



REPUBLIC OF NAMIBIA
OFFICE OF THE PRIME MINISTER

Tel.: (+264 61) 287 3070

Fax: (+264 61) 225 076

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

Enquiries: Mr Mateus Nakwafila

E-mail: Matheus.Nakwafila@opm.gov.na

Department Public Service Management

BPI House, Independence Avenue

PO Box 1117

WINDHOEK

24 SEPTEMBER 2024

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

CC: PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. H OF 2024

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 Eelu at Pombili.Eelu@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

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opened and processed. The consequences will be borne by the Office/Ministry/Agency whose e-mail contains viruses. In the event of any computer dysfunction at the above e-mail address, an alternative e-mail address will be provided.

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

General

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

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

6. CLOSING DATE: 23 OCTOBER 2024

Signed by Tuyakula Haiping
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

**MANAGEMENT CADRE
MINISTRY OF INDUSTRIALISATION AND TRADE**

DIRECTORATE: INDUSTRIAL DEVELOPMENT

Post Designation	:	Director Grade 3
1x Post	:	Windhoek
Salary Scale	:	N\$554,603 – N\$588,548
Housing Benefit	:	N\$131,280 per annum
Motor Vehicle Benefit	:	N\$123,633 Per annum

Minimum Requirements: An appropriate B – Degree or equivalent qualification at NQF Level 7 in Economics or related field, plus nine (9) years appropriate experience.

Additional Requirements: Preference will be given to candidates with a Master Degree in Economics. The candidate should have **five (5) years** of appropriate experience at **Deputy Director Level in the public sector** or **equivalent level** in the **private sector**.

Key Competencies Required:

- Sound Knowledge of the Namibian Economy and Government policy on Industrial Development, Enterprise Development and Investments.
- Good understanding of policy formulation and project management and coordination of policy documents for submission to Ministry management and Cabinet.
- Strategic thinking, planning, leading, interpersonal skills, analytical thinking, communication, and management.
- Ability to lead, motivate and develop individuals;
- Familiarity with relevant government legislation and administration procedures and;
- Understand the various interrelations, functions and operations of Central Government and various O/M/A's;
- Experience in strategic planning, policy development and programme formulation.

Responsibilities

The Director, as head of the Directorate, will be responsible to co-ordinate the functions of the two Divisions under him/her in discharging the overall mandate of the Industrial Development Directorate.

- He/she will in particular undertake the following responsibilities of guiding and supervising the Deputy Director/s for
 - Indicative Industrial Planning;
 - Small and Informal Industry Development Programmes; and
 - Industrial and Technological Information
 - Regional Outreach Offices
- Motivate and guide the officers in the Directorate in analysing the problems faced by industries and in formulating proposals for policies and strategies to accelerate industrial development.
- On the basis of specific faced by industries in large, medium small and informal sectors prepare technical assistance requests for submission to multilateral, bilateral and non-governmental organizations.
- Organise the regular inflow of technical and economic information from national and international sources and allocate specific responsibilities to different officers to analyse such information.
- Organise periodic collection, analysis and tabulation of industrial statistics.
- Organise the establishment of the Industrial and Technical Information system.
- Hold fortnightly meetings with the Deputy Directors of the Directorate to discuss and evaluate the work programme.

- Discuss all the report proposals and programmes prepared by staff members and submitted through the Deputy Directors. Edit and submit these reports to Deputy Executive Director and the Executive Director as appropriate.
- Arrange training programmes for the officers of the Directorate, such as in-service training, overseas training and group training.
- 10 Undertake any other assignments as may be given by the Deputy Executive Director and the Executive Director.
- Support the Deputy Executive Director in the overall planning and development of the industrialisation mandate, inclusive of coordinating Namibian participation in international industrial development affairs, including representing Namibia.

