



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

16 October 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. I 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

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

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

6. CLOSING DATE: 16 NOVEMBER 2023

Signed by Tuyakula Haiping
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

MINISTRY OF FINANCE AND PUBLIC ENTERPRISES DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

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

Minimum Requirements: A B- Degree in either Security Management, Police Science, Correctional Services or Military Science on NQF level 7 plus nine (9) years appropriate experience. Confirmation of probation is subject to the successful completion of Security Awareness Training for Managers by Namibia Central Intelligence Service (NCIS)

Job description

- To control, maintain, monitor, direct and manage the Security Services Division in capacity of its functions of: vetting and security clearances, security organization, security administration, security maintenance and provide security advice to the Ministry;
- To develop, review, oversee and evaluates the implementation of the various security directives, manuals, Policies in the Ministry of Finance & Public Enterprises;
- Ensure the security programs such as: Physical security, personnel security, document security ICT security and security awareness are implemented, enforced, maintained, monitored, evaluate and adhered to;
- To ensure that security policies and plans in the Ministry of Finance & Public Enterprises are developed, managed and strictly implemented, enforced and adhered to;
- To direct and control the execution of vetting with regard to confidential security clearance;
- To investigate the contravention of laws, policies and security directives and advice the Executive Director in respect of appropriate steps deemed necessary as a result of such investigations;
- Be the principal security liaison office of the Ministry of Finance & Public Enterprises with other bodies of Government and
- Provide expert advice, guidance and support to manager's, supervisors, and general staff members in the Ministry of Finance & Public Enterprises

Enquiry: Ms. Ailly Titus, Tel: 061-209 2199

MANAGEMENT CADRE

MINISTRY SPORT, YOUTH AND NATIONAL SERVICE

DIRECTORATE: YOUTH DEVELOPMENT DIVISION: RESOURCE COORDINATION AND PROGRAMMES

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

Minimum Requirements: An appropriate B- Degree or equivalent qualification on NQF Level 7 in any of the following fields: **Youth Development Work, Social Works, Public Health, Public Management or Public Administration or Business Administration** plus nine (9) years' experience in planning and administration of youth programmes, coordination with national and international partners, project management, and budgeting of which five (5) years must be at supervisory level (i.e. Grade 6 or 5 or equivalent levels if coming from outside the Public Service). **Certificate of service/ testimonial(s) from former and current employers in respect of work experience in Youth or community development programmes or project management is a pre-requisite.**

Additional Requirements: A Master's Degree on NQF Level 9 in any of the above mentioned fields will be an added advantage.

Enquiries: Mr Nicolars N Tembwe: Tel. 061- 270 6060/ Mr Twekulineekela MM Haiduwa: Tel. 061- 270 6109,

Applicants must be Namibian citizens. Application on Form 156043, obtainable from all Government offices, must be accompanied by comprehensive curriculum vitae, original certified copies of educational qualifications, ID and Testimonial. All foreign qualifications must be accompanied by the Namibian Qualification Authority (NQA) evaluation. Confirmation of probation letter must accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant. Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Only shortlisted candidates will be contacted and no application forms and documents will be returned. Emailed and/or faxed applications will not be accepted.

Address:

**The Executive Director
Ministry of Sport, Youth and National Service
Private Bag 13391
WINDHOEK**

Or Hand deliver at:

**Human Resources Office
Ministry of Sport, Youth and National Service
Government Offices Park
Ministry of Education Building
2nd Floor, Room 201, West Wing
WINDHOEK**

MANAGEMENT CADRE

ERONGO REGIONAL COUNCIL DIRECTORATE: INFRASTRUCTURE DEVELOPMENT DIVISION: TECHNICAL SERVICES

Post designation	:	Deputy Director: Engineer Grade 4 (Civil/Electrical/Mechanical)
1xPost	:	Swakopmund
Salary scale	:	N\$492, 567 - N\$517, 836
Notch	:	N\$ 492, 567 (per annum)
Motor Vehicle Allowances		
Capital Cost	:	N\$ 76, 950 per annum
Running Cost	:	N\$ 25, 751 per annum
Housing allowance	:	N\$ 68, 188 per annum

Minimum requirements: A Bachelor Degree in Engineering (Civil/Mechanical/Electrical) (NQF Level 7) with nine (9) years appropriate experience and Registered as Professional Engineer with the Engineering Council of Namibia.

Main Duties:

The Deputy Director will be responsible for overseeing technical and maintenance policy implementation in the region and for ensuring work is completed within the required standards of quality, cost and time.

- Establishing regional technical policies, standards and guidelines for the provision of new infrastructure and maintenance of existing structure. These should be in line with national policies, standards and guidelines.
- Executing, facilitating and guiding development planning, design, contract administration and inspection services for new infrastructure in the region.
- Executing, facilitating and guiding development planning, design, contract administration and inspection services for maintaining and executing minor renovations to existing infrastructure in the region.
- Providing, coordinating and advising on engineering inputs needed for the planning and design of the technical infrastructure.
- Facilitating the receipt of the functions/activities identified for decentralization to the subdivision from sector ministries/offices/departments in accordance with the agreed upon time frame.
- Recommend applications for rezoning for submission to the Ministry of Urban and Rural Development.
- Oversee the compilation of town planning and amendment schemes in the region.
- Monitor and guide inspections of infrastructures repaired, rehabilitated or constructed.
- Monitor the conformance of town planning scheme regulations and tile conditions.
- Monitor and guide improvements to construction, maintenance and minor renovations to infrastructure within tender guidelines.
- Oversee provision of maintenance services to all Government movable and immovable assets.
- Oversee that assistance and advice is provided to local authorities with township establishment and determination of title conditions.
- Prepare, recommend, control and account for all technical projects of the Erongo Regional Council.
- Verify Payment Certificates in respect of actual performance, output of goods procured or services rendered against the claims and the budget.
- Prepare, recommend, control and account for all technical projects of the Regional Council.

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- Carry out any other duties as may be lawfully assigned by the Director of Development Planning, Monitoring and Evaluation / Director Infrastructure Development and Chief Regional Officer.

Enquiries: Ms E Haindongo 064-4105738 or Mr J Amasiku 064-4105738

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

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

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

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

Faxed applications will not be considered.

Women and people with disabilities who meet the advertised requirements are encouraged to apply.

Applicants must attach proof of confirmation of probation to their application forms.

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

NATIONAL ASSEMBLY

DIRECTORATE: COMMITTEE SERVICES

Post designation	:	Parliamentary Clerk Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$277,264 x P - N\$331,358
Transport Allowance	:	N\$8,760 per annum
Housing Allowance	:	N\$14,520 per annum (only payable if not receiving housing subsidy or rent Allowance)

Minimum requirements: An appropriate B Degree at NQF Level 7.

Additional requirements: Degree in Political Science (Honours) or Bachelor of Laws (Honours)

This job category includes personnel involved at operational level and includes personnel who performing the following duties:

- Provide procedural advice to the Members of the Committee
- Provide administrative and logistical support to Committees
- Assist the Chief Parliamentary Clerk in the preparation and execution of work plans of Committees
- Collect and disseminate background on topical issues to Members of Committees
- Prepare reports, speeches, legislation and any other relevant documents
- Ensure that notices, agendas, minutes and any other relevant documents are distributed in good time.
- Participate in inter and intra- Ministerial Committees whenever required.
- Participate in national, regional and international parliamentary staff related conferences, workshop, symposia and seminars.
- Liaise with other institutions locally, regionally and internationally, whose activities are relevant to the functions of the Directorate and the Parliament.
- Him/her is accountable to the Chief Parliamentary Clerk of the Division
- Carrying out any other duties, as requested, from time to time, by the Chief Parliamentary Clerk and Director: Committee Services

Enquiries: Ms. K. J. Nakutta, Tel 2889111 x 2610 / HR Practitioners at Tel 2889111 x /2606/2659/2514

All foreign qualifications submitted for the above post must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Applicants who fail to attach such proof will not be considered for shortlisting and only shortlisted candidates will be contacted and no personal documents will be returned.

NB! Application forms for employment must be completed in full. Failure to complete all items on the application forms for employment and not attaching the necessary documents will disqualify the application.

NB! Fully completed application forms for employment (form 15604) as well as comprehensive curriculum vitae, certified copies of academic qualifications and all necessary documents should be addressed to:

The Secretary
National Assembly
Private Bag 13323, WINDHOEK
Attention: HR Office

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OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL MANAGEMENT

DIRECTORATE: ADMINISTRATION

DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Post designation	:	Senior Human Resource Practitioner Grade 7
1 x Post	:	Windhoek
Scale of salary	:	N\$ 277, 264 – N\$331, 358
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 L7 with four (4) years' experience in Human Resource Administration, Performance Management System, Industrial Relations, HR Statistics and compilation of Affirmative Action Reports.

Key performance areas:

- Supervising staff members; which includes, organizing, controlling, verifying, allocation, co-ordination and improving their work;
- Conduct recruitment and Selection Process;
- Prepare submissions of a complex nature on HRM related matters;
- Advice staff on HR policies and procedures;
- Ensuring that all staff movements (appointments, transfers, promotions, demotions; discharges, etc.) are properly recorded and the relevant information transmitted to the Office of the Prime Minister for registration;
- Prepare various HR data and reports e.g. Wage bill, Affirmative Action, Monthly Reports and etc;
- Train, coach and mentor staff members;
- Handling grievance, representations and misconduct;
- Implement performance management system and conduct performance reviews;
- Serve as secretariat and/or committee member of committees as the need arises;
- Compiling circulars on personnel matters; and
- Execute any other duties assigned by the Deputy Director/ Chief HR Practitioner or any other authorized person.

DEPARTMENT: JUDICIAL SERVICES

DIRECTORATE: LOWER COURTS

DIVISION: COURT ADMINISTRATION LOWER COURTS, SUBDIVISION: OTJIWARONGO, AND KEETMANSHOOP

Post designation	:	Chief Legal Clerk Grade 8
1 x Post	:	Magistrate's Office Okakarara
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 Magistrates' Offices; and

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- 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 the 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 the Office of the Judiciary;
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Courts;
- 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/ registers;
- 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 effective

Post designation	:	Senior Legal Clerk Grade 10
1 x Post	:	Magistrate's Office Bethanie
Scale of salary	:	N\$ 151, 910 – N\$182, 202
Housing Allowance	:	N\$11, 616.00 per annum
Transport Allowance	:	N\$8, 760.00 per annum

Minimum requirements: A Grade 12 (or Equivalent) certificate on NQF Level 3 Plus 3 years' experience in court administration

Additional requirements:

- An appropriate National Diploma on NQF Level 6 in Accounting, Business Administration, Public Management/Administration or Human Resources Management would be an added advantage;
- Candidates must have extensive knowledge and experience in quasi-judicial functions and court administration at Magistrates' Offices.
- A valid Driver's License (a certified copy must be attached and license must be at least two(2) years old

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Key performance areas:

- Supervise and train junior administrative staff;
- Perform quasi- judicial functions;
- Receive State revenue in respect of court fines and traffic fines;
- Receive trust funds such as bail and maintenance monies;
- Perform administrative duties as prescribed in the Codified and Treasury Instructions, Domestic Violence Act, Administration of Estates Act and other relevant legal instruments;
- Perform bookkeeping functions;
- Balance/Reconcile the Magistrate's Deposit Suspense Account;
- Compile and submit monthly expenditure cashbook and cash accounts;
- Assess the performance agreements of junior staff members;
- Execute any other duties assigned by the supervisor or any other authorized persons.

Applicants should note the following:

- Applicants within the Public Service **must** attach proof of confirmation of probation to their application for employment;
- Applicants with foreign qualifications **must** attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- The activities of the Office of the Judiciary are sensitive and of strategic importance, thus candidate must be aware that a security clearance in respect of shortlisted candidates may be required at any time and their co-operation in that regard will be expected;
- Applicants who only partially complete **(Applicant must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable)** and /or do not sign application forms, or who do not attach letters of confirmation of their probation in their current positions, as well as not attaching Driver's License where it is applicable will not be considered; and
- Please note all documentation **must** be certified and must be attached to the application form.

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.

Ms. Tangeni Haitula, Tel: 061- 435 3554, Ms. Aletta Emvula Tel: 061- 435 3603, Ms. Anna N. Noah Tel: 061- 435 3577

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**

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OR

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

FAXED APPLICATIONS WILL NOT BE CONSIDERED.

MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DIRECTORATE: HUMAN RESOURCES DIVISION: HUMAN RESOURCE MANAGEMENT

Post Designation : Human Resource Practitioner Grade 6
1xPost : Windhoek
Salary Scale : N\$ 337, 984 -N\$ 403, 922

Minimum requirements: A National Diploma majoring in human resources at NQF Level 6 plus 5 years appropriate experience.

Post Designation : Administrative Officer Grade 12
2xPosts : Windhoek
Salary Scale : N\$ 102, 622 – N\$ 123, 086

Minimum requirements: A Grade 12 Certificate (NQF Level 3)

Enquiries: Colonel H Ntinda, Tel: (061) 2042130

DIVISION: CIVIL EDUCATION AND TRAINING

Post designation : Librarian Grade 9
1xPost : Windhoek
Salary Scale : N\$ 185,920– N\$ 222,994

Minimum requirements: An appropriate National Diploma on NQF Level 6

Enquiries: Colonel W. Tjiveze, Tel: (061) 2042802

DIRECTORATE: CENTRAL STAFF DIVISION: PUBLIC RELATIONS SUBDIVISION: TECHNICAL AND PRODUCTION

Post Designation : Media Officer Grade 8
1xPost : Windhoek
Salary Scale : N\$ 227, 453– N\$ 271, 828

Minimum requirements: A Degree or equivalent qualification on NQF L7

SUBDIVISION: LIAISON

Post Designation : Public Relations Officer Grade 8
1xPost : Windhoek
Salary Scale : N\$ 102, 622 – N\$123,086

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

DIVISION: PUBLIC RELATIONS

Post Designation : Administrative Officer Grade 12

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2xPosts : Windhoek
Salary Scale : N\$ 102, 622 – N\$123, 086

Minimum requirements: A Grade 12 Certificate (NQF Level 3)

Enquiries: ol P. Shilumbu, Tel: 061-204 2216

DIRECTORATE: FINANCE
DIVISION: PAYROLL ADMINISTRATION
SUBDIVISION: REMUNERATIVE ADMINISTRATIVE

Post Designation : Accountant Grade 8
1xPost : Windhoek
Salary Scale : N\$ 227, 453 – N\$ 271, 828

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in accounting

Post Designation : Accountant Grade 11
1xPost : Windhoek
Salary Scale : N\$ 126 654 – N\$ 151 910

Minimum Requirements: A Grade 12 Certificate on NQF level 3 or equivalent qualification.

