given to candidates who have **five (5) years proven teaching experience** in Natural Science and Health Education and/or Elementary Agriculture (**proof must be attached**).

Post Designation	:	Senior Education Officer Grade 6 Information, Communication, Technology (ICT)
1xPost	:	Swakopmund Regional Office
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Appointment requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience **OR** an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary requirements: Preference will be given to candidates who have **five (5) years proven teaching experience** in Computer Studies/Computer Science.

NB: Candidate will be required to support schools with **Office Practice**.

Post Designation	:	Senior Education Officer Grade 6 (Examinations) (REXO)
1xPost	:	Swakopmund Regional Office
Salary Scale	:	N\$337, 984 – N\$403,922
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$8, 760 per annum

Appointment requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience **OR** an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary requirements:

- Candidates must possess **three (3) years** or more experience (proof must be attached) as **Head of Examination Centre** for JSC/NSSCO/NSSCH/NSSCAS level/s at secondary phase.
- A valid driver's license will be an added advantage.

DIVISION: LIFELONG LEARNING
SECTION: ADULT AND CONTINUING EDUCATION PROGRAMMES

Post Designation	:	Senior Education Officer Grade 6
1xPost	:	Swakopmund Regional Office
Salary Scale	:	N\$337, 984 – N\$492, 567
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$8, 760 per annum

Appointment requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience **OR** an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary requirements:

- Preference will be given to applicants with **six (6)** experience in Adult Education and Community Development (**proof must be attached**).
- Excellent communication (both written and spoken) skills to be able to network at all levels.
- Must be computer literate

DIVISION: FINANCIAL MANAGEMENT
SECTION: BUDGET CONTROL, REVENUE AND CREDITORS

Post Designation	:	Senior Accountant Grade 7
1xPost	:	Swakopmund Regional Office
Salary Scale	:	N\$277, 264 – N\$ 331, 358
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Appointment requirements: An appropriate Diploma on NQF Level 6, majoring in Accounting.

Supplementary requirements:

- Candidate must have **four (4) years** appropriate experience in Accounting field ,
- A valid Driver's experience will be an added advantage.

Key Responsibilities:

- Supervise Budget Control, Revenue, Creditors and Inspection Office.
- Ensure interpretation and implementation of all Financial Legislations(State Finance Acts, Treasury Instructions, Publics Service Act and all relevant Acts and Regulations)
- Drafting of Annual Budget
- Monitor Budget/Commitments Register and verify Execution, DSA and Management reports.
- Verify correctness of all payments
- Draft Divisional Annual Plan
- Compile Statements and Accounts for the Report of the Auditors General.
- Supervise financial and revenue inspections and reviews reports.
- Facilitate and conduct financial as well as revenue training.

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Social Sciences [Geography and History] Grade 8-AS
1xPost Circuit)	:	Swakopmund Secondary School (Swakopmund
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$8, 760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **or** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Requirements:

- The shortlisting of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
- Preference will be given to candidates who have **three (3) years** proven teaching experience in Geography/History at Higher level/Advance Subsidiary level (**proof must be attached**).
-

Post Designation	:	Head of Department Grade 6 (Re-advert)
Area of specialization	:	Sciences [Physical Science, Physics/Chemistry] Grade 8-AS
1xPost Circuit)	:	Swakopmund Secondary School (Swakopmund
Salary Scale	:	N\$ 337, 984 – N\$403,922
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$8,760 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Requirements:

- The shortlisting of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
- Preference will be given to candidates who have **three (3) years** proven teaching experience in Physics/Chemistry at Higher level/Advance Subsidiary level (**proof must be attached**).

Post Designation	:	Chief Hostel Matron Grade 12
1xPost	:	Petrus !Ganeb Secondary School (UIS)
Salary Scale	:	N\$102, 622 –N\$ 123, 086
Housing Allowance	:	N\$11, 616 per annum
Transport Allowance	:	N\$8, 760 per annum

Appointment requirements: A Grade 10 or equivalent qualifications on (NQF L2) with 24 points over 7 subjects and D symbol in English

Supplementary requirements:

- Preference will be given to applicants with **three (3) years'** working experience as a Hostel Matron Grade 13.