Applications must be accompanied by a **probation letter indicating confirmation on the date of advert**. 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:

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

Or hand deliver at:

**Ministry of Industrialisation and Trade
Block A Brendan Simbwaye Sq Goethe Street
2nd floor
Windhoek**

Enquiries: Dr. Michael Humavindu Tel No. 061-283 7335; Mrs. Lydia Mwangala, Tel No. 061 283 7519

**MANAGEMENT CADRE
MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY**

**DIRECTORATE: INFORMATION AND COMMUNICATION TECHNOLOGY DEVELOPMENT
DIVISION: INSTITUTIONAL POLICY REGULATION MONITORING**

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$517,195- N\$543,728
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle allowance	:	N\$110,917 per annum

Minimum Requirements: An appropriate B-degree in Public Policy/ Public Administration/Management/ Economics/ Law, plus Nine (9) years of appropriate ICT Policy and regulatory experience of which 5 years must be on a level of Chief Grade 6 or equivalent level.

This Position is subjected to the vetting process.

Duty Sheet

- Serves as the Head of the Division and provides strategic direction to the team;
- Provides professional and/or technical support in the undertaking of comprehensive research and analysis on different issues relating to information and communication technology.
- Facilitates the formulation of Laws, Policies, Plans and Strategies with respect to information and communication service provisioning and technology, and infrastructure development in Namibia;
- Oversees the implementation of the ICT policies in Namibia and monitor their impact;
- Drafts Annual Budget for the Division;
- Oversees and coordinates various ICT initiatives with industry role players;
- Participates in national, regional, continental and international conferences, workshops, symposia and seminars in ICT field;
- Coordinates writing of reports, analysis, briefings, and memoranda as required.

Note: All applications should be done on Form 156043, (obtained at any government office) and accompanied by a comprehensive CV and original certified copies of qualification (s) and ID. All foreign obtained qualification (s) must be accompanied by an evaluation from the Namibia Qualification Authority (NQA). **Proof of experience (testimonials or certificate of service) must be attached. Failure to submit all required document(s) will automatically disqualify the applicant.**

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

The application forms must be addressed to:

**The Executive Director
Ministry of Information and Communication Technology
Private Bag 13344
Windhoek.**

Or hand delivery at:

**The Human Resources Office
301, Trust Building, 2nd floor,
Independence Avenue, Windhoek**

Enquiries: Ms. Linda Aipinge, Tel. 061 283 2076 OR Mr. Edward Ndjamba, Tel. 061 283 2385

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MANAGEMENT CADRE OSHANA REGIONAL COUNCIL

DIRECTORATE OF GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE:

**DELEGATED FUNCTIONS:
DIVISION: OSHANA REGION**

Post Designation	:	Deputy Director Grade 4
1x Post	:	Ongwediva (Oshana Region)
Salary Scale	:	N\$517,195- N\$543,728
Salary Notch	:	N\$517,195 per annum
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle allowance	:	N\$110,917 per annum

Minimum Requirement: A B-Degree or equivalent qualification on NQF Level 7 PLUS 9 years proven experience in Finance & Administration and Community Development Programs or Projects.

Additional Requirements: Five (5) years out of nine (9) years' experience should be served at Grade 6 or 5 (e. g Control Administrative Officer Grade 6, Chief Community Liaison Officer Grade 6, Control Social Worker Grade 5, Accountants Grade 6 and HR Practitioners Grade 6 etc.) as a head of the Subdivision.

The Key Responsibilities:

- Representing the Ministry at regional level.
- Sensitize community members of region on mandate, activities and services offered by the Ministry;
- Advocate and disseminate information on policies and programs of the Ministry; Manage, safe keeping and proper utilization of the Ministerial movable and immovable properties.
- Compile Regional Ministerial budget in consultation with Head of Directorates.
- Compile Regional Ministerial monthly reports on administrative issues for submission to the Executive Director.
- Coordinate all Ministerial programs; monitor and evaluate progress.
- Ensure implementation of Performance Management system at regional level
- Represent the Ministry at Regional stakeholder's meetings and forum and serve as the Protocol Officer during National events.
- Supervision of Ministerial staff members in the Region;
- Approve Ministerial Vehicle trip authorities and transport planners as per Regional Council's Transport Policy/Guideline / standard procedures
- Recommend leave applications for staff members for approval
- Identify activities for Community Empowerment Centers (CEC's) in conjunction with community and Head Office through the Regional Council.
- Approve expenditures on maintenance of community empowerment center (CEC's)
- Serve as member of Regional Council Internal Procurement structure.