Post Designation : Administrative Officer Grade 12
2xPosts : Windhoek
Salary Scale : N\$ 102, 622 – N\$123, 086

Minimum requirements: A Grade 12 Certificate (NQF Level 3)

Enquiries: Colonel M Nambuli Tel: 061-204 2284

DIVISION: BUDGET CONTROL
SECTION: BILLS PAYABLE

Post Designation : Accountant Grade 8
1xPost : Windhoek
Salary Scale : N\$ 227, 453 – N\$ 271, 828

Minimum Requirements: An appropriate Diploma on NQF Level 6 majoring in accounting

SECTION: DSA

Post Designation : Administrative Officer Grade 12
2xPosts : Windhoek
Salary Scale : N\$ 102, 622 – N\$123, 086

Minimum requirements: A Grade 12 Certificate (NQF Level 3)

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: GENERAL SERVICE

DIVISION: ADMINISTRATION AND SUPPORT SERVICES

SUB-DIVISION: PROCUREMENT, STOCK CONTROL AND

SUPPORT SERVICES

SECTION: STOCK CONTROL

Post Designation	:	Chief Administrative Officer 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 Requirements: National Diploma or equivalent qualification (NQF Level 6) plus appropriate experience.

Supplementary Selection Requirements:

- Preference will be given to candidates with National Diploma in either of the following disciplines namely Logistics and Supply Chain Management, Public Management, Business Administration, Commerce plus four (4) years appropriate work experience of which three (3) years should be at supervisory level at Senior Administrative Officer Grade 10 in Government or equivalent level of experience in public Enterprise/Private sector.
- Candidates with Computer Literacy, strong supervisory skills, good report and minutes writing and communication skills.

MAIN DUTIES

- This job category class is advanced operational level who independently perform activities and occupational management (supervisory) level that includes organizational dictated personnel with administration of an occupationally related organizational component(s), and is responsible for:
- The proper staffing and operations of the subdivision, while ensuring that all works are carried out in accordance to established standards, procedures and guidelines;
- Establishing and enforcing standard and good practices within the Public service and implement the provisions of the State Finance Act, 1992, Treasury Instructions and Uniform Stock Control Manual amongst others;
- Drafting of submissions, memoranda, reports, minutes of meetings etc. in terms of various legislation and prescription;
- Serve as Head of Secretariat to Ministerial Housing Committee;
- Responsible for compiling Annual Stock Taking Plan, Subdivision Activities Annual Plans and Reports;
- Monitor, evaluate and improve supplier performances according to an appropriate service level agreement on a continues basis;
- Control and monitor delivery of goods procured and scrutinize procurement invoices/delivery against purchaser orders;
- Optimization and management of Stock Control Processes and procedures as prescribed in the Act and its regulations;
- Implement Performance Management System in the section and evaluate performance of subordinates as prescribed;
- Identify and assign task and responsibilities to the sub coordinates;
- Liaise with various stakeholders concerning Stock Control and Housing Committee and other Section related matters;
- Initiate, implement and monitor programs applicable to the Section;
- Inform and interpret all circulars to various stake holders concerning related;

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- Ensure that Audit Recommendations are corrected and implemented;
- Ensure that the Ministry adhere to State Finance Act, Treasury Instructions and Stock Control Manual/prescriptions;
- Monitor the attendance register of the section;
- Any other work related duties assigned by the supervisor.

Enquiries: Ms. Regina K Puteho Tel: (026461) 293 3056

DIVISION: BUILDING AND MAINTENANCE
SECTION: TENDERS, CONTRACTS, INSPECTION AND CAPITAL
SUBSECTION: CLERICAL SUPPORT

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Windhoek
Salary Scale	:	N\$ 151, 910 - N\$ 182, 202
Housing Allowance	:	N\$ 11, 616.00 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

Supplementary Selection Requirements:

- Grade 12 with C symbol in English and valid Driver's license.
- Diploma in Public Management, Public Procurement Management, Business Administration at NQA level six (6)
- Experience Administrative environment with minute-taking and report writing/Secretariat Work/Services.
- Computer Literacy.
- A must of a valid Driver's License with 3 years or older.

MAIN DUTIES

- This job category includes personnel involved at operational level with directive intensive routine tasks with regard to provisioning and law administration to ensure the efficient administrative functioning of the Division Building and Maintenance, and is responsible for:
- Compliance with the Public Service Act, Public Service Staff Rules, Regulations, Public Procurement Act and its regulations, and other relevant Acts;
- Performing Administrative Activities per set standards and guidelines;
- Administering and organizing request to procure goods and services of the Division and execution thereof;
- Convene Capital Project meetings, take minutes, and distribute agenda items as per standards and guidelines;
- Compile Divisional Annual/Individual Procurement Plans and Annual, Quarterly and Monthly Reports, and submission thereof;
- Capturing requests, prepare and submit requests/specifications to procure goods and services, and record in the appropriate register;
- Capturing data for the Ministerial Capital Projects for effectiveness;
- Liaise with Procurement Management Unit, Directorate of Financial Management on procurement and Financial matters of the Division;
- Verify signature/specimen before processing;
- Scrutinizing procurement requests;
- Recording of incoming, outgoing Requests, General Expenses and Purchase Orders;

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- Responsible for own and subordinates' performance agreements, reviews and appraisals;
- Filing records, and safe keeping and updating of capital projects files and state property;
- Ensure that all state properties are properly maintained;
- Attend to all related queries;
- Safe delivery of confidential documents;
- Liaise with various stakeholders concerning Procurement related matters;
- Compilation of all relevant reports to the supervisor;
- Monitor the attendance register of the section;
- Any other work related duties assigned by supervisor.

Enquiries: Mr. Erastus Kaishungu Tel: (0926461) 293 3042

Address:

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

OR Hand delivered to:

**Human Resource Office, 2nd floor
The Ministry of Education, Arts and Culture
Government Office Park, Luther Street
East Wing, Room No. 275**

MINISTRY OF FINANCE AND PUBLIC ENTERPRISES

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

Minimum Requirement: National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6 or equivalent qualification, plus six (6) years appropriate working experience in the Security environments and three (3) years should be at the Supervisory level. Applicant should have a valid driver's licence not newer than three (3) years.

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. **Note:** Confirmation of probation is subject to the successful completion of the following training by Namibia Central Intelligence Service (NCIS):

- Basic Security Awareness training for the 1st entry post.
- Advanced Security Awareness training for the 2nd entry post to the 2nd promotion post; and
- Skills in Emergency Evacuation Plan (EEP) and Health and Safety programs.

Additional Requirements:

Security Technician with CCTV Surveillance and Access Control Expertise, Auditing/investigation and Risk Management experience will serve as an added advantage.

Key Responsibilities:

- Assist the Chief Security Officer in all aspects of security.
- Responsible for investigation needed and report back.
- Assist the Chief Security Officer with CCTV system of the Ministry and ensure the functionality.
- To ensure that security both for human and property is guaranteed; and
- Conduct and facilitate vetting and carry out investigations for all security cases distressing the Ministry's environments.
- Conduct threat/ Risk assessment and provide assessment reports with recommended mitigating factors and supervisor Operations officer.

Post Designation	:	Security Operations Officer Grade 8
1 X Post	:	Windhoek
Salary Scale	:	N\$227, 453 - N\$271, 828
Transport Allowance	:	N\$8, 760 per annum
Housing Allowance	:	N\$14, 520 per annum

Minimum Requirement: National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6 or equivalent qualification, plus four (4) years appropriate working experience in the Security environments. Applicant should have a valid driver's licence not newer than three (3) years.

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. **Note:** Confirmation of probation is subject to the successful completion of the following training by Namibia Central Intelligence Service (NCIS):

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- Basic Security Awareness training for the 1st entry post.
- Advanced Security Awareness training for the 2nd entry post to the 2nd promotion post; and
- Skills in Emergency Evacuation Plan (EEP) and Health and Safety Programs.

Additional Requirements:

Security Technician with CCTV Surveillance and Access Control Expertise, Auditing/investigation and Risk Management experience will serve as an added advantage.

Key Responsibilities:

- Assist the Senior Security Operations Officer in all aspects of security.
- Responsible for investigation needed and report back.
- Assist the Senior Security Operations Officer with CCTV System Management of the Ministry and ensure the functionality thereof.
- To ensure that security both for human and property is guaranteed; and
- Conduct and facilitate vetting and carry out investigations for all security cases distressing the Ministry's environments.
- Conduct threat/ Risk assessment and provide assessment reports with recommended mitigating factors to the Senior Security Operations officer.

Enquiries: Mr. Fillipus Shipulwa, Tel: 061 – 209 2488

Application forms **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 their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).

**DIRECTORATE: ADMINISTRATION
DIVISION: HUMAN RESOURCE, TRAINING AND DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES**

Post Designation	:	Senior Human Resources Practitioner Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$ 277, 264 X P – N\$331,358
Transport allowance	:	N\$ 8, 760 per annum
Housing allowance	:	N\$ 14, 520 per annum

Minimum Requirements: A National Diploma on NQF Level 6 majoring in Human Resources plus five (5) years working experience in Human Resources Administration, Performance Management System, Industrial Relations. HR Statistics and Compilation of Affirmative Action Reports.

Additional Requirements: Computer literacy and valid driver licence code 8.

Key performance areas

- Supervising, which includes, organizing, controlling, verifying, distributing, co -ordination and supplementing subordinates' work.

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- Arranging for (or assisting with) the compiling of requests/proposals regarding the adjustments of organisations and post establishments, casual employment, employment in addition to the staff establishment and assisting in clearing of queries.
- Interpret and ensure implementation of Human Resource policy guidelines and ensuring the proper application thereof.
- Facilitate and coordinate the recruitment process.
- Handle correspondence (submissions, letters etc.) in respect of all Human Resource administration matters and attend to audit queries.
- Undertaking all activities concerning the PMS-signing of performance agreements and review of performance agreements.
- To conduct regular engagement with all stakeholders and ensure that their needs are catered for.
- Conducting inspections to ensure compliance with prescribed staff rules and standards.
- Handling of grievance, representation, and oversee the disciplinary process of misconduct.
- Undertaking inspections in respect of subordinates on their performance in order to enhance professionalism.
- Distributing, allocating, coordinating, and delegating the work to subordinates.

Enquiries: Mrs. Tresia N. Hangula, Tel (061) 209 2068

Application forms **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 their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).

**DIRECTORATE: BUDGET MANAGEMENT AND CONTROL
DIVISION: BUDGET MANAGEMENT**

Job Designation	:	Senior Accountant Grade 7
1x Post	:	Windhoek
Salary Scale	:	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 B-Degree in Accounting or Accounting and Finance at NQF Level 7 or equivalent qualifications plus a minimum of four (4) years of appropriate experience. Computer literacy with good sound knowledge of Excel and MS Word and a valid Driving license will be added advantage.

Key performance Area:

The incumbent works under the supervision of the Chief Accountant and responsible for maintaining budget information spreadsheets to facilitate analysis that informs policy making and allow regular budget execution monitoring.

Specific Activities:

- Sector Desk Officer for Offices, Ministries and Agencies by assisting to issue preparation guidelines to votes for the preparation of revised/main budgets of the O/M/A and assist them in preparing their budgets in line with required formats;

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- Analyze draft budget proposals for both expenditure and revenue, ensuring that budgets are descriptive, i.e. both by Programme and line item performance orientated, dynamic and in the prescribed format;
- Analyze and streamline the draft medium term budget proposals to ensure that proposals are in line with Ministerial Objectives/Sector Objectives/National Development Plan;
- Participate in the formulation of the Medium Term Expenditure Framework and respective Cabinet Submissions;
- Assist with the drafting of the Budget Speech for presentation to parliament;
- Assist to invite, evaluate, analyze and facilitate the budget proposals and discussion with Offices, Ministries and Agencies;
- Assist to formulate the Detailed Estimates of Revenue and Expenditure for presentation to Parliament;
- Assist with the arrangement and co-ordination of sector meetings and provide secretarial services for sector's meetings;
- Perform any other activities as assigned by the Deputy Director and other senior officials.
- Facilitate the contingency and political party payments
- Assisting in drafting of the division's annual plan and performance agreement.
- Assisting in the compilation and production of the budget books.
- Attend and respond to internal and external audit queries.

**DIRECTORATE: BUDGET MANAGEMENT AND CONTROL
DIVISION: BUDGET MANAGEMENT**

Job Designation	:	Economist Grade 8
1x Post	:	Windhoek
Salary Scale	:	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 Bachelor Degree in Economics or Commerce at NQF 7 with one or more of the following subjects: Economics I and II, Econometrics I and II, Economic statistics I and II, Microeconomics and Macroeconomics I and II.
Computer Literate (Microsoft Word & Excel, Power Point and Access) and a driving license will be an added advantage.

Key performance areas:

Assist the Deputy Director, Budget management with regards to:

1. Establish a database on all SOE and extra budgetary in accordance with the Government Finance Statistics, GFSM2014.
2. Modalities/approach of the Main National Budget and mid-term budget review the Mid-term National Budget Review Bill, for tabling in NA.
3. Running of different budget scenarios for the formulation of the annual Budget and Mid-Term Budget Review.
4. Assist in the compilation of the Medium-Term Expenditure Framework and detailed estimates of revenue, income and expenditure for presentation to Parliament.
5. Conduct ongoing research and Budget Reforms in line with International Standards, Best Practices and customized fashion.
6. Serving as a desk officer for Ministries, Offices and Agencies (OMAs), with regard to National budget matters.
7. Participate in Both Main Budget and Mid-Year Budget Review and prepare draft budget Circular, calendar and memos as may be required.
8. Train OMAs with regard to budget guidelines and procedures.

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9. Management of Contingency provision in terms of payment process as well as reconciliation thereof.
10. Perform any other activities as assigned by the Deputy Director and other senior officials.

Enquiries: Mr. Abner Ananias Tel: 061 209 2912

Application forms **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 their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).

DIRECTORATE: EXPENDITURE AND FINANCIAL MANAGEMENT
DIVISION: ACCOUNTING AND FINANCIAL CONTROL
SUBDIVISION: PAYMENT CONTROL
SECTION: BANK RECONCILIATION

Post Designation	:	Senior Accountant Grade 7
1 x Post	:	Windhoek
Scale of Salary	:	N\$ 277, 264– N\$331, 358
Salary Notch	:	N\$ 277, 264
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate B- Degree in Accounting or accounting and Finance on NQF L7 majoring in Accounting plus four (4) years appropriate experience.

Key performance areas

- Overall supervision of the Section: Bank Reconciliation System.
- Uploading of IRD transactions on Cash Management Module.
- Ensure timely processing of the bank transfers on the Account Payable Module and posting thereof to the General Ledger Account in the IFMS.
- Uploading of bank statement electronic files and auto reconciliation on in the Cash Management Module.
- Reconciliation of the State Account
- Assist line Ministries with the reconciliation of Bills Payable and other Suspense Accounts.
- Attend regular system owner meetings.
- Liaising with the Bank of Namibia with regards to EFT receipts and related queries.
- Checking and verifying of debit and credit vouchers.
- Clearing of outstanding invoices monthly.
- Compiling a bi-weekly section report
- Compilation of Annual Statements to the Auditor General and other statutory reports.
- Handling of general queries from line Ministries.
- Supervision of staff members in the Section: Bank Reconciliation.

Enquiry: Ms. Laimi Shipoke, Tel: 061 209 2702

DIRECTORATE: EXPENDITURE AND FINANCIAL MANAGEMENT
DIVISION: FINANCIAL DIRECTIVES
SUB-DIVISION: PROCEDURES AND INSTRUCTIONS
SECTION: CONTINUANCE AND CONTROL

Post Designation	:	Senior Accountant Grade 7
1 x Post	:	Windhoek
Scale of Salary	:	N\$ 277, 264– 331, 358
Salary Notch	:	N\$ 277, 264
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: An appropriate B- Degree in Accounting or accounting and Finance on NQF L7 majoring in Accounting plus four (4) years appropriate experience.