APPLICANTS SHOULD NOTE THE FOLLOWING:

- All foreign qualifications must be accompanied by an evaluation report from the Namibia Qualifications Authority (NQA).
- Failure to complete **all items** on the application form for employment (**indicate not applicable where appropriate**) and not attaching the necessary/required documents will **disqualify** the application.
- Please note that only shortlisted candidates will be contacted and no application forms for employment, CVs and other supporting documents shall be returned to the applicants.

Enquiries: Ms Elizabeth Shikongo/ Ms NN Ameya, Tel: 064 4105149/064 4105112

Application for employment form 156043 and Health Questionnaire 156094 with **original certified** copies of qualification (s) and **academic records/transcript of qualification(s)**, Identity Document, testimonials, confirmation of probation and CV should be addressed to:

**The Regional Director
Directorate of Education, Arts & Culture
Human Resources Administration
Private Bag 5024
Swakopmund**

Or Hand delivery at:

**Office No: 124
Regional Office
Swakopmund**

NO FAXED OR EMAILED DOCUMENTS WILL BE ACCEPTED:

HARDAP REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Pre-Primary)
1 x Post	:	Mariental
Salary Scale	:	N\$ 337 984 – N\$403 922
Housing Allowance	:	N\$ 14 520 per annum
Transport Allowance	:	N\$ 8760 per annum

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

Supplementary Requirement: Specialization and proven experience in Pre Primary Teaching with Afrikaans and or Khoekhoegowab as MOI will be an added advantage.

Enquiries: Ms. Juanita Motinga
Chief Education Officer
Tel (063) 245705

Ms. Anel Beukes
Human Resources Practitioner
Tel (063) 245749

SECTION BUILDING AND MAINTENANCE

Post Designation	:	Chief Works Inspector Grade 7
1xpost	:	Windhoek
Salary scale	:	N\$277,264 – N\$331,358
Housing allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$8,760 per annum

Minimum requirement: An appropriate National Diploma or equivalent qualification on NQF L6 OR An appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience OR An appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience in Capitol Project Management, technical problem solving, reading of technical designs.

DIVISION PROGRAMS AND QUALITY ASSURANCE SUBDIVISION PROFESSIONAL DEVELOPMENT SECTION TEACHERS RESOURCE CENTRES

Post Designation	:	Education Officer Grade 8
1xPost	:	Rehoboth
Salary Scale	:	N\$ 227, 453 – N\$271, 828
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: An appropriate Degree in Education (or equivalent) at NQF Level 7.

Supplementary Requirement: A valid Driver's license will be an added advantaged.

Enquiries: Mr. Heinrich Rittmann
Chief Education Officer
Tel (063) 245705

Ms. Rentia Links
Human Resources Practitioner
Tel (063) 245711

**SUBDIVISION: GENERAL SERVICES
SECTION PROCUREMENT, STOCK CONTROL, TRANSPORT, DOMESTIC SERVICES & IT.
SUBSECTION PROCUREMENT AND STOCK CONTROL**

Post Designation : Senior Administrative Officer Grade 10
1xPost : Mariental
Salary Scale : N\$ 151,910 – N\$182,202
Housing Allowance : N\$ 14, 520 per annum
Transport Allowance : N\$ 8, 760 per annum

Minimum Requirements: An appropriate National Diploma (Public Administration or Business Administration) or equivalent qualification (NQF Level 6) plus one (1) year of appropriate experience **OR** a Grade 12 Certificate with 20 points over 5 subjects plus E-symbol in English (NQF Level 3) PLUS 3 years appropriate experience in Government of Stock Taking, Procurement, and Budgeting.

Candidates must be computer literate with a code B valid driver's license added advantaged Candidates in the Public Service should attach their copy of the confirmation of probation letter.

Enquiries: Ms. Asumptha Kaoseb
Chief : Education Officer
Tel (063) 245700

Ms. Rentia Links
Human Resources Practitioner
Tel (063) 245711

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE
SUBDIVISION: PROFESSIONAL DEVELOPMENT**

Post Designation : Chief Hostel Matron Grade 12
1xPost : Kalkrand Hostel
1xPost : Empelheim Hostel
1xPost : Stampriet Hostel
Salary Scale : N\$ 102, 622 – N\$123 086
Housing Allowance : N\$ 11, 616 per annum
Transport Allowance : N\$ 8, 760 per annum

Minimum Requirements: A Grade 10 Certificate (or equivalent qualification) at NQF Level 2.
Supplementary Requirement: Five (5) years of appropriate working experience will be an added advantage.