NB: Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by certified copies of qualifications, Transcript of Academic Record, ID document, driving license together with comprehensive Curriculum Vitae and copy of the confirmation of probation letter. Candidates with foreign obtained qualification should have their qualifications evaluated by the **Namibian Qualifications Authority**; otherwise, their applications will be disqualified automatically.

Persons living with disabilities are encouraged to apply.

Applications must be addressed to:

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**The Chief Regional Officer
Oshana Regional Council
P. O. Bag 5543
OSHAKATI**

Or hand deliver at:

**Oshana Regional Council Buildings
Leo Shoopala Street Human Resource, Division Office No. 9**

Enquiries: Ms. Helena Amuthitu Tel: 065 – 2288200 or Mr. Sacky Sheehama Tel: 061-2833172

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE
SECTION: HUMAN RESOURCE ADMINISTRATION
DIVISION: LIFELONG LEARNING**

Post Designation	:	Deputy Director Grade 4
1x Post	:	Oshakati
Salary Scale	:	N\$517,195- N\$543,728
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle allowance	:	N\$110,917 per annum

Appointment Requirement: An appropriate Degree or equivalent NQF Level 7 or 8 plus 9 years appropriate experience

Supplementary Requirements: A recognized tertiary qualification in the field of Adult Education, Library & Information Studies, Archives and Records Management, Arts/Creative Industry, Culture and Heritage Management, and experience in the field of Lifelong Learning would serve as an advantage. Sound knowledge of strategic planning, Human Resource Management (supervision), Monitoring and Evaluation of Libraries & Information Centers, Adult Education, Open and Distance Learning, Creative/Creative Industry, Culture and Heritage Projects planning and management. Advanced ICT skills, excellent verbal and written communication skills are desirable for this position.

NB:

- Candidates must ensure that copy of confirmation of probation in their current position is attached
- All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/ transcript of their qualifications.
- Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

Public Service application form for employment and health questionnaire form 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
Oshana Regional Council
Directorate of Education, Arts & Culture
Private Bag 5518
OSHAKATI**

Or hand delivery at:

**Directorate of Education, Arts & Culture
Human Resource Office
906 Sam Nuyoma Road**

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Old Complex (Oshakati Town Council)

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

MANAGEMENT CADRE OSHIKOTO REGIONAL COUNCIL

DIRECTORATE OF GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE DIVISION: OSHIKOTO REGION (Delegated Functions)

Post Designation	:	Deputy Director Grade 4
1x Post	:	Omuthiya (Oshikoto)
Salary Scale	:	N\$517,195- N\$543,728
Salary Notch	:	N\$517,195 per annum
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,917 per annum

Minimum Requirement: A B-Degree or equivalent qualification on NQF Level 7 **PLUS** 9 years proven experience in Finance & Administration and Community Development Programs or Projects.

Additional Requirements: Five (5) years out of nine (9) years' experience should be served at Grade 6 or 5 (e. g Control Administrative Officer Grade 6, Chief Community Liaison Officer Grade 6, Control Social Worker Grade 5, Accountants Grade 6 and HR Practitioners Grade 6 etc.) as a head of the Subdivision.