Duties and Responsibilities:

- Provide guidance to OMAs with the implementation of the State Finance Act, Treasury Instructions and any other financial directives.
- Assist with the issuance of financial directives to OMAs.
- Issue Treasury authorizations for the opening and closing of commercial bank accounts.
- Updating of the database for commercial bank accounts of OMAs.
- Ensure compliance with the conditions upon opening of commercial bank accounts by OMAs.
- Maintaining the filing system for the bank statements and other correspondences.
- Compilation of annual statements on the commercial bank accounts for the Auditor-General.
- Liaising with OMAs on the management of bank accounts.
- Liaising with commercial banks and the Bank of Namibia regarding the OMAs bank accounts.
- Handling of enquiries from OMAs.
- Implementation of the Performance Management System.
- Any other duties as assigned by the Supervisor.

Enquiries: Mr. Lysias Kafidi, Telephone: +264 61 209 2627

Application forms **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 their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).

DIRECTORATE: LEGAL ADVICE

Post Designation	:	Chief Policy Analyst, Grade 6
1xPost	:	Windhoek
Salary scale	:	N\$ 337, 984 – N\$403, 922 per annum
Transport allowance	:	N\$ 8, 760.0 per annum
Housing allowance	:	N\$ 14, 520.00 per annum

PSM Circular No. I of 2023, advertised 16 October 2023, closing date 16 November 2023

Minimum Requirements: An appropriate Degree on NQF Level 7 plus 6 years' appropriate experience. **Additional Requirements:** An appropriate Law Degree preferably an LLB Degree (or equivalent legal qualification) at NQF Level 8 will be an added advantage. A Certificate on corporate governance and compliance management will equally also be an added advantage.

Duties and Responsibilities:

- To request and handle information and data of a confidential nature and analyses, review and disseminate information.
- Conduct legal research and prepare advisory legal opinions, compile comprehensive reports and maintain a Public Enterprise information database on compliance
- Analyze laws and existing policy frameworks relating to public enterprises and recommend appropriate interventions
- Supervise junior staff members and service providers
- Submit activity reports to direct supervisor
- Assist in the preparation of workshops, seminars and stakeholder engagements
- Prepare presentations
- Attend to any Ad-Hoc functions relevant to the position

Required skills:

- Good command of the English language (both written and oral)
- Good presentation, negotiation and facilitation skills
- Good research, statistical and analytical skills
- A systematic methodical approach to work
- Innovative, critical, independent and creative thinking abilities
- Ability to address challenges on policy issues effecting public enterprises
- Excellent inter-personal, good teamwork and leadership skills
- Display strong professional and ethical skills
- Competent in using computer software such as Word, Excel and Power point
- Tolerance and respect for diverse viewpoints and choices

Enquiries: Martha Domingos, Tel: 061 2023608

Application forms **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 their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).

**DIRECTORATE: GOVERNANCE AND FINANCIAL ADVICE
DIVISION: ECONOMICS AND PUBLIC GOVERNANCE**

Post Designation	:	Chief Economist Grade 6
1xPost	:	Windhoek
Salary scale	:	N\$ 337, 984 – N\$403, 922 per annum
Transport allowance	:	N\$ 8, 760.0 per annum
Housing allowance	:	N\$ 14, 520.00 per annum

PSM Circular No. 1 of 2023, advertised 16 October 2023, closing date 16 November 2023

Minimum Requirements: A recognized Bachelor's Degree in Economics/Degree in Business Administration/Commerce, covering, but not limited to, the following subjects; Economics, Business Statistics, Business Research, Strategic Management, Financial Accounting, Business Ethics, Corporate Governance, Organizational Behaviour, Entrepreneurship, with six (6) years working experience in a corporate governance environment/economic areas.

Incumbent must have a good understanding in the following areas:

- Reviewing and monitoring economic performance of PE, practices, structures, including compliance with contracts/agreements/governance frameworks and making recommendations.
- Have excellent skills in communication (both written and verbal), good knowledge of strategic and operational planning and monitoring, project management, financial management, risk management, people management, problem solving and analysis.
- A good knowledge of the Public Enterprises Act 1 of 2019 (PEGA), economic performance of Public Enterprises (PE), knowledge on NDP5, knowledge on Company Acts 2004, King IV, State Finance Act, Treasury Instructions, Protocol on Corporate Governance in the Public Sector will be an advantage.

DUTIES:

- The successful candidate will monitor the implementation of best economic concerning Public Enterprises (PE) over which the Ministry has oversight responsibilities. This will entail the following duties:
- Monitor the implementation of economic frameworks, processes and to ensure compliance with all appropriate legislation and directives, conduct PE's assessment concerning economic performance and compile report shareholder agreements.
- Promote the implementation of good governance regulations, codes, frameworks and practices within the Public Enterprises.
- Project economic performance of the Public Enterprises.
- Assist the Deputy Director in reviewing and monitoring the implementation economic monitoring systems, policies, procedures and documents.
- Manage all resources (human, financial, assets) within the Sub-division to ensure that they are optimally utilized and directed towards meeting the objectives Ministry.

Enquiries Mr. Tjiuee Kaura, Tel: 061 202 3621

**DEPARTMENT: PUBLIC ENTERPRISES
DIRECTORATE: GOVERNANCE AND FINANCIAL ADVICE
DIVISION: GOVERNANCE**

Post Designation	:	Chief Policy Analyst Grade 6
1xPost	:	Windhoek
Salary scale	:	N\$ 337, 984 – N\$403, 922 per annum
Transport allowance	:	N\$ 8, 760.0 per annum
Housing allowance	:	N\$ 14, 520.00 per annum

Minimum Qualifications: B-Degree at in either –Business Administration /Commerce /Law /Economics. Majoring in the following disciplines: Public Policy, Law, Statistics, Accounting, and Economics plus six (6) years working experience in a corporate governance environment.

Additional requirements:

- Excellent computer and IT skills.
- Exemplary interpersonal communication skills, tact and people skills.
- Possess strong analytical and organising skills and demonstrate the ability to write and articulate the results of those skills.

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- Ability to be specific and very detailed when communicating information, both verbally and in written form.
- Possess the ability to produce "time sensitive" confidential work under pressure and meet tight deadline.
- Ability to do multi-tasking.
- Proven ability and experience in the area of research techniques and data analysis.
- Experience in internet research methods.
- Ability to prepare and present facts, graphs, charts, tables, maps, data, reports, and other illustrative devices for visual presentation of data and information professionally and unassisted.
- The ability to be objective, pragmatic, apply logic and sound judgment in assignment and analysing information/data.

Main Responsibility:

- To request and receive information of a confidential nature and other data, and analyse, correlate, review, and disseminate information.
- Should be able to do legal research and prepare advisory opinions and compile comprehensive reports.
- Critically assess, analyse and interpret policies of PEs and prepare
- Advisory reports thereon.
- Generalized legal knowledge of the regulatory regimes of PEs, corporate governance and compliance – related matters.
- Drafting, interpreting, analysing, enforcing compliance of Governance Agreements and performance agreements entered into with Boards of Directors collectively individually, and periodically reviewing same.
- Helping manage day-to-day operations of the Directorate: Legal Advice.
- Coordinate responses to queries from PEs and the Ministerial team generally and corporate governance compliance specifically.
- Record and keep track on queries and requests for legal advice, and the assignment of such requests, and ensure that responses thereto are timely.
- Establish, maintain and comprehensive, well-stocked law library for the Directorate: Legal Advice.
- Have a comprehensive in depth knowledge of the State-Owned Enterprises Governance Act of 2006 as amended in 2008.
- Generally, assist the Deputy Director with their functions and carry out assigned tasks with little supervision/guidance.
- Maintain and constantly update a comprehensive database of all the policies of each Public Enterprises.
- Develop a compliance checklist for all. All Public Enterprises in line with applicable legislation and generally accepted principles of corporate governance.
- Facilitate the training and development of Board members and management in incorporate governance and compliance issues.
- Conduct research on input into directives and best practices.
- Make determination in relation to Board compositions and membership in line with provisions applicable legislation.

Application forms **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 their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).

**DIRECTOR: PUBLIC PRIVATE PARTNERSHIP
DIVISION: PROJECT APPRAISAL**

Post Designation	:	Chief Economist Grade 6
1xPost	:	Windhoek
Salary scale	:	N\$ 337, 984 – N\$403, 922 per annum
Transport allowance	:	N\$ 8, 760.0 per annum
Housing allowance	:	N\$ 14, 520.00 per annum

Minimum Requirements:

A relevant four (4) year B-Degree (or equivalent qualification on NQF level 7) in one or more of the following major subjects: economics, business economics, law, accountancy or cost accounting plus five (5) years working experience.

Additional Requirement:

A relevant four (4) year B-degree (or equivalent qualification on NQF level 7) plus three (3) years relevant experience in PPPs, project appraisal, finance, economics, law, PPP procurement, experience in engineering environments and experience in project and infrastructure planning and a thorough understanding of economics and finance. will be an added advantage.

JOB DESCRIPTION

- Engage and coordinate with Public Entities (PEs) with respect to PPP project applications and supporting documentation to facilitate appraisal of project applications.
- Engage with Government stakeholders to guide on best practices related to PPP Project concepts, financial feasibility assessments, PPP procurement, documentation of appropriate risk sharing arrangements and safeguards while preparing PPP contracts.
- Preparation of PPP project reports, analysis briefs and recommendations, including review of feasibility analysis for submission to the PPP Committee.
- Development of and updating internal processes to streamline PPP project appraisal process, including information request templates and objective process for projects review.
- Review of PPP project reports and recommendations submitted to the PPP Committee with respect to a Public Private Partnership (PPP) Project, including review of feasibility analysis documentation (technical, financial and economic evaluation methods/models) to ascertain that the project under review is expected to offer Value for Money (VFM) and is expected to be affordable to the government (owner public entity) and users / beneficiaries.
- Analyze potential PPP projects/reviews of Transaction Advisor's (TA) analysis and submissions.
- Compilation of analysis briefs on projects under review and prepare responses to queries from the PPP Committee with an objective of facilitating informed decision making.
- Assists the PPP Committee and MFPE in issuing regulations, circulars and guidance notes pertaining to financial aspects/feasibility studies on PPP Projects.

Required Skills:

- Strong knowledge and skills in planning, organizing and coordination.
- Skills in research and data analysis, statistics and data interpretation.
- Strong analytical, writing and presentation skills.
- A self-starter who pays attention to details.

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- Computer literate with strong emphasis on financial modelling on MS Excel and PowerPoint.
- Good interpersonal and communication skills.

Enquiries: Mr. Nafimane Shipanga, Tel no. 061 – 209 2617

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

Application forms **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 their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).

Applications must be addresses to:

**"The Executive Director
Ministry of Finance and Public Enterprises
Private Bag 13295
Windhoek**

Or hand delivered at Ground Floor, East Wing Fiscus Building. Please Note: Only short-listed candidates will be notified, and no documents will be returned.

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: HARDAP REGION DIVISION: FAMILY HEALTH SERVICES

Post Designation	:	Chief Health Programme Officer Grade 6
1x Post	:	Mariental
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 in health-related field plus approximately five (5) years' experience in Primary or Public Health Care as a Senior Health Program Officer or Senior Registered Nurse

Enquiries: Mrs. Yvonne E. Stephanus, Tel: 063 – 245500 / Dr. Berit D. Platt, Tel: 063 – 245500 / Mr. Floris D. Keister, Tel: 063 – 245500

DIVISION: SPECIAL DISEASE PROGRAMME

Post Designation	:	Senior Health Programme Officer Grade 7
1x Post	:	Mariental
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 in health-related field plus approximately 3 years' experience in public or primary health care as a registered nurse

Enquiries: Dr. Berit D. Platt, Tel: 063 – 245500 / Mrs. R. Amunyela, Tel: 063 – 245500 / Mr. Floris D. Keister, Tel: 063 – 245500

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES – MARIENTAL SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES

Post Designation	:	Senior Environmental Health Practitioner Grade 8
1x Post	:	Mariental
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 Environmental Health Practitioner with the Health Professions Council of Namibia plus five (3) years appropriate experience.

Enquiries: Dr. G. Alapoti, Tel: 063 – 245500 / Dr. Berit D. Platt, Tel: 063 - 245500/ Mr. Floris D. Keister, Tel: 063 – 245500

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES – ARANOS
SUBDIVISION: DISTRICT HEALTH CENTRE ARANOS

Post Designation	:	Medical Officer Grade 5
1x Post	:	Aranos
Salary Scale	:	N\$ 412, 001 – N\$ 492, 567
Housing Allowance	:	N\$ 14, 520 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$ 56, 429 per annum
Running Cost	:	N\$ 22, 333 per annum

Minimum Requirements: Registration as Medical Practitioner

Enquiries: Dr. Berit D. Platt, Tel: 063 - 245500/ Mr. Floris D. Keister, Tel: 063 – 245500

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES – REHOBOTH
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES

Post Designation	:	Senior Environmental Health Practitioner Grade 8
1x Post	:	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: Registration as Environmental Health Practitioner with the Health Professions Council of Namibia plus (3) years appropriate experience.

Enquiries: Dr. Berit D. Platt, Tel: 063 - 245500/ Mr. Floris D. Keister, Tel: 063 – 245500

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

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

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

Enquiries: Mrs. R. Von Watzdorf, Tel: 063 – 245500 / Mr. Floris D. Keister, Tel: 063 – 245500

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES – REHOBOTH
SUBDIVISION: RESOURCE MANAGEMENT

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

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Minimum Requirements: An appropriate National Diploma or equivalent qualification at NQF Level 6 plus one(1) years appropriate or a Grade 12 qualification at NQF Level 3 plus three (3) years appropriate experience.

Enquiries: Ms. A. M. Isaacks, Tel: 063 – 245500 / Mr. Floris D. Keister, Tel: 063 – 245500

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES – MARIENTAL
SUBDIVISION: DISTRICT HOSPITAL MARIENTAL
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL & CLINICAL SUPPORT SERVICES

Post Designation : Occupational Therapist Grade 7
1x Post : Mariental
Salary Scale : N\$ 277, 264 – N\$331, 358
Housing Allowance : N\$ 14, 520 per annum
Transport Allowance : N\$ 8, 760 per annum

Minimum Requirements: Registered as an Occupational Therapist with the Health Professions Council of Namibia (HPCNA)

Enquiries: Dr. G. Alapoti, Tel: 063 – 245500 / Mr. Floris D. Keister, Tel: 063 – 245500

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

Post Designation : Human Resource Administrator Grade 11
1x Post : Mariental
Salary Scale : N\$ 126, 654 – N\$151, 910
Housing Allowance : N\$ 11, 616 per annum
Transport Allowance : N\$ 8, 760 per annum

Minimum Requirements: A Grade 12 Certificate or equivalent qualification on NQF Level 3

Enquiries: Mr. Floris D. Keister, Tel: 063 – 245500

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES – MARIENTAL
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: DOMESTIC SERVICES (MORTUARY SERVICES)

Post Designation : Mortuary Assistant Grade 11
1x Post : Mariental
Salary Scale : N\$ 126, 654 – N\$151, 910
Housing Allowance : N\$ 11, 616 per annum
Transport Allowance : N\$ 8, 760 per annum

Minimum Requirements: A Grade 10 (or equivalent) Certificate on NQF Level 2 plus satisfactory completion of the appropriate internal functional training course.