Enquiries: Ms. Anel Beukes/Ms. Rentia Links
Human Resource Practitioner
Tel (063) 245700

Note:

PSM CIRCULAR NO. G OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 01 AUGUST 2023, CLOSING DATE 01 SEPTEMBER 2023

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

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

The possibility is not excluded that errors might have been made in compilation of the request for advertising of these vacancies, or that a post has been advertised, which should not have been advertised. If such errors occurred and later discovered, the Ministry reserves the right not to fill such posts. Applicants within the Public service applying for promotional posts must attach letters of confirmation of probation in current positions.

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

Please note that applications posted should reach this office before the closing dates to avoid delaying recruitment processes.

Applications must be forwarded to:

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

OR

Hand Delivered to:

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

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

CIRCUIT: SHINYUNGWE CIRCUIT

Post Designation	:	Head of Department Grade 6
	:	(Rumanyo Pre- Primary – Grade 3)
1 x post	:	Mukuvi Primary School
Salary Scale	:	N\$ 337, 984 - N\$ 403, 922
Housing Allowance	:	N\$14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum
RHA	:	N\$ 13, 800.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

CIRCUIT: SHINYUNGWE CIRCUIT

Post Designation	:	Principal Grade 5
1 x post	:	Mukuvi Primary School
Salary Scale	:	N\$ 412, 001- N\$ 492, 567
Housing Allowance	:	N\$14,520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum
RHA	:	N\$ 13, 800.00 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience

NB: A successful candidate must be qualified to teach one of the subjects offered at the school.

CIRCUIT: RUNDU

Post Designation	:	Head of Department Grade 6
	:	Pre-vocational (Home Economics Grade 8-12)
1 x post	:	Noordgrens Secondary School
Salary Scale	:	N\$ 337, 984 - N\$ 403, 922
Housing Allowance	:	N\$14; 520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

CIRCUIT: RUNDU CIRCUIT

Post Designation : Principal Grade 5
1 x post : Ngcove Junior Primary School
Salary Scale : N\$ 412, 001- N\$ 492, 567
Housing Allowance : N\$14,520.00 per annum
Transport Allowance : N\$ 8,760.00 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience

NB: A successful candidate must be qualified to teach one of the subjects offered at the school.

CIRCUIT: RUNDU

Post Designation : Head of Department Grade 6
Mathematics and Science Grade 4-7
1 x post : Rundu Senior Primary School
Salary Scale : N\$ 337, 984 - N\$ 403, 922
Housing Allowance : N\$14 520.00 per annum
Transport Allowance : N\$ 8 760.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

CIRCUIT: RUNDU

Post Designation : Head of Department Grade 6
Rumanyo and English Grade 4-7
1 x post : Rundu Senior Primary School
Salary Scale : N\$ 337, 984 - N\$ 403, 922

PSM CIRCULAR NO. G OF 2023, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 01 AUGUST 2023, CLOSING DATE 01 SEPTEMBER 2023

Housing Allowance : N\$14 520.00 per annum
Transport Allowance : N\$ 8 760.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

CIRCUIT: MUKWE CIRCUIT

Post Designation : Principal Grade 5
1 x post : Kanorombwe Primary School
Salary Scale : N\$ 412, 001- N\$ 492, 567
Housing Allowance : N\$14,520.00 per annum
Transport Allowance : N\$ 8,760.00 per annum
RHA : N\$ 9,000.00 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience

NB: A successful candidate must be qualified to teach one of the subjects offered at the school.