The Key responsibilities:

- Representing the Ministry at regional level.
- Sensitize community members of region on mandate, activities and services offered by the Ministry;
- Advocate and disseminate information on policies and programs of the Ministry; Manage, safe keeping and proper utilization of the Ministerial movable and immovable properties.
- Compile Regional Ministerial budget in consultation with Head of Directorates.
- Compile Regional Ministerial monthly reports on administrative issues for submission to the Executive Director.
- Coordinate all Ministerial programs; monitor and evaluate progress.
- Ensure implementation of Performance Management system at regional level
- Represent the Ministry at Regional stakeholder's meetings and forum and serve as the Protocol Officer during National events.
- Supervision of Ministerial staff members in the Region;
- Approve Ministerial Vehicle trip authorities and transport planners as per Regional Council's Transport Policy/Guideline / standard procedures
- Recommend leave applications for staff members for approval
- Identify activities for Community Empowerment Centers (CEC's) in conjunction with community and Head Office through the Regional Council.
- Approve expenditures on maintenance of community empowerment center (CEC's)
- Serve as member of Regional Council Internal Procurement structure.

NB: Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by certified copies of qualifications, Transcript of Academic Record, ID document, driving license together with comprehensive Curriculum Vitae and copy of the confirmation of probation letter. Candidates with foreign obtained qualification should have their qualifications evaluated by the **Namibian Qualifications Authority**; otherwise, their applications will be disqualified automatically.

PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

Applications must be addressed to:

**The Chief Regional Officer
Oshikoto Regional Council**

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**P. O. Box 19247
OMUTHIYA**

Or hand deliver at:

**Oshikoto Regional Council Buildings
Penda YaNdakolo Street
Registry office (1st Floor, Office No 110) or HR Office, Omuthiya**

Enquiries: Mr. Abiatar Shangula Tel: 065 – 244 800 or Mr. Sacky Sheehama Tel: 061-2833172

**MANAGEMENT CADRE
OMUSATI REGIONAL COUNCIL**

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE
DIVISION: LIFELONG LEARNING, ARTS AND CULTURE**

Post Designation	:	Deputy Director Grade 4
1x Post	:	Outapi, Omusati Region
Salary Scale	:	N\$517,195- N\$543,728
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle allowance	:	N\$110,917 per annum

Appointment Requirement: A B. Degree at NQF L7 plus nine (9) years appropriate experience

Supplementary Requirements;

- Preference will be given to candidates with appropriate Degree or equivalent on NQF L7 in the field of Adult Education, Library & Information Studies, Archives and Record Management, Arts/Creative Industry, Culture and Heritage Management
- Candidate must have six (6) years appropriate experience at the functional level of Grade 5/ Grade 6/ similar or higher in the above field and contactable references must be furnish.

NB:

- 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 all items of the application for employment form and not attaching all the necessary documents will disqualify the application.**
- **Originally certified copies** of Highest Educational Qualifications, Identity Document (ID), Curriculum Vitae (CV), certificate of service from the previous employers/ testimonials must be attached to the applications. Proof of successful completion/confirmation of probation must be attached
- All foreign qualifications must be submitted with evaluation report from Namibia
- Qualifications Authority (NQA).
- In terms of Affirmative Action Plan, suitably qualified persons from designated groups are encouraged to apply.
- Only shortlisted candidates will be contacted. No documents will be returned.
- Application forms should be addressed to:

**Omusati Regional Council
Directorate of Education, Arts and Culture
Private Bag 529
OUTAPI**

Or hand delivery at:

**Directorate of Education, Arts and Culture
Omusati Regional Office Reception
OUTAPI**

Enquiries: Ms. Anna Andumba Tel 065-251700

**MANAGEMENT CADRE
OTJOZONDJUPA REGIONAL COUNCIL**

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE
DIVISION: LIFELONG LEARNING, ARTS AND CULTURE**

Post Designation	:	Deputy Director Grade 4
1x Post	:	Otjiwarongo (Regional Office)
Salary Scale	:	N\$517,195- N\$543,728
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle allowance	:	N\$110,917 per annum

Appointment Requirements: A Bachelor degree on NQF Level 7 or equivalent, majoring in Adult Education plus 9 years appropriate experience.