Enquiries: Mr. A. Fransisco, Tel. 063 245500, Mr. Floris D. Keister, Tel: 063 – 245500

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES – MARIENTAL
SUBDIVISION: DISTRICT HOSPITAL MARIENTAL
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation	:	Medical Officer Grade 5
3x Post	:	Mariental
Salary Scale	:	N\$ 412, 001 – N\$ 492, 567
Housing Allowance	:	N\$ 14, 520 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$ 56, 429 per annum
Running Cost	:	N\$ 22, 333 per annum

Minimum Requirements: Registration as Medical Practitioner

Enquiries: Dr. G. Alapoti, Tel: 063 – 245500 / Dr. Berit D. Platt, Tel: 063 - 245500/ Mr. Floris D. Keister, Tel: 063 – 245500

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES – MARIENTAL
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: CLINIC MALTAHOHE

Post Designation	:	Registered Nurse Grade 8
1x Post	:	Maltahohe
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 with the Health Professional Council of Namibia.

Enquiries: Ms. E. Kharaxus, Tel: 063 – 245500 / Mr. Floris D. Keister, Tel: 063 – 245500

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES – ARANOS
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: CLINIC ARANOS

Post Designation	:	Registered Nurse Grade 8
1x Post	:	Arano,s
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 with the Health Professional Council of Namibia.

Enquiries: Mr. A. lipinge, Tel: 063 – 276900 / Mr. Floris D. Keister, Tel: 063 – 245500

To candidates:

- i. Applications **must** be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- ii. All Public Servant applications should sent their applications through their O/M/A's Human Resource Officers and confirmation letter of probation **must** be attached.

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- iii. All foreign qualifications **must** be evaluated and letters from the Namibian Qualification Authority (NQA) to be attached.
- iv. **Must** complete the latest revised Application Form for Employment in full and on any parts of the application form that do not apply to you please indicate as such by writing N/A.

NB: Women and persons with Disabilities who meet the appointment requirements are encourage to apply.

Failure to complete all items on the application form for employment and not attaching all the required documents etc. confirmation letters will disqualify the application.

Applications that do not meet the above criteria or requirements shall not be considered, and no application forms and attachments will be returned.

Applications must be submitted on the latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualifications and comprehensive CV.

Applications must be addressed to:

**The Human Resource Office
Hardap Regional Health Directorate
Private Bag 238
Mariental**

Or hand delivered to:

**Human Resource Office
Hardap Regional Health Directorate
388 Prosopis Street
Mariental**

**DIRECTORATE: OSHIKOTO REGION
DIVISION: PLANNING & INSTITUTIONAL DEVELOPMENT
SUBDIVISION: HEALTH INFORMATION AND RESEARCH**

Post Designation	:	Health Programme Officer Grade 6
1x Post	:	Omuthiya (Regional Management Team)
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ N\$ 7, 860 per annum

Minimum requirements: an appropriate B-degree or equivalent qualification on NQF L7 plus four (4) years appropriate experience.

Additional Requirement: Computer literacy with proven documents in Micro Soft (Word, Excel and Power Point) is required. The candidate should have basic understanding on Disease Surveillance systems and outbreak response activities.

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: HEALTH INFORMATION AND RESEARCH**

Post Designation	:	Health Programme Officer Grade 7
3x Posts	:	Omuthiya, Onandjokwe and Tsumeb
Salary Scale	:	N\$ 277, 264 - N\$331, 358
Transport Allowance	:	N\$ 7, 860 per annum
Housing Allowance	:	N\$ 14, 520 per annum

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

Additional Requirement: Computer literacy with proven documents in Micro Soft (Word, Excel and Power Point) is required. The candidate should have basic understanding on Disease Surveillance systems and outbreak response activities.

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

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Omuthiya (Regional Management Team)
Salary Scale	:	N\$ 277, 264 – N\$331, 358
Transport Allowance	:	N\$ 7, 860 per annum
Housing Allowance	:	N\$ 14, 520 per annum

Minimum requirements: National Diploma in Human Resources Management Majoring in Human Resources on NQF 6.

Additional Advertisement Requirement: plus ten (10) years appropriate experience.

**DIVISION: GENERAL SUPPORT SERVICES
SUBDIVISION: FINANCE & SOCIAL ACCOUNTS**

Post Designation	:	Senior Accountant Grade 7
1x Post	:	Omuthiya (Regional Management Team)
Salary Scale	:	N\$ 277, 264 – N\$331, 358
Transport Allowance	:	N\$ 7, 860 per annum
Housing Allowance	:	N\$ 14, 520 per annum

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

Additional Advertisement Requirement: plus ten (10) years appropriate experience.

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

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Omuthiya
Salary Scale	:	N\$ 277, 264 – N\$331, 358
Transport Allowance	:	N\$ 7, 860 per annum
Housing Allowance	:	N\$ 14, 520 per annum

Minimum Requirements: Registration as a Registered Nurse and Midwifery with the Health Professional Council of Namibia.

Additional Advertisement Requirement: plus a Bachelor degree / 4 years Diploma in Nursing Science and midwifery plus five (5) years' as Registered Nurse & Midwifery.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SECTION: RESOURCE MANAGEMENT
SUBSECTION: DMINISTRATIVE MANAGEMENT SUPPORT SERVICES

Post Designation : Senior Administrative Officer Grade 10
2x Posts : Omuthiya and Onandjokwe
Salary Scale : N\$ 151, 910- 182, 202
Transport Allowance : N\$ 7, 860 per annum
Housing Allowance : N\$ 11, 616 per annum

Minimum requirements: National Diploma or equivalent qualification (NQF Level 6) plus four (4) years appropriate experience.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SECTION: EMERGENCY MEDICAL RESCUE SERVICES

Post Designation : Emergency Care Practitioner Grade 10
4xPosts : District Hospital Omuthiya
: Onyaanya Health Centre
: Okankolo Health Centre
: Onanyena Health Centre
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. Applicants in the Public Service must attach a confirmation of probation.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SECTION: EMERGENCY MEDICAL RESCUE SERVICES

Post Designation : Emergency Care Practitioner Grade 11
4xPosts : District Hospital Omuthiya
: Onyaanya Health Centre
: Okankolo Health Centre
: Onanyena Health Centre
Salary scale : N\$ 126, 654 – N\$151, 910
Housing Allowance : N\$ 14, 520 per annum
Transport Allowance : N\$ 8, 760 per annum
Remoteness Allowance : N\$ 21, 000 per annum

PSM Circular No. 1 of 2023, advertised 16 October 2023, closing date 16 November 2023

Minimum Requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (**Basic**) plus A Code C1 driver's license. Applicants in the Public Service must attach a confirmation of probation.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBSECTION: HUMAN RESOURCES
SECTION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Human Resource Administrator Grade 11
4x Posts	:	RMT- Oshikoto
	:	District Hospital Omuthiya
	:	District Hospital Tsumeb
	:	District Hospital Onandjokwe
Salary scale	:	N\$126, 654 – N\$ 151,910
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum Requirements : A Grade 12 Certificate 20 points over five subjects with E symbol in English or equivalent qualification on NQF Level 3.

Additional requirements: Applicants in the Public Service must attach a letter of confirmation of probation.

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 & 156 094) 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 Director
Ministry of Health and Social Services,
Private Bag 4005
Omuthiya.

Or Hand delivery: Oshikoto Health Directorate Office, Penda yaNdakolo Avenue, Omuthiya.

Inquiries: Oshikoto Regional Director, Mr. Josua Nghipangelwa, Tel. No: 065 293200.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Grade 6
1xPost	:	District Hospital
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$ 14, 520 per annum
Transport	:	N\$ 8, 760 per annum
Fixed overtime	:	N\$ 180, 840 per annum

Minimum Requirements: Registration as Pharmacist with the Pharmacy Council of Namibia plus three (3) years appropriate experience. Confirmation of probation letter must be attached.

DIVISION: FAMILY HEALTH SERVICES

Post Designation	:	Senior Health Programme Officer Grade 7
1xPost	:	Katima Mulilo Regional Office
Salary Scale	:	N\$ 227, 264 – N\$331, 358
Housing Allowance	:	N\$ 14, 520 per annum
Transport	:	N\$ 8, 760 per annum

Minimum Requirements: An appropriate B – degree in Nursing Science or equivalent qualification on NQF L7 plus 3 years appropriate experience.

Additional Requirements: Candidates must be computer literate and have a valid driver's license. Confirmation of probation letter must be attached.

DIVISION: PUBLIC & ENVIRONMENTAL HEALTH
SUBDIVISION: PORT/BORDER SERVICES

Post Designation	:	Chief Environmental Health Practitioner Grade 7
1xPost	:	Katima Mulilo
Salary Scale	:	N\$ 227, 264 – N\$331, 358
Housing Allowance	:	N\$ 14, 520 per annum
Transport	:	N\$ 8, 760 per annum

Minimum Requirement: Registration as Environmental Health Practitioner plus six (6) years appropriate experience of which two (2) years should be at a Senior Environmental Health Practitioner position. Confirmation of probation letter must be attached.

Additional Requirements: The candidate should have a valid driver's license.

DIVISION: GENERAL AND FACILITY MANAGEMENT
SUBDIVISION: OFFICE & GENERAL SERVICES

Post Designation	:	Chief Administrative Officer Grade 8
1xPost	:	Katima Mulilo Regional Office
Salary Scale	:	N\$ 227, 453- N\$271, 828
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

PSM Circular No. 1 of 2023, advertised 16 October 2023, closing date 16 November 2023

Minimum Requirements: National Diploma or equivalent qualification (NQF level 6) plus six (6) years appropriate experience of which three (3) years should be at a Senior Administrative Officer position. Confirmation of probation letter must be attached.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: PHYSIOTHERAPY

Post Designation : Physiotherapist Grade 8
1xPost : District Hospital
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 Physiotherapist with the Allied Health Profession Council of Namibia.

DIRECTORATE HEALTH INFORMATION AND RESEARCH
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES: KATIMA MULILO
SUBDIVISION: HEALTH INFORMATION AND RESEARCH
SECTION: HEALTH INFORMATION SYSTEM & EPIDEMIOLOGY

Post Designation : Health Programme Officer Grade 8 (System Administrator)
1xPost : Katima Mulilo
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 B - degree in Information Technology on NQF level 7.

DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES

Post Designation : Environmental Health Practitioner Grade 9
1xPost : Katima Mulilo District Hospital
Salary Scale : N\$ 185, 920 – N\$222, 994
Housing Allowance : N\$ 11, 616 per annum
Transport : N\$ 8, 760 per annum

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

DIVISION: PUBLIC & ENVIRONMENTAL HEALTH
SUBDIVISION: PORT/BORDER HEALTH SERVICES

Post Designation : Environmental Health Practitioner Grade 9
2xPosts : Kamenga and Schuckmansburg Borders
Salary Scale : N\$ 185, 920 – N\$222, 994
Housing Allowance : N\$ 11, 616 per annum
Transport : N\$ 8, 760 per annum

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Remoteness Allowance : N\$ 21, 000 per annum

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

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: NUTRITION SERVICES

Post Designation : Dietician Grade 9
1xPost : Katima Mulilo District Hospital
Salary Scale : N\$ 185, 920 – N\$222, 994
Housing Allowance : N\$ 11, 616 per annum
Transport : N\$ 8, 760 per annum

Minimum Requirements: Registration with the Health professions Council of Namibia as a Dietician.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: EMERGENCY MEDICAL RESCUE SERVICES

Post Designation : Emergency Care Practitioner Grade 11
1xPost : Sangwali Health Centre
Salary Scale : N\$ 126, 654 – N\$151, 910
Housing Allowance : N\$ 11, 616 per annum
Transport : N\$ 8, 760 per annum
Remoteness Allowance : N\$ 21, 000 per annum

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

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: EMERGENCY MEDICAL RESCUE SERVICES

Post Designation : Emergency Care Practitioner Grade 11
1xPost : District Hospital
Salary Scale : N\$ 126, 654 – N\$151, 910
Housing Allowance : N\$ 11, 616 per annum
Transport : N\$ 8, 760 per annum

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

Government application forms (156043) obtainable at all Government offices 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) and should be hand delivered at HRM Offices, RMT building or addressed to:

The Regional Director
Zambezi Health Directorate
Private Bag 1081

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Katima Mulilo

Enquiries: Ms. Yolanda Lisho or Ms. Esnard Matongo, Acting Regional Director Chief Health Programme Officer Tel: 066 – 251400

**DIRECTORATE OTJOZONDJUPA REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES OTJIWARONGO
AND OKAHANDJA
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES
DOMESTIC SERVICES**

Post Designation	:	Mortuary Assistant Grade 11
2x posts	:	Otjiwarongo, Okahandja
Salary Scale	:	N\$126, 654 – N\$151, 910
Housing Allowance	:	N\$ 11, 616 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements : A Grade 10 (or equivalent) Certificate on NQF Level 2 plus satisfactory completion of the appropriate internal functional training course.

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.

Enquiries: Ms. H. Kanime, Control Administrative Officer Tel: 067-300800 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES OKAHANDJA
SUBDIVISION: RESOURCE MANAGEMENT**

Post Designation	:	Chief Administrative Officer Grade 8
1x post	:	Okahandja
Salary Scale	:	N\$ 227, 453 – N\$271, 828
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum requirements: Minimum Requirements: A National Diploma in Public Management / Business Administration/Logistic and Supply Chain Management on NQF Level 6 plus three (3) years' appropriate experience. Advantage will be given to candidates with experience in hospital administration. Must have a driver's license and be computer literate. NB: confirmation of probation as a Senior Administrative Officer Grade 10 must be attached.

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.

Enquiries: Ms. H. Kanime, Control Administrative Officer Tel: 067-300800 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES OKAHANDJA
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES

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

Minimum requirements: A National Diploma or equivalent qualification in Public Management / Business Administration and Logistics and Supply Chain Management on NQF Level 6 plus one (1) year appropriate experience **OR** Grade 12 Certificate (NQF L3) plus three (3) years appropriate experience. Must have a driver's license and be computer literate. NB: confirmation of probation as an Administrative Officer Grade 12 must be attached.

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.

Enquiries: Ms. H. Kanime, Control Administrative Officer Tel: 067-300800 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

DIVISION: GENERAL SUPPORT SERVICES
SUBDIVISION: LOGISTICS AND FACILITY MANAGEMENT

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

Minimum requirements: A National Diploma or equivalent qualification in Public Management / Business Administration and Logistics and Supply Chain Management on NQF Level 6 plus one (1) year appropriate experience **OR** Grade 12 Certificate (NQF L3) plus three (3) years appropriate experience. Must have a driver's license and be computer literate. NB: confirmation of probation as an Administrative Officer Grade 12 must be attached.

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.

Enquiries: Ms. H. Kanime, Control Administrative Officer Tel: 067-300800 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

SUBDIVISION: DISTRICT HOSPITAL OKAKARARA

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

PSM Circular No. I of 2023, advertised 16 October 2023, closing date 16 November 2023

Minimum requirements: Registration as a Registered Nurse and Midwife at the Nursing Council of Namibia plus five (5) years approximate appropriate experience.