CIRCUIT: MUKWE CIRCUIT

Post Designation : Head of Department Grade 6
Thimbukushu and English Grade 5-9
1 x post : Martin Ndumba Secondary School
Salary Scale : N\$ 337, 984 - N\$ 403, 922
Housing Allowance : N\$14 520.00 per annum
Transport Allowance : N\$ 8 760.00 per annum
RHA : N\$ 9,000.00 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

CIRCUIT: SHAMBYU CIRCUIT

Post Designation	:	Head of Department Grade 6 Mathematics and Science Grade 8-12 (Physical Science/Chemistry/Biology)
1 x post	:	Matumbo Angelina Ribebe Secondary School
Salary Scale	:	N\$ 337, 984 - N\$ 403, 922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Appointment requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Enquiries: Mr. W. K Ndumba/ Mr. P. N Sifire/ Mr. G. Kudumo Tel: 066-2589000

NB: Candidates must ensure that a copy of confirmation of probation in their current position is attached.

All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/ transcript of their qualifications. Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

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

**The Regional Director
Directorate of Education, Arts & Culture
Kavango East Regional Council
Private Bag 2134
Rundu**

Or Hand Delivery @ Kavango East Regional Office - Rundu

//KARAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE SUBDIVISION: PROFESSIONAL DEVELOPMENT

Post Designation	:	Chief Hostel Matron Grade 12
1 x Post	:	Suiderlig Hostel (Keetmanshoop)
Salary Scale	:	N\$ 102, 622 – N\$123, 086
Housing Allowance	:	N\$ 11, 616 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum requirements: A Grade 10 Certificate with 24 points within seven (7) subjects or equivalent qualification at NQF Level 2 and a D symbol in English.

Supplementary requirement: Five (5) years of appropriate experience as a Hostel Matron Grade 13 (**confirmation of probation letter must be attached**).

Enquiries: Ms Emily N Likeka/Emilia N Mbalili, Tel: 063-227031/227-17

Address:

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

KUNENE REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5
1xPost	:	Kaoko–Otavi Combined School (Pre-Primary-Grade 10)
Salary scale	:	N\$ 412, 001 – N\$492, 567
Salary Notch	:	N\$ 412, 001 per annum
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$ 8 760 per annum
Remoteness Incentives	:	N\$ 9, 000 per annum

Appointment requirements: A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognised 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus 7 years teaching experience

Supplementary Selection Requirements:

- A candidate must be at the level of Grade 6 or higher at schools or in a related work environment.
- Competition is limited. Staff members must have completed their probation successfully and may only compete for a vacancy which is on the next higher grade.
- Candidates must ensure that copy of their confirmation of probation in their current position is attached.
- Candidates must have a teaching qualification that would enable him/her to teach up to Junior Secondary Phase /Grade 10.

DIVISION: LIFE LONG LEARNING SUBDIVISION: ADULT AND CONTINUING EDUCATION, LIBRARIES AND ARCHIVES SECTION: ADULT AND CONTINOUS EDUCATION PROGRAMME

Post Designation	:	Senior Education Officer Grade 6
1xPost	:	Khorixas
Salary scale	:	N\$ 337, 984 – N\$403,922
Salary Notch	:	N\$ 337,984 per annum
Housing Allowance	:	N\$ 14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Appointment requirements: An appropriate Degree on NQF Level 8 or equivalent qualification plus three years appropriate experience

OR

An appropriate Degree on NQF Level 7 or equivalent plus an educational qualification plus five years appropriate experience.

Supplementary requirement: Candidates must be in possession of an appropriate Degree in Adult Education. Proof must be attached of appropriate qualification and experience in Adult Education and Community Development. Computer literacy and drivers licence will be an added advantage.

**DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: PROFESSIONAL DEVELOPMENT
SECTION: ADVISORY SERVICES**

Post Designation : Senior Education Officer Grade 6
(Khoekhoegowab 4- 7) **Re -advertisement**
1xPost : Khorixas
Salary scale : N\$ 337, 984 – N\$403,922
Salary Notch : N\$ 337,984 per annum
Housing Allowance : N\$ 14,520 per annum
Transport Allowance : N\$ 8,760 per annum

Appointment requirements: An appropriate Degree on NQF Level 8 or equivalent qualification plus three years appropriate experience

OR

An appropriate Degree on NQF Level 7 or equivalent plus an educational qualification plus five years appropriate experience.

Supplementary requirement: Candidates must be in possession of an appropriate Degree majoring in Khoekhoegowab. Proof must be attached of appropriate experience in teaching of Khoekhoegowab, Computer literacy and Drivers licence will be an added advantage.