Additional Requirements: Candidate must have four (4) years appropriate experience at functional level Grade 5 or Grade 6 for job categories without Grade 5. Must have a tertiary qualification in the field of Adult Education, Library & Information Studies, Archives and Records Management, Arts/Creative Industry, Culture and Heritage Management, and experience in the field of Lifelong Learning would serve as an advantage. Sound knowledge of strategic Planning, Human Resource Management (supervision), Monitoring and Evaluation of Libraries & Information Centers, Adult Education, Open and Distance Learning, Creative/Creative Industry, Culture and Heritage Projects planning and management. Advanced ICT skills, excellent verbal and written communication skills are desirable for this position.

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:

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

Or hand delivery at:

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

Enquiries: Ms. Aune Shiguedha/ Ms. Saima Kaisungu **Tel:** 067-308000

NATIONAL ASSEMBLY SECRETARIAT

DIRECTORATE: COMMITTEE SERVICES

Post Designation	:	Chief Parliamentary Clerk Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$354,883 - N\$424,119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: An appropriate B Degree at NQF Level 7 plus 6 years appropriate experience.

This job category includes personnel involved at supervisory level and includes personnel who supervise occupationally related operational staff and if necessary overhead supervision of support staff by independently performing the following duties:

- Supervise Parliamentary Clerks Grade 7
- Provide procedural advice to the Members of the Committee in terms of the rules of procedures for committees
- Oversee administrative and logistical support to Committees by the Parliamentary Clerk
- Accompany Members to missions in and out of the country;
- Responsible for planning of committee activities
- Collect and disseminate background information to Members of Committees
- Oversee the preparation of reports, speeches, minutes and any other relevant documents
- Ensure that notices, agendas, minutes and any other relevant documents are of good standards and 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 Deputy Director of the Division
- Carrying out any other duties, as requested, from time to time, by the Deputy Director, Director: Committee Services and or Secretary and Deputy Secretary of the National Assembly

Enquiries: Ms. Kathleen J. Nakutta Tel 2889111 x 2610

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation	:	Security Operations Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$238,825 - N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

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

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

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Main Duties:

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

Enquiries: Mr. Peter Tjiramba Tel 2889111 x 2583

Post Designation	:	Security Operations Assistant Grade 12
1x Post	:	Windhoek
Salary Scale	:	N\$107,753 - N\$129,240
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

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

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

Additional Requirements: A valid code B driver's license. No criminal record (Valid police clearance).

All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Applicants who fail to attach such proof will not be considered for shortlisting.

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

Only shortlisted candidates will be contacted and no personal documents will be returned.

National Assembly is an equal opportunity employer. **Women and people with disabilities meeting the advertisement requirements are encouraged to apply.** Application must be submitted on the latest revised application form 156043 obtainable from all Government

Offices together with original certified copies of identification document, qualifications as well as academic records and a comprehensive curriculum vitae.

Application should be addressed to:

The Secretary of the National Assembly
Private Bag 13323
WINDHOEK

Attention: Human Resources Office

Enquiries: Mr. Peter Tjiramba Tel 2889111 x 2583

OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL SERVICES DIRECTORATE: SUPREME AND HIGH COURTS

Post Designation	:	Chief Legal Officer Grade 4
1x Post	:	Supreme Court Windhoek
Salary Scale	:	N\$517,195- N\$543,728
Salary Notch	:	N\$517,195 per annum
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,917 per annum

Minimum Requirements:

- BA LLB Degree or equivalent qualification on NQF Level 7 in the field of Law;
- Admission as legal practitioner in Namibia;
- 5 years' post admission experience in Magistrates' Court, High Court and / or Supreme Court litigation.

Additional Requirements:

- Admission as Legal Practitioner in Namibia (certified copy of the admission order must accompany the application for employment form);
- Above average knowledge of the Criminal Procedure;
- Above average knowledge of the Civil procedure in the High Court (tested during interviews);
- Above average knowledge of the Civil procedure in the Supreme Court (tested during interviews) and
- Proficiency in Microsoft Office Programs (tested during interviews)

Purpose of the post:

The incumbent of this position will be assigned to the Hon. Chief Justice as his dedicated legal researcher.