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.

Enquiries: Mr. S.Shilikomwenyo, Chief Registered Nurse Tel: 067-300800 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

SUBDIVISION: DISTRICT PRIMARY HEALTH CARE

Post Designation : Senior Registered Nurse Grade 7
1x post : Okakarara
Scale of salary : 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 at the Nursing Council of Namibia plus five (5) years approximate appropriate experience.

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.

Enquiries: Mr. S.Shilikomwenyo, Chief Registered Nurse Tel: 067-300800 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES OTJIWARONGO AND OKAKARARA

Post Designation : Registered Nurse Grade 8
2x posts : Kalkveld and Okarundu
Salary Scale : N\$ 227, 453 – N\$271, 828
Housing Allowance : N\$ 14, 520 per annum
Transport Allowance : N\$ 8, 760 per annum
Remoteness Allowance ; N\$ 9000 per annum

Minimum requirements: Minimum Requirements: A National Diploma in Public Management / Business Administration/Logistic and Supply Chain Management on NQF Level 6 plus three (3) years' appropriate experience. Advantage will be given to candidates with experience in hospital administration. Must have a driver's license and be computer literate. NB: confirmation of probation as a Senior Administrative Officer Grade 10 must be attached.

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.

Enquiries: Ms. H. Kanime, Control Administrative Officer Tel: 067-300800 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

SUBDIVISION: DISTRICT HOSPITAL OKAHANDJA AND OKAKARARA
SECTION: PROFESSIONAL SERVICES
COMPONENT: EMERGENCY MEDICAL RESCUE SERVICES

Post Designation : Emergency Care Practitioner Grade 11
2x posts : Okahandja and Okakarara
Scale of salary : N\$ 126, 654 – N\$151, 910
Housing Allowance : N\$ 11, 616 per annum
Transport Allowance : N\$ 8, 760 per annum

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

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.

Enquiries: Mr. S.Shilikomwenyo, Chief Registered Nurse Tel: 067-300800 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

SUBDIVISION: DISTRICT HOSPITAL OTJIWARONGO

Post Designation : Senior Registered Nurse Grade 7
1x post : Otjiwarongo
Scale of salary : 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 at the Nursing Council of Namibia plus five (5) years approximate appropriate experience.

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.

Enquiries: Mr. S.Shilikomwenyo, Chief Registered Nurse Tel: 067-300800 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

DIVISION: CURATIVE SERVICES, SUBDIVISION: DENTAL SERVICES
SECTION: MULTI-REGIONAL DENTAL SERVICES

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

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

Post Designation : Dental Technician Grade 8
1x Post : Otjiwarongo (Regional Office)
Salary Scale : N\$ 227, 453 – N\$271, 828
Transport Allowance : N\$ 8, 760 per annum
Housing Allowance : N\$ 14, 520 per annum

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Minimum Requirements: A Bachelor's Degree on NQF Level 7 in Dental Technician/Technology.

Post Designation	:	Dental Surgery Assistant Grade 11
1x post	:	Otjiwarongo
Salary Scale	:	N\$ 126, 654 – N\$151, 910
Housing Allowance	:	N\$ 11, 616 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum Requirements: A Grade 12 or equivalent Certificate on NQF Level 3.

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.

Enquiries: Dr. E.Namwandi, Chief Dentist Tel: 067-300800 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES OTJIWARONGO
SUBDIVISION: HEALTH INFORMATION AND RESEARCH

Post Designation	:	Senior Health Programme Officer Grade 7
1x post	:	Otjiwarongo
Salary Scale	:	N\$ 277, 453 – 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 Level 7 plus three (3) year appropriate experience in Health Information Systems and Disease Surveillance.

Additional requirement: Candidates must have a valid driver's license. The candidate should be computer literate with sound knowledge of Microsoft (Word, Excel and Power Point) and DHIS2 system.

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.

Enquiries: Mr. J.Iyambo, Chief Health Programme Officer Tel: 067-300800 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

SUBDIVISION: DISTRICT HOSPITAL GROOTFONTEIN
SECTION: PROFESSIONAL SERVICES
COMPONENT: PHYSIOTHERAPY

Post Designation	:	Physiotherapist Grade 8
1x post	:	Grootfontein
Scale of salary	:	N\$ 227, 453 – N\$271, 827
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Minimum requirements: Registration as Physiotherapist

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.

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Enquiries: Mr. C. Mabulawa, Senior Physiotherapist, Tel: 067-300900 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

SECTION: PROFESSIONAL SERVICES

Post Designation	:	Medical Officer Grade 5
6x Posts	:	Grootfontein, Otjiwarongo, Okakarara, Okahandja
Salary Scale	:	N\$ 412, 001 – N\$492, 567
Motor Vehicle Allowance	:	N\$ 78, 762 per annum
Housing Allowance	:	N\$ 14, 520 per annum
Fixed Overtime	:	N\$ 220, 488 per annum

Minimum Requirements: Registration as a Medical Officer with the Medical and Dental Council of Namibia plus a valid Driving license.

Enquiries: Dr. SLO Amesho, Acting Chief Medical Officer, Tel: 067- 300800 or Mr. A.Swartz, Chief Human Resource Practitioner, Tel: 067- 300900

SUBDIVISION: REHABILITATION

Post Designation	:	Senior Occupational/Physiotherapist Grade 6
1x Post	:	Otjiwarongo (Regional Office)
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 an Occupational/Physiotherapist with the relevant Health Professions Council of Namibia plus five (5) years appropriate experience.

Enquiries: Dr. SLO Amesho, Acting Chief Medical Officer, Tel: 067- 300800 or Mr. A.Swartz, Chief Human Resource Practitioner, Tel: 067- 300900

NB!! Only shortlisted candidates will be contacted and documents will not be returned. All supporting documents (ID's, Qualifications, and References) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents will disqualify the application. Confirmation of probation letter should accompany application (Namibians)

Applications should be addressed to:

**The Regional Director,
Otjozondjupa Region
Private Bag 2612
Otjiwarongo**

DIRECTORATE: | | KHARAS REGION
DIVISION: PUBLIC & ENVIRONMENTAL HEALTH
KEETMANSHOOP

Post Designation	:	Chief Environmental Health Practitioner Grade 7
1 x Post	:	Keetmanshoop (Kharas Regional Office)
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 requirements: Registration as Environmental Health Practitioner with the relevant Namibian Council plus four (4) years appropriate experience.

Additional requirements: Proof to be attached of the current (2023/2024) Namibian Council registration. Candidates not in possession of a valid driver's license must be prepared to obtain such within a reasonable period and be prepared to travel.

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

Post Designation	:	Senior Health Programme Officer Grade 7
1 x Post	:	Keetmanshoop (Regional Office)
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 requirements: An Appropriate B-Degree or equivalent Qualification on NQF 7.

Additional requirements: Registration with relevant professional body plus approximately three (3) years appropriate experience in Special Disease Programme. Additional experience in Public Health, Epidemiology and Infectious Disease will be an added advantage. Candidates not in possession of a valid driver's license must be prepared to obtain such within a reasonable period. Computer literacy will be an added advantaged.

DISTRICT HEALTH & SOCIAL WELFARE SERVICES: KARASBURG
SUBDIVISION: DISTRICT HOSPITAL KEETMANSHOOP
SECTION: NURSING SERVICES

Post Designation	:	Senior Registered Nurse Grade 7 (Nursing Manager ospital)
1 x Post	:	Keetmanshoop
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 requirements: Diploma/Degree in General Nursing, Community and Midwifery Science (NQF Level 6)

Additional requirements: Registration as Registered Nurse and Midwife with the Nursing Board of Namibia (Proof to be attached of the current (2023/2024) registration) plus approximately four (4) years appropriate experience. Computer literacy will be an added advantage.

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

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Enquiries: Ms. F.D. Zwartz, Tel No: 063 2209058 or Mr. Mervin. E. Fisch Tel No: 063 2209066

DIRECTORATE: | | KHARAS REGION
DISTRICT HEALTH & SOCIAL WELFARE SERVICES: KARASBURG
SUBDIVISION: DISTRICT HOSPITAL KARASBURG
SECTION: NURSING SERVICES

Post Designation : Senior Registered Nurse Grade 7 (Nursing Manager Hospital)
1 x Post : Karasburg
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 requirements: Diploma/Degree in General Nursing, Community and Midwifery Science (NQF Level 6)

Additional requirements: Registration as Registered Nurse and Midwife with the Nursing Board of Namibia (Proof to be attached of the current (2023/2024) registration) plus approximately four (4) years appropriate experience. Computer literacy will be an added advantage.

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

Enquiries: Ms. F.D. Zwartz, Tel No: 063 2209058 or Mr. Mervin. E. Fisch Tel No: 063 2209066

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

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

DIRECTORATE: | | KHARAS REGION
DISTRICT HEALTH & SOCIAL WELFARE SERVICES: KARASBURG
SUBDIVISION: DISTRICT HOSPITAL LUDERITZ
SECTION: NURSING SERVICES

Post Designation : Senior Registered Nurse Grade 7 (Nursing Manager Hospital)
1 x Post : Luderitz
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 requirements: Diploma/Degree in General Nursing, Community and Midwifery Science (NQF Level 6)

Additional requirements: Registration as Registered Nurse and Midwife with the Nursing Board of Namibia (Proof to be attached of the current (2023/2024) registration) plus approximately four (4) years appropriate experience. Computer literacy will be an added advantage.

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

PSM Circular No. 1 of 2023, advertised 16 October 2023, closing date 16 November 2023

Enquiries: Ms. F.D. Zwartz, Tel No: 063 2209058 or Mr. Mervin. E. Fisch Tel No: 063 2209066

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

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

**DIVISION: DISTRICT HEALTH & SOCIAL SWELFARE SERVICES: LUDERITZ
SUBDIVISION: DISTRICT HOSPITAL LUDERITZ
SECTION: RESOURCE MANAGEMENT**

Post Designation : Chief Administrative Officer Grade 8
1 x Post : Luderitz
Salary scale : N\$ 227 453– N\$ 271 828
Housing Allowance : N\$ 14 520.00 per annum
Transport Allowance : N\$ 8 760.00 per annum

Minimum requirements: An appropriate National Diploma (NQF Level 6) or equivalent qualification plus four (4) years appropriate experience.

COMPUTER LITERACY WILL BE A RECOMMENDATION.

**DIRECTORATE: || KHARAS REGION KEETMANSHOOP
DIVISION: SPECIAL DISEASE PROGRAMME (HIV/AIDS, TB & MALARIA)**

Post Designation : Chief Health Programme Officer Grade 6
1 x Post : Keetmanshoop (Regional Office)
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: An Appropriate B-Degree or equivalent Qualification on NQF 7.

Additional requirements: Registration with relevant professional body plus approximately five (5) years appropriate experience in Special Disease Programme. Additional experience in Public Health, Epidemiology and Infectious Disease will be an added advantage. Candidates not in possession of a valid driver's license must be prepared to obtain such within a reasonable period. Computer literacy will be an added advantaged.

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

Enquiries: Ms. Sandra Owoses, Tel No: 063 2209186 or Mr. M.E. FISCH, Tel No: 063 2209066.

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

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

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DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES: KEETMANSHOOP
SUBDIVISION: DISTRICT HOSPITAL KEETMANSHOOP
SECTION: RESOURCE MANAGEMENT

Post Designation	:	Chief Administrative Officer Grade 8
1 x Post	:	Keetmanshoop
Salary scale	:	N\$ 227, 453– N\$ 271, 828
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum requirements: An appropriate National Diploma (NQF Level 6) or equivalent qualification plus four (4) years appropriate experience.

COMPUTER LITERACY WILL BE A RECOMMENDATION.

DIVISION DISTRICT HEALTH & SOCIAL WELFARE SERVICES: KEETMANSHOOP
SUBDIVISION SOCIAL WELFARE SERVICES

Post Designation	:	Senior Social Worker Grade 7
1 X Post	:	Keetmanshoop District Hospital
Scale Salary	:	N\$ 277, 264 – N\$331, 358
Housing Allowance	:	N\$ 14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Minimum Requirements: Registration as Social Worker at Health Professions Council of Namibia (HPCNA) and proof of the current (2023/2024) registration plus approximately three (3) years appropriate experience.

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

Enquiries: Ms. Sandra Owoses, Tel 063-2209186 or Mervin Fisch, Tel no. 063-2209066

Application forms 156043 (obtainable at all Government Offices) together with a comprehensive curriculum vitae and certified copies of Educational Qualifications and proof of current (2023/2024) registration with the Council must be submitted to:

The Director
Ministry of Health and Social Services,
Private Bag 210
Keetmanshoop.

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

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N\$ 151, 910 – N\$82,202
Salary Notch	:	N\$ 151, 910
Housing Allowance	:	N\$ 11,616 per annum

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Transport Allowance : N\$ 8,760 per annum

Minimum Requirements: A Grade 12 Certificate (NQF Level 3) plus five (5) years appropriate experience OR National Diploma or Equivalent qualification (NQA Level 6) plus three (3) years appropriate experience.

Additional Requirements: a valid driver's license and must be a computer literate (proof must be attached)

Enquiries: Mr. Jan H. Van Wyk, Tel: 061 203 5025

DIRECTORATE: OSHANA REGION
DIVISION: HUMAN CAPITAL
SUBDIVISION: RECRUITMENT & CONDITION OF SERVICES

Post Designation : Chief Human Resource Practitioner Grade 6
1x Post : Oshakati
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 Level 6 plus six (6) years appropriate experience of which three (3) years must be at the level of Senior Human Resources Practitioner Grade 7. Must be computer literate.

DIRECTORATE: OSHANA REGION
DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: ADMINISTRATIVE AND SUPPORT SERVICES
SECTION: FINANCE

Post Designation : Senior Accountant Grade 7
1x Post : Oshakati
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 plus three (3) years' experience in the field of Accounting.

Additional Requirement: Preference will be given to candidates in possession of Bachelor Degree or equivalent qualification at NQF Level 7/8 in Accounting or Financial Management. Candidates must have extensive knowledge and experience in the following IFMS modules (Integrated Financial management Systems): Accounts payable, DSA, Payroll and Accounts Receivables. Experience in budget compilation and execution as well as Revenue management will be additional advantage.

DIVISION: HUMAN CAPITAL
SUBDIVISION: RECRUITMENT & CONDITION OF SERVICES

Post Designation : Human Resource Practitioner Grade 8
1x Post : Oshakati
Salary Scale : N\$ 227,435 – N\$ 271,828
Transport Allowance : N\$ 8, 760 per annum

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Housing Allowance : N\$ 4, 520 per annum

Minimum Requirements: A National Diploma majoring in Human Resources on NQF Level 6.

Additional requirement: Candidates must be in possession of an appropriate Bachelor Degree in Human Resources Management on NQF Level 7 or higher majoring in Human Resources Management.

**DIVISION: HUMAN CAPITAL
SUBDIVISION: RECRUITMENT & CONDITION OF SERVICES**

Post Designation : Human Resource Administrator Grade 11
2x Posts : Oshakati
Salary Scale : N\$ 126,654 – N\$ 151,910
Transport Allowance : N\$ 8, 760 per annum
Housing Allowance : N\$ 11, 616 per annum

Minimum Requirements : A Grade 12 Certificate 20 points over five subjects with E symbol in English or equivalent qualification on NQF Level 3.