Post Designation : Senior Cleaner Grade 14
1xPost : Ruiters Primary School
Salary scale : N\$ 56,322 – N\$73, 239
Salary Notch : N\$ 56,322 per annum
Housing Allowance : N\$ 8. 712 per annum
Transport Allowance : N\$ 8,760 per annum
Remoteness Incentives : N\$ 9,000 per annum

Appointment requirements: None

Additional requirements: The candidate should have five (5) years working experience as a Cleaner Grade 15. Only candidates whose probation has been confirmed on the level of Cleaner and Labourer Grade 15 will be considered.

Enquiries: Ms. Kaino N. Itewa & Mr. Johny J. Mapanka, Tel: 067-335000

NB: NOTE MUST BE TAKEN THAT:

All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable from any Government Offices. **Failure to complete part B.12 of the application form and all items of the application for employment form correctly and not attaching all the necessary documents will result in immediate disqualification.**

Public Servants are requested to apply through their Human Resources Offices under the cover form ZO/352(I). Candidates must ensure that a copy of confirmation of probation is attached to their application forms.

Originally certified copies of Qualifications, Identity Document (ID), Curriculum Vitae (CV), service certificate/ two testimonials (not older than 2 years) must be attached to the applications. All foreign qualifications must be accompanied by an evaluation report from Namibia Qualifications Authority (NQA) and academic records/transcripts of their qualifications. In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply.

Note must be taken that competitions of vacancies in the Public Service 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. Only shortlisted candidates will be contacted. No documents will be returned and no faxed applications will be accepted.

Applications must be addressed to the following address:

**The Regional Director
Human Resource Office
Kunene Regional Council
Directorate of Education, Arts & Culture
Private Bag 2007
Khorixas**

or

**Hand Delivery
Directorate of Education, Arts & Culture
Human Resource Office
Khorixas**

OHANGWENA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5
5xPosts		
Salary scale	:	N\$ 412, 001 – N\$492, 567
Salary Notch	:	N\$ 412, 001 per annum
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$ 8 760 per annum

1. Ndilokelwa Combined School **Ohangwena Circuit**
2. Olukula Combined School **Okongo Circuit**
3. Erkki Nghimtina Combined School **Ondobe Circuit**
4. Onghwiyu Combined School **Oshikunde Circuit**
5. Omulunga Combined School **Epembe Circuit**

Prescribed requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience.

Or

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Take Note:

Candidates applying at a Combined School should be able to teach Grade 10-12.

Post Designation	:	Inspector of Education Grade 5
2x posts	:	Ohangwena Circuit and Epembe Circuit
Salary Scale	:	N\$ 412, 001- N\$ 492, 567
Housing Allowance	:	N\$14,520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum
RHA	:	N\$ 13, 800.00 per annum

Appointment requirements:

Prescribed requirements: A recognized 4-year tertiary teaching qualification on NQF Level 7 (or equivalent) plus 9 years teaching experience.

Supplementary selection requirements: Computer literacy and a valid driver's license will be an added advantage.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: PROFESSIONAL DEVELOPMENT
SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Arts Grade 4, Physical Education Grade 4-11 and Religious and Moral Education Grade 4-9)
1xPost	:	Eenhana
Salary scale	:	N\$ 337, 984 – N\$403,922
Salary Notch	:	N\$ 337,984 per annum
Housing Allowance	:	N\$ 14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

Appointment requirements: An appropriate degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

OR

An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Post Designation	:	Head of Department Grade 6
6x posts	:	
Salary Scale	:	N\$ 337, 984 - N\$ 403, 922
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

1. English and Oshikwanyama Grade 4-9, **Onakalunga Combined School: Ohakafiya Circuit**
2. Mathematics and Intergrated Natural Science Grade 4-9, **Hainyeko Combined School: Oshikunde Circuit**
3. Biology and Agriculture Grade 10-12 **Mwadikange Kaulinge Secondary School: Ondobe Circuit**
4. Mathematics and Science Grade 4-11 (Biology/Agriculture/Physics/Chemistry/Life Science) **Onamahoka Combined School: Ongha Circuit**
5. Mathematics and Science Grade 10-11 (Physics and Chemistry) **Onankali North Combined School: Otunganga Circuit**
6. Mathematics and Physical Science Grade 4-9 **Omatha Combined School: Otunganga Circuit**

Prescribed appointment requirements: A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience.