Key Performance Areas:

The successful candidate will perform his or her duties in accordance with directions issued by the head of court to whose jurisdiction he or she is assigned, including but not limited to the following:

- Communicate with Legal Practitioners regarding cases in the Supreme Court;
- Assist the Chief Justice and other Supreme Court Judges during courtroom proceedings;
- Conducting legal research on behalf of the Chief Justice and other Judges of the Supreme Court;
- Prepare bench memos and other legal memoranda with respect to pleadings and depositions;
- Proof reading Judges orders and judgments;
- Verifying legal citations for accuracy;
- Summarize common cause facts and issues on pleadings;
- Issuing of Court process, i.e. Notices of Set Down, etc;
- Issue, Keep and analyze court statistics;
- Assist to process and manage the litigation process, court documents and rolls of the applicable court;
- Assist with the implementation of legislation, including acts, rule, regulations, practice directives, and consequential procedures and practice in co-operation with Chief justice, the Judges of Supreme Court and the Registrar, when necessary;
- Consult with parties in preparation of cases for purposes of hearings, when called upon to do so;
- Liaise between judges of the Supreme Court and parties;
- Serve on various sub-committees of the applicable court;

- Act as the liaison officer between the judges and the other instances;
 - Write and respond to correspondences;
 - Assist the registrar with the execution of the Directorate 's Strategic plan
 - Prepare draft orders for the Judges' approval before signature and verification and signing of such orders;
 - Assist Chief Justice and other Supreme Court Judges with all cases from inception to conclusion; and
 - Execute other function assigned by Chief justice, Deputy Chief Justice, the Executive Director and /or the Registrar.
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**DEPARTMENT: JUDICIAL SERVICES
DIRECTORATE: SUPREME AND HIGH COURTS**

Post Designation	:	Senior Legal Officer Grade 5
3x Posts	:	2x Windhoek
	:	1x Oshakati
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: B. Juris Degree plus 6 years in-service experience as an Assistant Legal Officer plus certification of satisfactory performance **OR** BA LLB Degree plus 3 years in-service experience as a Legal Officer plus certification of satisfactory performances **OR** BA LLB Degree plus Registration as provided for in the appropriate legislation.

Additional Requirements:

- Admission as Legal Practitioner in Namibia (certified copy of the admission order must accompany the application for employment form);
- Experience in the drafting of bills of costs and defending/ opposing bills of costs during taxation (tested during interviews);
- Criminal Procedure;
- Civil procedure in the High Court (tested during interviews);
- Civil procedure in the Supreme Court (tested during interviews) and
- Proficiency in Microsoft Office Programs (tested during interviews).

Key Performance Areas:

- Communicate with Legal Practitioners regarding case management and procedural requirements;
 - Assist the Judges during courtroom proceedings;
 - Conducting legal research on behalf of the Judges of the High Court;
 - Prepare bench memos and other legal memoranda with respect to pleadings and depositions;
 - Proof reading Judges orders and judgments;
 - Verifying legal citations for accuracy;
 - Summarize common cause facts and issues on pleadings;
 - Issuing of Court process, i.e. Judicial Case Management notices, etc;
 - Prepare draft orders for the Judges' approval before signature and verification and signing of such orders;
 - Assist Judges with all cases from inception to conclusion; and
 - Attend to taxation as taxing master of the High and Supreme Courts.
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**DEPARTMENT: JUDICIAL SERVICES
DIRECTORATE: LOWER COURTS**

Post Designation	:	Senior Interpreter Grade 11
1x Post	:	Magistrate's Office Oshakati
Salary Scale	:	N\$132,987 –N\$159,505
Housing Allowance	:	N\$13,944 per annum

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Transport Allowance : N\$10,512 per annum

Minimum Requirements:

- A Grade 12 (or equivalent) Certificate on NQF L3 and be able to speak, read and write English and at least two (2) indigenous languages; and
- Five (5) years appropriate experience as a Court Interpreter

Language Requirements:

- Preference will be given to candidates who speaks English plus Oshiwambo and any one of the following: Olughumbi or Oluthemba
- Portuguese will be an **Added Advantage**

Key Performance Areas

- Provide interpretation services in Court;
 - Assist with quasi-judicial and administrative duties;
 - Verify case records with court roll on daily basis;
 - Assess the performance agreements of junior staff members;
 - Supervise, develop and mentor junior staff;
 - Render assistance in the Service Bureau when not in court; and
 - Execute any other duties assigned by the supervisor or any other authorized person.
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**DEPARTMENT: JUDICIAL MANAGEMENT
DIRECTORATE: ADMINISTRATION
DIVISION: FINANCIAL MANAGEMENT**

Post Designation : Senior Accountant Grade 7
1x Post : Windhoek
Salary Scale : N\$291,128 –N\$347,926
Transport Allowance : N\$10,512-00
Housing Allowance : N\$17,424-00 per annum

Minimum Requirements: An appropriate Diploma on NQF Level 6 Majoring in Accounting plus 4 years proven experience in Financial Management.

Additional Requirements:

- Preference will be given to candidates in possession of an appropriate Bachelor Degree majoring in Accounting and or Finance (or equivalent qualification) on NQF Level 7;
- A valid Driver's License will be an **added advantage** (a certified copy must be attached and the license must be at least three (3) years old);
- Extensive knowledge of Revenue, Accounts Payable, DSA, Payroll and Creditors; and
- Candidate must have Knowledge in all modules of Integrated Financial Management System (IFMS).

Key Performance Area

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

Applicants should note the Following:

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- 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 and /or do not sign application forms, or who do not attach originally certified ID, Qualifications and CVs will be disqualified. Hence applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable; and
- Please note all documentation **must** be originally 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.

Faxed applications will not be considered.

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

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

OR hand delivered at:

**The Office of the Judiciary
Schönlein Building
Schönlein Street
Windhoek West.**

Enquiries: Human Resources Management Division Mr. Pinehas T. Shivute, Tel: 061- 435 3605, Ms. Rosalia Hangula Tel: 061 435 3577 and Ms. Fredrika Shipatuleni, Tel: 061435 3576

MINISTRY OF EDUCATION, ARTS AND CULTURE

DEPARTMENT SCHOOLS/FORMAL EDUCATION DIRECTORATE: PROGRAMMES AND QUALITY ASSURANCE DIVISION: NATIONAL ADVISORY SERVICES

Post Designation	:	Chief Education Officer Grade 5
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$432,601- N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 plus 5 years of appropriate experience **OR** an appropriate Degree or equivalent qualification on NQF L8 plus 3 years of appropriate experience.

Supplementary Selection Requirements:

- Be in possession of a Master's Degree (NQF Level 9) specialized professional qualification, plus 5 years' appropriate experience in Physical Science and / or Chemistry and Physics will be an added advantage.
- Must have Physical Science and/ or Chemistry and Physics experience equivalent to personnel administrative measures at Grade 6 level.
- In-depth knowledge of the education system of Namibia including Professional Development
- Experience in particular with respect to the evaluation of Curriculum and Attainment and Teaching and Learning in the National Standards and Performance Indicators.
- Teaching experience in Physical Science and or Chemistry and Physics at NSSCH/AS level would be an added advantage.
- Professional qualifications in Mathematics would be an added advantage.
- Experience in supervision of other related professionals would be an added advantage.
- Computer literacy, data analysis and data management skills
- A code B Driver's license.