Enquiries: Mr. Klemelius Namulo Tel: 065 2233361/ Ms. Martha Nakapipi Tel: 065 2233717

**DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: PARAMEDICAL & CLINICAL SUPPORT SERVICES
SUBSECTION: PHARMACEUTICAL**

Post Designation : Pharmacist Grade 7
1x Post : Oshakati
Salary Scale : N\$ 277,264 – N\$ 331,358
Transport Allowance : N\$ 8, 760 per annum
Housing Allowance : N\$ 14, 520 per annum
Fixed Overtime Allowance : N\$ 144,031 per annum

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

**DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: PARAMEDICAL & CLINICAL SUPPORT SERVICES
SUBSECTION: PHARMACEUTICAL**

Post Designation : Senior Pharmacist Assistant Grade 9
1x Post : Oshakati
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 a Pharmacist Assistant with the Pharmacy Council of Namibia plus three (3) years appropriate experience. Confirmation of probation must be attached.

DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: PARAMEDICAL & CLINICAL SUPPORT SERVICES
SUBSECTION: PHARMACEUTICAL

Post Designation	:	Pharmacist Assistant Grade 10
4x Post	:	Oshakati
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 a Pharmacist Assistant with the Pharmacy Council of Namibia.

DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: PARAMEDICAL & CLINICAL SUPPORT SERVICES
SUBSECTION: PHYSIOTHERAPY

Post Designation	:	Physiotherapist Grade 8
1x Post	:	Oshakati
Salary Scale	:	N\$ 269, 189 – N\$ 321, 707
Transport Allowance	:	N\$ 8, 760 per annum
Housing Allowance	:	N\$ 14,520 per annum

Minimum Requirements: Registration as a Physiotherapist with the Health professions Council of Namibia.

Enquiries: Dr.Lilja Ashipala Tel: 065 22 33014 / Enquiries: Mr. Erasso Wakjila Tel: 065 22 33242

DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: NURSING SERVICES
SECTION: MATERNITY WARDS (THEATRE)

Post Designation	:	Senior Registered Nurse Grade 7
1 x Post	:	Oshakati
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 Nursing Council of Namibia plus three (3) years appropriate experience. Preference will be given to candidates with a post graduate Diploma in Operating Theatre Techniques.

DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: NURSING SERVICES
SECTION: OPERATING THEATRE & RECOVERY ROOM

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

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Minimum Requirements: Registration as a Registered Nurse and Midwife with the Nursing Council of Namibia plus three (3) years appropriate experience. Preference will be given to candidates with a post basic qualification Midwifery and Neonatal Science.

DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: NURSING SERVICES
SECTION: MENTAL HEALTH SERVICES

Post Designation : Senior Registered Nurse Grade 7
1 x Post : Oshakati
Salary Scale : N\$ 227 264 - 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 Nursing Council of Namibia plus three (3) years appropriate experience. Preference will be given to candidates with a postgraduate Diploma in Psychiatric.

DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: NURSING SERVICES
SECTION: CLINICAL WARDS

Post Designation : Senior Registered Nurse Grade 7
1 x Post : Oshakati
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 Nursing Council of Namibia plus three (3) years appropriate experience.

Enquiries: Ms. Helvi N Imbangu Tel: 065 22 33367 / Ms. Aune Hamutwe Tel: 065 2233214

DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: ADMINISTRATIVE & SUPPORT SERVICES
SECTION: DOMESTIC SERVICES
SUBSECTION: CLEANING SERVICES

Post Designation : Health Assistant Grade 13
1x Post : Oshakati
Salary Scale : N\$ 74,733 – N\$ 97,180
Transport Allowance : N\$ 8, 760 per annum
Housing Allowance : N\$ 11, 616 per annum

Minimum Requirements : A Grade 10 (with 24 points in seven (7) subjects and a D symbol in English) or equivalent qualification on NQF L2

Additional requirement:

Preference will be given to candidate with good writing and communication skills; ability to conduct in-services training; and computer literacy in Microsoft Word, PowerPoint and Excel is essential.

Candidate must able to work under pressure and meet deadlines.

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The candidates must have 2-years' experience as Senior Cleaner Grade 14, and probation must be confirmed at that level. **(Proof must be attached)**

DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: ADMINISTRATIVE & SUPPORT SERVICES
SECTION: DOMESTIC SERVICES
SUBSECTION: CLEANING SERVICES

Post Designation	:	Senior Cleaner Grade 14
2x Posts	:	Oshakati
Salary Scale	:	N\$ 56, 322 – N\$73, 239
Transport Allowance	:	N\$ 8, 760 per annum
Housing Allowance	:	N\$ 8, 712 per annum

Minimum Requirements : None

Additional Requirements: Candidate must have a three (3) years working experience in Cleaning Services, good communication skills and be able to read and write in English .Confirmation of probation at Cleaner Grade 15 must be attached.

Enquiries: Ms. Martha E. Nakapiipi, Tel: 065 22 33171 / Ms. Aune Hamutwe Tel: 065 2233214

A completed Application Forms 156043 and 156094 (obtained at all Government offices) accompanied by a comprehensive CV, certified copies of educational qualifications. Applicants who are already in the public service must attach proof of Confirmation of probation. Applicants must be Namibian citizens. Only shortlisted candidates will be contacted and no documents will be returned. All supporting documents must be originally certified by the Namibian Police and should be addressed to:

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

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

Post Designation	:	Senior Medical Officer Grade 4(Primary Health Care)
1xPost	:	Walvis Bay
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

Minimum Requirements: Registration as Medical Officer with Medical and Dental Council of Namibia plus three (3) years appropriate experience. Applicants must have a valid Driver License.

Additional Requirements: Applicants with postgraduate qualification or experience in Family Medicine, Emergency Medicine, Maternal or Child Health and ability to perform emergency medical and obstetric procedures will be added advantage.

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DIVISION: MANAGEMENT INFORMATION SYSTEM (MIS)

Post Designation	:	Senior Health Program Officer Grade 7
1xPost	:	Swakopmund(RMT)
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 Bachelor Degree or equivalent qualification on NQF Level 7 plus three (3) years appropriate working experience in Health information systems and disease Surveillance.

Additional Requirements: Applicants must have a valid driver's license. The applicants should be computer literate with sound knowledge of Microsoft (word, Excel, and Power Point) and DHIS 2.

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

Post Designation	:	Senior Physiotherapist Grade 6
1x Post	:	Swakopmund(RMT)
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 Physiotherapist with the Health Professional Council of Namibia plus three (3) years appropriate experience.

**DIVISION: DISTRICT HOSPITAL WALVIS BAY
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES**

Post Designation	:	Senior Environmental Health Practitioner Grade 8
1x Post	:	Walvis Bay
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 an Environmental Health Practitioner with Health Professional Council of Namibia plus three (3) years appropriate experience and must have a valid driver's license.

Additional Requirements: Applicants with Port/Border service experience will serve as added advantage.

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: SWAKOPMUND
SECTION: HEALTH TECHNOLOGY MANAGEMENT**

Post Designation	:	Engineering Technician Grade 9
1x Post	:	Swakopmund
Salary Scale	:	N\$ 185, 920 –N\$222, 994

PSM Circular No. 1 of 2023, advertised 16 October 2023, closing date 16 November 2023

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 L6.

Or

Registration as Engineering Technician at the Engineering Council of Namibia.

All foreign qualifications must be accompanied by NQA evaluation. Applicants in Public Service must attach their probation confirmation letter.

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: The Regional Director, Erongo Health Directorate, Private Bag 5004, Swakopmund

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

MINISTRY OF INDUSTRIALISATION AND TRADE

DIRECTORATE: GENERAL SERVICES DIVISION: FINANCE AND ADMINISTRATION SUBDIVISION: FINANCE, SECTION: PAYROLL & DSA

Post designation	:	Senior Accountant Grade 7
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 Requirements: An appropriate Diploma on NQF L6 majoring in accounting or equivalent qualification on NQF Level 6 plus five (5) years working experience in Payroll and DSA.

Additional requirement: preference will be given to candidates in possession of B-Degree in Accounting and Finance on NQF Level 7.

Enquiries: Mr. Oscar Nghihangwa, Tel no. 061 283 7202 Ms. Maria Mumwoye, Tel no. 061 283 7518

DIRECTORATE: GENERAL SERVICES DIVISION: FINANCE AND ADMINISTRATION SUBDIVISION: FINANCE, SECTION: CREDITORS AND COMMITMENTS

Post designation	:	Accountant 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 Requirements: An appropriate Diploma on NQF L6 majoring in accounting or equivalent qualification on NQF Level 6.

Additional requirement: preference will be given to candidates in possession of B-Degree in Accounting and Finance on NQF Level 7.

Enquiries: Mr. Oscar Nghihangwa Tel no. 061 283 7202, Mr. Oshike Shiimi Tel no. 061 283 7516,

DIRECTORATE: GENERAL SERVICES DIVISION: FINANCE AND ADMINISTRATION SUBDIVISION: AUXILIARY SERVICES SECTION: REGISTRY AND TYPING SERVICES

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

PSM Circular No. 1 of 2023, advertised 16 October 2023, closing date 16 November 2023

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

Additional requirement: Preference will be given to candidates with qualification and experience in records management and archives

Enquiries: Mr. Aina Shikongo Tel no: 061 – 283 7207; Ms. Maria Mumwoye, Tel no. 061 – 283 7518

DIRECTORATE: GENERAL SERVICES
DIVISION: INFORMATION COMMUNICATION TECHNOLOGY
SUBDIVISION: SYSTEMS ADMINISTRATION AND DATABASE ADMINISTRATION
SECTION: HARDWARE AND SOFTWARE SYSTEM ADMINISTRATION

Post designation : System Administrator Grade 9
1xPost : Windhoek
Salary Scale : N\$ 251, 126 – N\$282, 810(P)
Salary Notch : N\$ 251, 126
Housing Allowance : N\$ 14, 520 per annum
Transport Allowance : N\$ 7, 680 per annum

Minimum Requirements: A B.Degree in Information Technology on NQF Level 7 or equivalent qualification.

Enquiries: Ms. S. Shivute, Tel no: 061 – 283 7407; Mr. Oshike Shiimi, Tel no. 061 – 283 7516

DIRECTORATE: GENERAL SERVICES
DIVISION: FINANCE AND ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES
SECTION: REGISTRY AND TYPING SERVICES

Post designation : Administrative Officer Grade 12
1xPost : Windhoek
Salary Scale : N\$ 102, 622 – N\$123, 086
Salary Notch : N\$ 102, 622
Housing Allowance : N\$ 11, 616 per annum
Transport Allowance : N\$ 8, 760 per annum

Minimum Requirements: A Grade 12 certificate on NQF Level 3, with 20 points in five subjects including E symbol in English

Enquiries: Ms. Maria Mumwoye Tel no. 061 283 7518, Ms. Aina Shikongo Tel no. 061 283 7207

Applications must be accompanied by a probation confirmation letter. Failure to complete all items on the applications form (156043), and not attaching all the necessary certified documents will disqualify the application. Only short-listed candidates will be contacted and no documents will be returned.

Foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached and application (s) forwarded to:

PSM Circular No. 1 of 2023, advertised 16 October 2023, closing date 16 November 2023

**The Executive Director
Ministry of Industrialization and Trade
Private Bag 13340
Windhoek**

**Or hand deliver at:
Ministry of Industrialization and Trade
Block A Brendan Simbwaye Sq Goethe Street
2nd floor
Windhoek**

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

OFFICE OF THE EMPLOYMENT EQUITY COMMISSION

Post Designation	:	Chief Employment Officer 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 requirements:

An appropriate National Diploma or equivalent qualification NQF Level 6 in Human Resources Management plus three (3) years relevant experience. Applicant must have a Computer Skills.

Additional Requirements:

At least 36 months of experience or exposure to compilation and review of the Affirmative Action Report. Exposure to the Integrated Review Scorecard (IRSC) and knowledge of Affirmative Action (Employment) Act, No. 29 of 1998. Experience in providing AA training, facilitation and management of training workshops Experience of at least 36 months in presentation skills and public speaking. Experience in tripartism and social dialogue. Candidates with experience and or qualifications equivalent to NQF Level 6 in the fields of Business Management and Economics will also be considered. Candidate must have a valid driver's license older than two (2) years as per the National Fleet Management Policy.

Enquiries: Adv. Otniel Podewiltz, **Telephone:** 061 – 379150

APPLICANTS SHOULD NOTE THE FOLLOWING:

- Candidacy is not limited to Public Servants only and preference will be given to Namibian Nationals.
- Women and persons living with disabilities are encouraged to apply.
- A confirmation letter of probation **must** be attached for all Public Servant applicants.
- **All foreign qualifications must be submitted with an evaluation of qualification from the Namibia Qualification Authority (NQA).**
- **Failure to complete all items on the application form for employment and not attaching the required documents will disqualify the application.**
- Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.
- Application form for employment 156043 and Health questionnaire form 156094 (obtainable at all Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational qualifications as well as academic records, identity documents and certificate of service (if any) must be addressed to:

The Executive Director

**Ministry of Labour, Industrial Relations and Employment Creation
Private Bag 19005
Khomasdal
32 Mercedes Street
WINDHOEK**

OR

**Hand-delivered at the: The Ministry of Labour, Industrial Relations and Employment Creation
Khomasdal, 32 Mercedes Street, Human Resource Office, First Floor**

PSM Circular No. 1 of 2023, advertised 16 October 2023, closing date 16 November 2023

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE

DIRECTORATE: GENERAL SERVICES SUBDIVISION: HUMAN RESOURCES SECTION: INDUSTRIAL RELATIONS AND STATISTICS

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x post	:	Windhoek
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 requirements: A National Diploma or equivalent qualification at NQF Level 6 majoring in Human Resources Management plus five (5) years of experience in Industrial Relations, Performance Management System, HR Statistics and compilation of Affirmative Action Reports of which four (4) years should be at a level of a Senior Human Resources Practitioner Grade 7. **Certificate of service/ testimonial(s) from former and current employers in respect of work experience as well as a two (2) year old driver's licence are pre-requisite.**

Additional requirements: Preference will be given to applicants in possession of Bachelor or equivalent qualification at NQF Level 7 majoring in Human Resources Management.

Enquiries: Mr Twekulineekela MM Haiduwa: Tel. 061- 270 6109/ Ms Tuyenikelao P Fabianus: Tel. 061- 270 6100

Applicants must be Namibian citizens. Application on Form 156043, obtainable from all Government offices, must be accompanied by comprehensive curriculum vitae, original certified copies of educational qualifications, ID and Testimonial. All foreign qualifications must be accompanied by the Namibian Qualification Authority (NQA) evaluation. Confirmation of probation letter must accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant. Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Only shortlisted candidates will be contacted and no application forms and documents will be returned. Emailed and/or faxed applications will not be accepted.