Or

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

NB:

- **Candidates must have a professional teaching qualification that would enable him/her to teach at the appropriate phase (Junior Secondary and/or Senior Secondary Phase).**
- **Only those who specialized in the above stipulated fields of study will be shortlisted.**

SECTION: USER AND OUTREACH SERVICE

Post Designation	:	Assistant Librarian Grade 10
2xPosts	:	Ohangwena Library
Salary Scale	:	N\$ 151, 910 – N\$182, 202
Notch	:	N\$ 151, 910 per annum
Housing allowance	:	N\$ 11, 616 per annum
Transport allowance	:	N\$ 8, 760 per annum

Appointment requirements: An appropriate National Diploma on NQF Level 6.

Supplementary requirements: Preference will be given to candidates with qualification in Library and Information Science on NQF Level 6. Computer Literacy will be added advantage

SECTION: BUSINESS AND RESEARCH INFORMATION

Post Designation	:	Assistant Librarian Grade 10
1xPost	:	Ohangwena Library
Salary Scale	:	N\$ 151, 910 – N\$182, 202
Notch	:	N\$ 151, 910 per annum
Housing allowance	:	N\$ 11, 616 per annum
Transport allowance	:	N\$ 8, 760 per annum

Appointment requirements: An appropriate National Diploma on NQF Level 6.

Supplementary requirements: Preference will be given to candidates with qualification in Library and Information Science on NQF Level 6. Computer Literacy will be added advantage.

Enquiries: Mesdames: Emilia E. Ntoni / Sara H.L.T. Ndeshimona, Tel No.: 065-290 295 / 065-290 319

Applicants should note the following: Applications for employment on form (156043) and Health Questionnaire (156094) obtainable from all government offices, must be accompanied by a comprehensive CV, two recent testimonials from **2022 to date**, certified copies of Namibian ID or proof of citizenship, educational qualifications, academic records/transcripts and proof of previous experience. Proof of confirmation of probation must be attached.

Preference will be given to Namibian nationals. Suitably qualified persons from designated groups are encouraged to apply. Faxed or emailed applications will not be accepted. Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualification Authority (NQA). Failure to complete all items on the application and not attaching all the necessary documents will disqualify the application. Only shortlisted candidates will be contacted. No application form for employment, CV and/or other supporting documents will be returned to the applicant.

Completed applications must be addressed to:

**The Director
Ohangwena Regional Council
Directorate of Education, Arts and Culture
Private Bag 88005
EENHANA**

OMUSATI REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: GENERAL SERVICES

SECTION: PROCUREMENT, STOCK CONTROL, TRANSPORT, DOMESTIC SERVICES, INFORMATION TECHNOLOGY AND REGISTRY

Post Designation	:	Chief Administrative Officer Grade 8
1 x post	:	Outapi
Salary Scale	:	N\$ 227, 453- N\$271, 828
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

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

Supplementary requirements:

- Preference will be given to candidates with four (4) years' experience as a Senior Administrative Officer Grade 10
- Candidates must be computer literacy and proof must be attached

DIVISION: GENERAL SERVICES

SECTION; PROCUREMENT, STOCK CONTROL, TRANSPORT, DOMESTIC SERVICES AND REGISTRY

Post Designation	:	Senior Administrative Officer Grade 10
1 x post	:	Outapi
Salary Scale	:	N\$ 151, 910- N\$182, 202
Housing Allowance	:	N\$ 11, 616.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

Appointment requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus four (4) years appropriate experience

Supplementary requirements: Candidates must be computer literacy and proof must be attached

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SECTION; ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Social Studies Grade 4-7)
1 x post	:	Outapi
Salary Scale	:	N\$ 337, 984- N\$403, 922
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

Appointment requirements;

- An appropriate Degree or equivalent qualification on NQF L7 plus five (5) years appropriate experience

OR

- An appropriate Degree or equivalent qualification on NQF L8 plus three (3) years appropriate experience