Enquiries: Ms. Ayesha Wentworth at Tel: (061-293 3205 or Mr. Nicolaas Eiman at Tel: (061 293 3111)

DIVISION: SPECIAL PROGRAMMES & SCHOOLS

Post Designation	:	Teacher A Grade 13 (Deaf Assistant)
1x Post	:	Windhoek (Head Office- Centre for Communication and Deaf Studies)
Salary Scale	:	N\$81,645 – N\$102,039
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: Grade 10 Certificate or equivalent

Supplementary Selection Requirements:

- Certificate in Namibian Sign Language instructor training plus appropriate experience.
- Namibian Sign Language should be the mother tongue of the prospective incumbent.
- Experience in the development of NSL materials.
- Computer literary, data analysis and data management skills will serve as an advantage.
- A code B driver's license will serve as an advantage

Enquiries: Ms. Ayesha Wentworth at Tel: (061-2933205) or Ms. Rachel Philander at Tel: (061-2933207)

DIRECTORATE: NATIONAL INSTITUTE FOR EDUCATIONAL DEVELOPMENT (NIED)

PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024,
CLOSING DATE 23 OCTOBER 2024

DIVISION: CURRICULUM RESEARCH AND DEVELOPMENT
SUBDIVISION: CRAFT, DESIGN AND TECHNOLOGY

Post Designation	:	Senior Education Officer Grade 6 (Computer Science and Information and Communication)
1x Post	:	Okahandja
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 plus 5 years of appropriate experience OR an appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience.

Supplementary Selection Requirements:

- An appropriate Bachelor's Degree or equivalent qualification with specialization in Computer Science
- Proven teaching experience of Computer Science (proof must be attached)
- Experience in syllabus development and/ or in-service training of teachers in Computer Science would serve as an added advantage (proof must be attached).
- Marking at national level of Computer Science and /or paper setting/item setting for Computer Science at national level would serve as an added advantage (proof must be attached)

Enquiries: Ms.Fransina N. lipumbu Tel: (062-509027) Mr. Immanuel Hamulungu Tel: (062-509044)

DIVISION: CURRICULUM RESEARCH AND DEVELOPMENT
SUB-DIVISION: NATURAL SCIENCE AND MATHEMATICS

Post Designation	:	Senior Education Officer Grade 6
1x Post	:	Okahandja
Salary Scale	:	N\$354,883 - N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 plus 5 years of appropriate experience OR an appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience.

Supplementary Selection Requirements:

- An appropriate Degree or equivalent qualification with specialization in Biology
- Minimum of 3 years teaching experience at NSSCAS level Biology and proof must be attached.
- Experience in syllabus development and/or in-service training of teachers

Enquiries: Mr. Paulus Kashiimbi Tel: (062-509002) Ms. Fransina N. lipumbu Tel: (062-509020)

DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT
DIVISION: GENERAL SERVICES AND EXAMINATIONS ADMINISTRATION
SUBDIVISION: EXAMINATION ADMINISTRATION
SECTION: EXAMINATION PAPER REPRODUCTION AND ORGANISATION

Post Designation	:	Senior Administrative Officer, Grade 10
1x Post	:	Windhoek (DNEA)
Salary Scale	:	N\$159,505 –N\$191,312
Housing Allowance	:	N\$13,994 per annum
Transport Allowance	:	N\$10,512 per annum

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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:

- An appropriate National Diploma or equivalent qualification (NQF Level 6) majoring in Public Administration/Management plus 1 year appropriate experience
- Preference will be given to candidates who have experience in handling and administration of national examinations, at supervisory level, and computer literacy as well as driving license.

Enquiries: Ms. L. Shaningwa Tel: (061 2933430)

DIVISION: INTERNAL AUDIT

Post Designation	:	Internal Auditor Grade 8
2x Post	:	Windhoek
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

Supplementary Selection Requirements: A driver's license will be an added advantage.

Enquiries: Ms. A K Tjaveondja-Ndjoze Tel: (061) 2933124

Applications must be submitted to:

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

OR hand delivered to:

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

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY

DIRECTORATE: FORESTRY

DIVISION: CENTRAL & SOUTHERN REGIONS

SUBDIVISION: FORESTRY OTJOZONDJUPA AND KUNENE REGIONS

Post Designation	:	Chief Forester Grade 5
1x Post	:	Otjiwarongo
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 Per annum
Transport Allowance	:	N\$10,512 Per annum

Minimum Requirements: An appropriate 4-year B.Sc. or B.