Address:

**The Executive Director
Ministry of Sport, Youth and National Service
Private Bag 13391
WINDHOEK**

Or Hand deliver at:

**Human Resources Office
Ministry of Sport, Youth and National Service
Government Offices Park
Ministry of Education Building
2nd Floor, Room 201, West Wing
WINDHOEK**

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT

DIRECTORATE: RURAL DEVELOPMENT

DIVISION: SECTOR DEVELOPMENT COORDINATION

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Okashana Rural Development Centre (Oshikoto Region)
Salary scale	:	N\$ 337 984 x P – N\$ 403 922
Housing Allowance	:	N\$ 14 520.00 per annum
Transport Allowance	:	N\$ 8 760.00 per annum

Minimum requirements: An appropriate National Diploma or equivalent on NQF Level 6 plus six (6) years of appropriate working experience of which three (3) years should be at supervisory level.

Additional Requirements: One (1) year of appropriate working experience must be in enterprise development or overseeing aspects of development projects, including staff supervision, at the implementation level, e.g. Coordinator, Community Outreach Officer or equivalent role. Applicants must have a valid driver's license (Code B) for a minimum of one (1) year.

Preference will be given to applicants with a recognised Bachelor's Degree at NQF 7 in Business Management, Agricultural Management, Rural Development and Entrepreneurship.

Main duties of the job

- Operational manager of the Rural Development Centre, responsible for the daily planning, organisation, supervision and administration of activities of the Centre;
- Identifying local initiatives in the rural economy with economic potential for improving rural livelihood and formulating support initiatives for rural communities. These initiatives include viable and sustainable income-generating activities, technical support for smallholder farmers, SMEs and entrepreneurs such as artisans in rural areas;
- Coordinating engagements with local communities and stakeholders in rural development as well as support to local innovation through value additions and development of appropriate technology products, processes and services for the rural communities;
- Overall administration and supervision of the operations of the Centre technology workshops, products research, community outreach projects and managing the hospitality services;
- Preparation of quarterly activity and financial reports of budgets for various activities, and the implementation of the Centre's activities in compliance with the approved budget and work plans;
- Ensuring the Rural Development Centre's compliance with government administrative procedures and regulations, including health and safety standards;
- Managing sales and marketing of rural development initiatives, appropriate technology products and services.

Enquiries: Mr. Titus Endjala, Tel: 061- 2975067

**DIRECTORATE: FINANCE, HUMAN RESOURCES AND ADMINISTRATION AND
INFORMATION TECHNOLOGY
DIVISION: FINANCE
SECTION: SALARIES**

Post designation	:	Accountant Grade 8
1 x Post	:	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 Diploma on NQF Level 6 majoring in Accounting.

Enquiries: Mr. S. Tubaleye, Tel: 061-2975174

NOTES TO CANDIDATES:

1. Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
2. **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**
3. 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.
4. Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
5. The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae and originally 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	:	Principal Grade 5
1xPost	:	Kolin Foundation Secondary School (Swakopmund Circuit)
Salary Scale	:	N\$412, 001 – 492, 567
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) qualification 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.

Supplementary Selection Requirements:

- Candidate must possess at least 5 years (or more) experience at the functional level Grade 6 (or higher).
- Candidate must have a professional teaching qualification that would enable him/her to teach at appropriate phase (Senior Secondary Phase).

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Sciences: Mathematics, Grade 4-7
Supplementary	:	should be able to supervise Junior Primary
1xPost	:	Erongosig Primary School (Omaruru Circuit)
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$8, 760 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Languages: English and Afrikaans/Khoekhoegowab/ Oshindonga/Otjiherero Grade 4-7
1xPost	:	John /Awaseb Primary School (SwakopmundCircuit)
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$8, 760 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Languages:English and Afrikaans Grade 4-7
1xPost	:	Flamingo Primary School (Walvis Bay Circuit)
Salary Scale	:	N\$ 337, 984 –N\$403, 922
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$8, 760 per annum

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Junior Primary; English and Khoekhoegowab

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1xPost : Immanuel Ruiters Primary School (Walvis Bay Circuit)
Salary Scale : N\$ 337, 984 XP- N\$403, 922
Housing Allowance : N\$14, 520 per annum
Transport Allowance : N\$8, 760 per annum

Post Designation : Head of Department Grade 6
Area of specialization : Social Sciences, Grade 4-7
1xPost : Immanuel Ruiters Primary School (Walvis Bay Circuit)
Salary Scale : N\$ 337, 984 – N\$403, 922
Housing Allowance : N\$14, 520 per annum
Transport Allowance : N\$8, 760 per annum

Post Designation : Head of Department Grade 6 **(Re-Advert)**
Area of specialization : Social Sciences, Grade 4-7
1xPost : Seaside Primary School (Walvis Bay Circuit)
Salary Scale : N\$ 337, 984 – N\$403, 922
Housing Allowance : N\$14, 520 per annum
Transport Allowance : N\$8, 760 per annum

Post Designation : Head of Department Grade 6 **(Re-Advert)**
Area of specialization : Languages: English and Afrikaans, Grade 4-7
1xPost : High Hope Primary School (Walvis Bay Circuit)
Salary Scale : N\$ 337, 984 – N\$403, 922
Housing Allowance : N\$14, 520 per annum
Transport Allowance : N\$8, 760 per annum

Post Designation : Head of Department Grade 6 **(Re-Advert)**
Area of specialization : Social Sciences, Grade 4-7
1xPost : Narraville Primary School (Walvis Bay Circuit)
Salary Scale : N\$ 337, 984 – N\$403, 922
Housing Allowance : N\$14, 520 per annum
Transport Allowance : N\$8, 760 per annum

Post Designation : Head of Department Grade 6 **(Re-advert)**
Area of specialization : Languages: English and Khoekhoegowab, Grade 8-10
1xPost : Gaob Dr Justus Garoeb High School (Omaruru Circuit)
Salary Scale : N\$337, 984 – N\$403, 922
Housing Allowance : N\$14, 520 per annum
Transport Allowance : N\$8, 760 per annum

Post Designation : Head of Department Grade 6 **(Re-Advert)**
Area of specialization : Technical Studies: Woodwork/Motor
Mechanics/Metalwork and Welding, Grade 8-11
1xPost : Coastal High School (Swakopmund Circuit)
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

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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)].

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.

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 and Culture
Human Resources Administration
Private Bag 5024
Swakopmund**

Or hand delivery at the vacancy box available at the entrance of the building. Regional Office, Swakopmund.

Enquiries: Ms Elizabeth Shikongo/ Ms NN Ameya, Tel: 064 4105149/064 4105112

**DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: FINANCE AND ADMINISTRATION
SUBDIVISION: WLOTSKASBEKEN SETTLEMENT OFFICE**

Post designation : Senior Administration Officer Grade 10
1xPost : Wlotzkasbeken
Salary scale : N\$151, 910-182, 202
Notch : N\$ 151 910 per annum

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

Main duties:

- Assist in the development of Strategic and Management plans.
- Provide budgetary inputs to the Control Administrative Officer

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- Identify staffing needs /resources.
- Identify training needs of subordinates and submit proposals.
- Responsible for minute-taking at Settlement Advisory Committee meetings.
- Attend to customer complaints on basic services.
- Assist the Directorate of Planning and Development on issues relating to OVCs, decentralized build together program, allocation of plots.
- Organize community meetings on instruction of the Chief Control Officer or Settlement Development Committees.
- Serve as the Secretary during the Settlement Development Committee meetings.
- Responsible for the compilation of monthly settlement activity report.
- Responsible for the cleanliness and image of settlement buildings and premises.
- Responsible for the updating of settlement inventory registers and sheets.
- Responsible for the daily supervision of municipal services within settlement areas.
- Authorize the issuing/receipt vouchers and Counter Books.
- Receive and issue stock.
- Update various registers e.g. Loan Register, Main Register etc., distribution and Counter books.
- Prepare log sheets.
- Certify invoices of contractors entered with the Council.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr J Amasiku 064- 4105756 and Mr Abner P Abner 064-4105726

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

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

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

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

Faxed applications will not be considered.

Women and people with disabilities who meet the advertised requirements are encouraged to apply.

Applicants must attach proof of confirmation of probation to their application forms.

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

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: EDUCATION, ARTS AND CULTURE SUBDIVISION: HUMAN RESOURCE

Post Designation	:	Senior Human Resource Practitioner Grade 7
1 x post	:	Kavango East Regional Office (Rundu)
Salary Scale	:	N\$ 277, 264 - N\$ 331, 358
Housing Allowance	:	N\$14, 520.00 per annum
Transport Allowance	:	N\$ 8, 760.00 per annum

Appointment 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.

DIVISION PROGRAMMES AND QUALITY ASSURANCE SUBDIVISION PROFESSIONAL DEVELOPMENT

Post Designation	:	Senior Education Officer Grade 6
	:	Mathematics and Science Grade 8 - 12
(The successful candidate will be responsible for Mathematics, Chemistry, Physics and Physical Science)		
1 x post	:	Kavango East Regional Office (Rundu)
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 on NQF Level 8 or equivalent qualification plus 3 years appropriate experience.

OR

An appropriate Degree on NQF Level 7 or equivalent qualification plus an educational qualification plus 5 years' appropriate experience.

DIVISION LIFE LONG LEARNING SUBDIVISION ADULT AND CONTINUING EDUCATION

Post Designation	:	Education Officer Grade 8
1 x post	:	Rundu Rural District
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 Degree or equivalent qualification on NQF L7.

Supplementary requirements: The candidate must be computer literate and in possession of a valid driver's license

NB: Candidates must ensure that a copy of confirmation of probation in their current position is attached.

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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

Enquiries: Mr. W. K Ndumba/ Mr. P. N Sifire/ Mr. G. Kudumo/ Ms. S.Z.S. Mbambo Tel: 066-2589000

KAVANGO WEST REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: PROGRAMMES AND QUALITY ASSURANCE

SECTION: ADVISORY SERVICE

Post designation	:	Senior Education Officer Grade 6
2 x Posts	:	Nkurenkuru Regional Office
		English Grade 8-12
		Natural Science and Health Education Grade 4-7
Scale of Salary	:	N\$ 337, 984- N\$403, 922
Housing Allowance	:	N\$ 14, 520 per annum
Transport Allowance	:	N\$ 8, 760 per annum

Appointment requirement : An appropriate Degree or equivalent qualification on NQF L7 plus 5 years appropriate experience OR An appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience.

Supplementary Requirement: Driver's Licence will be an added advantage

NOTE:

NB: Please send application forms (**on the new forms 156043 and 156094** obtainable at all Government Offices). Applicants are reminded to attach **certified copies** of their qualifications; academic records / transcripts; testimonials; curriculum vitae. 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”**

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 so advertised. If such errors occurred and later discovered, the **Ministry reserves the right not to fill such posts.**

NB: Prospective 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 short listing.

PLEASE SEND APPLICATIONS ON PRESCRIBED FORMS TO:

The regional director
Directorate of Education, Arts and Culture
Subdivision Human Resource
Private bag 6193
Nkurenkuru

OR
Hand Delivery: Kavango West Regional Education Office
Nkurenkuru (Matukuchila complex behind Shoprite)
HR Office

Inquiries: Human Resource Office Tel 066-274200

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE SUBDIVISION: PROFESSIONAL DEVELOPMENT SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer (Grade 6)
1 x Post	:	Windhoek
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 qualification) on NQF L8 **plus** 3 years appropriate experience.

OR

An appropriate Degree (or equivalent qualification) on NQF L7 **plus** 5 years appropriate experience

Supplementary Requirement:

- Candidates with previous experience as a Textbook official at school level will have an added advantage.
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
- Candidate must be computer Literate.

Enquiries: Mr. P. Lewin Tell no: 061- 293 4410

DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION CIRCUIT 1

Post Designation	:	Head of Department Grade 6
1 x Post	:	Khomastura High School Commerce Department [Accounting and Entrepreneurship Grade 8-12]
Salary Scale	:	N\$ 337 984 – N\$403 922
Housing Allowance	:	N\$ 14 520 per annum
Transport Allowance	:	N\$ 8760 per annum

DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION CIRCUIT 3

Post Designation	:	Head of Department Grade 6
1 x Post	:	Chairman Mao Zedong High School Languages Department [English and Oshindonga or Afrikaans]
Salary Scale	:	N\$ 337 984 –N\$403 922
Housing Allowance	:	N\$ 14 520 per annum
Transport Allowance	:	N\$ 8760 per annum

PSM Circular No. 1 of 2023, advertised 16 October 2023, closing date 16 November 2023

KHOMAS REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION
CIRCUIT 4

Post Designation	:	Head of Department Grade 6
1 x Post	:	Havana Project Secondary School Commerce Department [Accounting and Entrepreneurship Grade 8-10]
Salary Scale	:	N\$ 337 984 – N\$403 922
Housing Allowance	:	N\$ 14 520 per annum
Transport Allowance	:	N\$ 8760 per annum

Post Designation	:	Head of Department Grade 6
1 x Post	:	C.J Brandt High School Language Department [English and Oshindonga or Afrikaans or Otjiherero or Khoekhoegowab Grade 8-11]
Salary Scale	:	N\$ 337 984 – N\$403 922
Housing Allowance	:	N\$ 14 520 per annum
Transport Allowance	:	N\$ 8760 per annum

Post Designation	:	Head of Department Grade 6
1 x Post	:	School for Hearing Impaired
Post	:	Junior Primary Department [Grade 0 -3]
Salary Scale	:	N\$ 337 984 –N\$403 922
Housing Allowance	:	N\$ 14 520 per annum
Transport Allowance	:	N\$ 8760 per annum

Minimum 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 subject(s) to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Additional Selection Requirements:

- 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 be suitably /appropriately qualified or trained in terms of the provision of the National Curriculum for Basic Education (2016)
- The shortlisting of Heads of Department posts will be done in terms of the major fields of study and appropriate years of teaching experience.

Applications must be submitted to the following address:

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

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

PSM Circular No. 1 of 2023, advertised 16 October 2023, closing date 16 November 2023

KUNENE REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5
1xPost	:	Otjikojo Primary School – (Pre-Primary - Grade 7)
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\$ 21,000 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 at Senior Primary Phase.

Post Designation	:	Head of Department Grade 6
1xPost	:	Edward Garoeb Primary School – (Pre-Primary - Grade 3) Junior Primary Phase –Medium of Instruction: Khoekhoegowab
Salary scale	:	N\$ 337 984 – N\$403 922
Housing Allowance	:	N\$14 520 per annum
Transport Allowance	:	N\$8 760 per annum
Remoteness Incentives	:	N\$21 000 per annum

Appointment requirements: A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 6 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 6 years teaching experience

Supplementary Selection Requirements:

- 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 at Junior Primary Phase, Medium of Instruction : Khoekhoegowab

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Post Designation	:	Head of Department Grade 6
1xPost	:	Versteende Woud Primary School – (Grade 4 - 7) Senior Primary Phase – Languages Education: English and Khoekhoegowab
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: A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 6 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 6 years teaching experience

Supplementary Selection Requirements:

- Candidates must ensure that the 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 at Senior Primary Phase, Area of Specialization: Khoekhoegowab and English.

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.**

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 sent 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**

Enquiries: Ms. Kaino N. Itewa & Mr. Johny J. Mapanka, Tel: 067-335000

OHANGWENA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5
1xPost	:	Haikonda Primary School, Ohangwena Circuit
Salary Scale	:	N\$ 412, 001 –N\$ 492, 567
Notch	:	N\$ 412, 001 per annum
Housing allowance	:	N\$ 14, 520 per annum
Transport allowance	:	N\$ 8, 760 per annum

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 should be specialized in Junior Primary Phase.