Supplementary requirement: Preference will be given to candidates who specialize in Social Studies Grade 4-7)

**DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: ADVISORY SERVICES**

Post Designation	:	Senior Education Officer Grade 6 (Natural Science and Health Education Grade 4-7)
1 x post	:	Outapi
Salary Scale	:	N\$ 337, 984- N\$403, 922
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

Appointment requirements;

- An appropriate Degree or equivalent qualification on NQF L7 plus five (5) years appropriate experience

OR

- An appropriate Degree or equivalent qualification on NQF L8 plus three (3) years appropriate experience

Supplementary requirement: Preference will be given to candidates who specialize in Natural Science and Health Education Grade 4-7)

Post Designation	:	Chief Hostel Matron Grade 12
2 x posts	:	Niilo Taapopi Secondary School Negumbo Secondary School
Salary Scale	:	N\$ 102, 622- N\$123, 086
Housing Allowance	:	N\$ 11, 616.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

Appointment requirements: A Grade ten (10) or equivalent Qualification on NQF Level 2

Supplementary: Preference will be given to candidates with a Grade ten (10) or equivalent Qualification on NQF Level 2 with twenty-four (24) points in seven (7) subjects including D symbol in English or Standard 8 Certificate. Candidates in possession of Standard 8 Certificate must meet the requirements of F (HG) symbol in English. Candidates must have five (5) years appropriate experience as a Hostel Matron 13 and **proof must be attached.**

CIRCUIT: OUTAPI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 8-12)
1 x post	:	Jerry Ekandjo Combined School
Salary Scale	:	N\$ 337, 984- N\$403, 922
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

Appointment requirements:

- A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

- An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

Supplementary requirements: Candidates must be able to teach Mathematics, Physics and Chemistry Grade 8- 12

CIRCUIT: OKALONGO

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 4-11)
1 x post	:	Uushwa Combined School
Salary Scale	:	N\$ 337, 984- N\$403, 922
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

Appointment requirements:

- A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

- An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

Supplementary requirements: Candidates must be able to teach Mathematics and Physical Science Grade 4-11

CIRCUIT: OUTAPI

Post Designation	:	Head of Department Grade 6 (Social Sciences: Geography and History Grade 10-12)
1 x post	:	David Sheehama Secondary School
Salary Scale	:	N\$ 337, 984- N\$403, 922

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Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

Appointment requirements:

- A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

- An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

CIRCUIT: OUTAPI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 4-9)
1 x post	:	Okanimekwa Combined School
Salary Scale	:	N\$ 337, 984- N\$403, 922
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

Appointment requirements:

- A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

- An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

Supplementary requirements: Candidates must be able to teach Mathematics and Physical Science Grade 4-9

CIRCUIT: TSANDI

Post Designation	:	Head of Department Grade 6 (Social Science; History and Geography Grade 8-11)
1 x post	:	Onambala Secondary School
Salary Scale	:	N\$ 337, 984- N\$403, 922
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

Appointment requirements:

- A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

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OR

- An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

Supplementary requirements: Candidates must be able to teach History and Geography Grade 8-11

CIRCUIT: ONESI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 4-9)
1 x post	:	Oshaala Combined School
Salary Scale	:	N\$ 337, 984- N\$403 922
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8,760.00 per annum

Appointment requirements:

- A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 6 years teaching experience

OR

- An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

Supplementary requirements: Candidates must be able to teach Mathematics and Physical Science Grade 4-9

Enquiries: Ms. Anna Andumba/Ms. Ndiyana Dominikus, Tel: 065-251700

NB:

- Candidates must ensure that copy of confirmation of probation in their current position is attached
- All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/ transcript of their qualifications.
- Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

Public Service application form for employment 156043 and health questionnaire form 156094 together with comprehensive curriculum vitae and all relevant certified copies of all

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educational / academic qualifications and the proof of Namibian citizenship must be addressed to:

**The Regional Director
Omusati Education Directorate
Private Bag 529
OUTAPI**

Or hand Delivery at:

Outapi Regional Office Reception

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES DIVISION: TECHNICAL SERVICES

Post Designation	:	Engineer Grade 6
1xPost	:	Omuthiya
Salary Scale	:	N\$ 337,984 – N\$403, 922
Housing Allowance	:	N\$ 14,520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum requirements: Registration as Professional Engineer/Incorporated Engineer with the Engineering Council of Namibia.