14xPost Designation	:	Head of Department Grade 6
Salary Scale	:	N\$ 337, 984 – N\$403, 922
Notch	:	N\$ 337, 984 per annum
Housing allowance	:	N\$ 14, 520 per annum
Transport allowance	:	N\$ 8, 760 per annum

1. English and Oshikwanyama Grade 4-9
Eexumba Combined School: Ongha Circuit
2. English and Oshikwanyama Grade 4-9
Lineekela Naukushu Combined School: Ongha Circuit
3. Social Science (History and Geography) Grade 4-11
Okanghudi Combined School: Ondobe Circuit
4. English and Oshindonga Grade 4-11
Onanona Combined School: Otunganga Circuit
5. English and Oshikwanyama Grade 4-7
Ohaingu Primary School: Ohangwena Circuit
6. English and Oshikwanyama Grade 4-9 **(Re-advertisement)**
Oshamono Combined School: Epembe Circuit
7. Mathematics and Physical Science Grade 8-12
Eengedjo Secondary School: Endola Circuit

NB: Preference will be given to candidates with experience in Higher Level/ Advanced Subsidiary Level

8. Technical Subjects (Woodwork/ Metal work/ Building studies/ Designs & Technology) Grade 8-12
Eengedjo Secondary School: Endola Circuit

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9. Mathematics and Sciences (Physics & Chemistry) Grade 10-11
Usko Nghaamwa Secondary School: Endola Circuit
10. Mathematics and Physical Science Grade 4-11
Oluwaya Combined School: Oshikunde Circuit
11. English and Oshikwanyama Grade 4-11
Lazarus Haufiku Combined School: Oshikunde Circuit
12. Mathematics and Integrated Natural Sciences (INS) Grade 4-9
Ounyenyne Combined School: Ohakafiya Circuit
13. Mathematics and Physical Science Grade 4-11
Oshisho Combined School: Okongo Circuit
14. Junior Primary Phase (Pre-Primary-Grade 3) Oshikwanyama Medium of Instruction
Elise Shipale Combined School: Ondobe 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.

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.

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.

Enquiries: Ms: Sara H.L.T. Ndeshimona / Mr. Akwilinus I. Paulus, tel: 065-290 319 / 065-290 300

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: PROGRAMMES AND QUALITY ASSURANCE (PQA)

Post Designation	:	Chief: Education Officer Grade 4
1xPost	:	Outapi
Salary Scale	:	N\$ 492, 567-N\$517 836
Housing Benefit	:	N\$ 68, 188-00 per annum
Motor Vehicle Allowance	:	N\$ 102, 701-00 per annum

Appointment requirement: An appropriate Degree (or equivalent) at NQF level 7 or 8 plus nine (9) years appropriate experience

Supplementary requirements: Preference will be given to candidates with an appropriate Degree at NQF Level 8 in Education plus six (6) years appropriate experience at the functional Grade 5 level or higher in the field of Education and proof must be attached

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: PROGRAMMES AND QUALITY ASSURANCE (PQA)

Post Designation	:	Inspector of Education Grade 5
1xPost	:	Anamulenge
Salary Scale	:	N\$ 400 001-N\$478 220
Housing Allowance	:	N\$ 13 080-00 per annum
Transport Allowance	:	N\$ 7,680-00 per annum

Appointment requirement: A recognized four (4) years tertiary teaching qualification on NQF level 7 plus nine (9) years teaching experience

Supplementary requirements: Preference will be given to candidates with teaching qualification on NQF Level 8 plus four (4) years appropriate experience at the functional Grade 6 level or higher in the field of Education and proof must be attached

CIRCUIT: RUACANA

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 3)
1xpost	:	Omakuva 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-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 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 7 years teaching experience

CIRCUIT: OTAMANZI

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 3)
1 x post	:	Egwaneno 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-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 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 7 years teaching experience

CIRCUIT: OGONGO

Post Designation	:	Principal Grade 5 (Phase: Grade 1-7)
1xpost	:	Iipanda 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-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 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 7 years teaching experience

CIRCUIT: ANAMULENGE

Post Designation	:	Head of Department Grade 6(Languages; English and Oshindonga Grade 4-11)
1 x post	:	Onelago 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

CIRCUIT: ANAMULENGE

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase Pre-Grade 3) Mol: Oshindonga
1xpost	:	Petrus Progress Heita 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: ELIM

Post Designation	:	Head of Department Grade 6 (Social Sciences Grade 10-11)
1xpost	:	Ashipala 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

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

NB: Preference will be given to candidates who specialized in History/ Geography Grade 10-11

CIRCUIT: ELIM

Post Designation	:	Head of Department Grade 6 (Languages Grade 10-11)
1xpost	:	Ashipala 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

OR

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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

NB: Preference will be given to candidates who specialized in English and Oshindonga Grade 10-11

CIRCUIT: ETAYI

Post Designation	:	Head of Department Grade 6 (Languages; English and Oshikwanyama Grade 4-7)
1x post	:	Onheleiwa 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
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CIRCUIT: ETAYI

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshikwanyama Grade 8-11)
1 x post	:	Shedile Junior 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

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: OKAHAO

Post Designation	:	Head of Department Grade 6 (Mathematics and Integrated Natural Science Grade 4-7)
1x post	:	Okahao 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

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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: OKAHAO

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 4-9)
1 x post	:	Uutsathima 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

NB: Candidates must be able to teach Mathematics and Physical Science Grade 4-9

CIRCUIT: ONESI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 4-9)
1 x post	:	Tuuliki E. Akuupa 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

NB: Candidates must be able to teach Mathematics and Physical Science Grade 4-9

CIRCUIT: OUTAPI

Post Designation	:	Head of Department Grade 6(Junior Primary Phase Pre-Grade 3), Mol: Oshindonga
1 x post	:	Oukwandongo 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

CIRCUIT: OUTAPI

Post Designation	:	Head of Department Grade 6(Languages; English and Oshindonga Grade 4-12)
1xpost	:	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

NB: Preference will be given to candidates who will be able to teach English and Oshindonga Grade 8-12

REMOTENESS AND HARDSHIP ALLOWANCE AS PER THE CATEGORY OF THE SCHOOL APPLIED OR, IF APPLICABLE

Take note:

- Candidates must ensure that copy of confirmation of probation in their current position is attached
- **The shortlisting of Heads of Department positions will be done in terms of the major fields of study with appropriate years of teaching experience**
- All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/ transcript of their qualifications.

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- 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
Omusati Education Directorate
Private Bag 529
OUTAPI**

Or Hand Delivery @ Outapi Regional Office Reception

Enquiries Ms. Anna Andumba/Ms. Ndiyana Dominikus Tel 065-251700

OSHANA REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION

DIVISION: ADMINISTRATION

SUBDIVISION: CONSTITUENCY SUPPORT OMPUNDJA

Post Designation	:	Control Administrative Officer, Grade 6
1xPost	:	Ompundja Constituency
Salary Scale	:	N\$ 337, 984 – N\$403,922
Housing Allowance	:	N\$ 14, 520 Pa
Transport Allowance	:	N\$ 8, 760 Pa

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

Supplementary Requirements: Candidate should have 6 years appropriate experience of which three (3) should be at the level of Chief Administrative Officer or equivalent at supervisory level. Preferences will be given to candidates with Bachelor Degree or equivalent qualification in the field of Public Administration or Public Management or Business Administration, Procurement Management or Logistics or Economics. A valid Driver's license older than one year.

NB: Interested candidate in the public service should attach their copy of confirmation of probation letter. Candidates with foreign qualification should have their qualifications evaluated by the Namibia qualification authority otherwise, their applications will be disqualified automatically.

Main Duties:

- Coordination development projects at constituency level
- Implement, monitor and evaluate annual work plan and produce monthly progress report
- Create platforms to solicit inputs from Constituency Development Committee on projects proposals.
- Organize community meetings on request of the Constituency Councilor.
- Provide monthly reports both to the Regional Councilor responsible for the Constituency and Deputy Director Administration
- Ensure that stock-tacking takes place annually and inventory registers are in existence and updated regularly
- Provide support services to the Regional Emergency Management Unit
- Provide budget inputs to the Deputy Director Administration.
- Ensure the supervision of staff at the Constituency office.

SUBDIVISION: CONSTITUENCY SUPPORT UUKWIYUUSHONA

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

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.

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Supplementary Requirements: Candidate with National Diploma or equivalent qualification should have four (4) years appropriate experiences while those with Grade 12 should have 8 years appropriate experiences. Knowledge on procurement process and stock control will serve as an advantage. A valid Driver's license older than one year.

NB: Interested candidate in the public service should attach their copy of confirmation of probation letter. Candidates with foreign qualification should have their qualifications evaluated by the Namibia qualification authority otherwise, their applications will be disqualified automatically.

Main Duties:

- Organize community meetings on the requests of the Control administrative officer
- Provide inputs for the compilation of the Constituency Development Committee monthly reports.
- Assist with the procurement at Constituency office
- Responsible for minute-taking at Constituency Development Committee meetings on request
- Assist in compilation of monthly, quarterly and annual reports
- Supervise subordinate

SUBDIVISION: SETTLEMENT ADMINISTRATION

Post Designation	:	Senior Administrative Officer, Grade 10
2xPosts	:	Eheke and Uukwangula Settlement
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.

Supplementary Requirements: Candidate with National Diploma or equivalent qualification should have four (4) years appropriate experiences while those with Grade 12 should have 8 years appropriate experiences. Knowledge on procurement process and stock control will serve as an advantage. A valid Driver's license older than one year.

NB: Interested candidate in the public service should attach their copy of confirmation of probation letter. Candidates with foreign qualification should have their qualifications evaluated by the Namibia qualification authority otherwise, their applications will be disqualified automatically.

Main Duties:

- Organize community meetings on the requests of the Control administrative officer or Settlement Development Committees
- Authorize the issuing /receipt vouchers and Counter books
- Serve as the Secretary during Settlement Development Committee meetings.
- Assist on issue of allocation of plots
- Responsible for the daily supervision of municipal services within settlement areas.
- Prepare log sheets

Please attach original certified copies of all necessary documents.

PLEASE TAKE NOTE, NO DOCUMENTS WILL BE RETURNED

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Enquiries: Ms. Fiina Akawa or Ms. Liina Uusiku @ 065 2288200

Application to be forwarded to:

**The Chief Regional Officer
Oshana Regional Council,
Private Bag 554
, Oshakati**

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post designation : Principal Grade 5
1xPost : Oshekasheka Combined School (Onamutai 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

Appointment Requirements: A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus seven (7) years teaching experience

Supplementary Requirements: Preference will be given to candidates who are currently Principal Grade 5 or Head of Department Grade 6 or equivalent post with qualification that enable them to teach from Lower Primary to Grade 10

Post Designation : Head of Department Grade 6 (Languages: English & Oshikwanyama Grade 4-7)
1xPost : Hashiyana Primary School (Ompundja Circuit)
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 three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (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 one year teaching qualification plus 6 years teaching experience

Post Designation : Head of Department Grade 6 (Junior Primary Grade 0-3)
1xPost : Ondiiyala Primary School (Oluno Circuit)
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 three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (6) years teaching experience

OR

PSM Circular No. 1 of 2023, advertised 16 October 2023, closing date 16 November 2023

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 one year teaching qualification plus 6 years teaching experience

Post Designation	:	Head of Department Grade 6 (Junior Primary: MOI-Oshindonga)
1xPost	:	Otala Combined School (Onamutai Circuit)
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 three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (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 one year teaching qualification plus 6 years teaching experience

Post Designation	:	Head of Department Grade 6 (Mathematics and Physical Science Grade 8-9)
1xPost	:	liviyongo Combined School (Oshakati Circuit)
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 three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (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 one year teaching qualification plus 6 years teaching experience

Supplementary Requirements: Candidate should be able to **teach and supervise** Mathematics Grade 4-7 and supervise Agriculture Grade 5-9, Integrated Natural Science Grade 4-7 and Life Science Grade 8-9

Post Designation	:	Principal Grade 5
1xPost	:	Evululuko Secondary School (Oshakati 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

Appointment Requirements: A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus seven (7) years teaching experience.

Supplementary Requirements": Preference will be given to candidates who are currently Principal Grade 5 or Head of Department Grade 6 or equivalent post with qualification that enable them to teach at secondary level

Post Designation	:	Senior Education Officer Grade 6: Technology
1xPost	:	Ongwediva Teacher's Resource Centre
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 an educational qualification plus 5 years appropriate experience

OR

An appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience

Supplementary Requirements:

- Candidates must have a qualification in Design & Technology/Technical Field (Metal Work, Woodwork and Bricklaying).
- Candidate must have experience in teaching Design & Technology at Advance Subsidiary Level (AS)
- Candidate must be able to provide CPD services for Technical Drawing

NB:

- Candidates must ensure that copy of confirmation of probation in their current position is attached, if applicable
- 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:

Human Resource Office	or	Hand Delivery
Oshana Regional Council		Directorate of Education, Arts & Culture
Directorate of Education, Arts & Culture		Human Resource Office
Private Bag 5518		906 Sam Nuyoma Road
OSHAKATI		Old Complex (Oshakati Town Council)

Enquiries: Klaudia T. Shindondola/ Kaarina L. Iiyenda, Tel 065-229800

OTJOZONDJUPA REGIONAL COUNCIL

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

CIRCUIT: OTJIWARONGO

Post Designation	:	Head of Department Grade 6 (re-advertisement) Languages: English Grade 8-12 and Otjiherero/Khoekhoegowab Grade 8-9
1x Post	:	Karundu Junior 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-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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Requirements: Candidate must have a tertiary teaching qualification with a combination of English Grade 8-12 and Khoekhoegowab Grade 8-9 or Otjiherero Grade 8-9.

CIRCUIT: OKAHANDJA

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

Appointment Requirements: None.

Supplementary Requirements: Preference will be given to applicants with 5 years appropriate experience and Grade 10 Certificate or equivalent qualification on NQF Level 2, with 24 points in seven subjects with a **D** symbol in English.

Application Procedures:

Interested applicants must complete the revised Public Service application form 156043 ("APPLICATION FOR EMPLOYMENT") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable at all government offices of the Ministry. **Failure to complete part B.11/12 of the employment form and all items on the application forms correctly and not attaching all the necessary documents will disqualify the application.**

A comprehensive Curriculum Vitae, certified copies of Educational Qualifications, Identity Document, testimonials must be attached to the applications (do not submit original documents). All foreign qualifications must be submitted with an evaluation report from Namibia Qualifications Authority (NQA).

Applications must be addressed to the following address:

PSM Circular No. 1 of 2023, advertised 16 October 2023, closing date 16 November 2023

**Human Resource Office or Hand Delivery
Otjozondjupa Regional Council
Directorate of Education, Arts & Culture
Private Bag 2618
Otjiwarongo**

**Directorate of Education, Arts & Culture
Erf 280, Sonweg Street
Human Resource Office
Otjiwarongo**

Enquiries: Mr. Martin. llonga / Ms. Hendrina. N. Eliaser, **Tel:** 067-308000