NOTE: Proof of registration must be submitted within 12 calendar months after the date of appointment.

KEY PERFORMANCE AREAS:

- Interpret and ensure implementation of policy frameworks at the Regional Council in line with approved legislation.
- Provide technical input in Directorate and Divisional operational planning ensuring that outcomes support the strategic plan and decentralization.
- Oversee the establishment of procedures for controlling, monitoring and progress reporting of activities of work programmes in the division.
- On a monthly, quarterly and annual basis, review progress against individual and divisional plans and against budgets.
- Ensure that work plans are drawn up.
- Provide advice to the Regional Council on matters pertaining to planning.
- Compile monthly, quarterly and annual reports of the Regional Council.
- Monitor and evaluate annual workplan and report progress to the Council.
- Monitor and prepare progress reports on capital projects for Regional Council.
- Prepare development budget for the division and engineering services for settlement areas.
- Deal with consultants and contractors for services in Regional Councils and settlement areas.
- Carry out any other official duties assigned from time to time.

Enquiries: Ms Elizabeth K. Aimwata, Tel 065 -244 800 or HRM, Tel: 065 – 244 800

SECTION: INTERNAL AUDIT

Post designation	:	Internal Auditor Grade 8
1xPost	:	Omuthiya
Scale of salary	:	N\$ 227,453 – N\$271,828
Housing Allowance	:	N\$ 14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

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

Supplementary requirements: Candidate must be in possession of a valid Driver's license.

Main Duties:

- Audit various financial and non-financial systems of the Regional council
- Prepare audit report and submit to the Chief Internal auditor
- Advise the Chief Internal Auditor regarding any aspect of irregularities
- Evaluate the adequacy and effectiveness of internal control measures
- Verify the correctness of financial statements
- Report work progress to Chief Internal Auditor on a monthly basis

Enquiries: Mr. Joseph N. Iyambo, Tel: (065) 244 827 or HRM: (065) 244 800

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

Post designation	:	Community Liaison Officer Grade 9
1xPost	:	Head Office, Omuthiya
Scale of salary	:	N\$ 185,920 – N\$222,994
Housing Allowance	:	N\$ 14,520 per annum
Transport Allowance	:	N\$ 8,760per annum

Minimum requirements: A National Diploma or equivalent qualification (NQF Level 6)

Supplementary selection requirements: A Bachelor Degree in HIV/AIDS Management related fields or equivalent qualification at NQF level 7. Preference will be given to candidates who are in possession of a Valid Driver's License.

Enquiries: Ms. Elizabeth K. Aimwata Tel: (065) 244 800 or HRM (065) 244 800

**DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT**

Post designation	:	Senior Administrative Officer Grade 10
1xPost	:	Omuntele Constituency Office
Scale of salary	:	N\$ 151,910 – N\$182,202
Housing Allowance	:	N\$ 11,616.00 per annum
Transport Allowance	:	N\$ 8,760per annum
Remoteness Allowance	:	N\$ 13,800 per annum

Minimum requirements: A Grade 12 Certificate or equivalent qualification (NQF Level 3), plus three (3) years appropriate experience in administration. OR A National Diploma or equivalent qualification (NQF Level 6), plus one (1) year appropriate experience in administration. Plus, a valid driving license older than one (1) year, as per the ORC Fleet Management Policy.

Supplementary selection requirements: A Bachelor's Degree or equivalent qualification (NQF Level 7) in the field of Business / Public Administration / Management.

Enquiries: Mr Lazarus K. Neshuku, Tel: (065) 289 202 or HRM, Tel: 065 244 800

Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by certified copies of qualifications, Transcript of Academic record, ID document together with comprehensive Curriculum Vitae. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) to determine their level. Failure to answer or omission of any question on the application form may lead to automatic disqualification from the interview process.

NB: Person with disabilities is encouraged to apply.

Applications must be submitted to:

**The Chief Regional Officer
Oshikoto Regional Council
P.O. Box 19427
Omuthiya**
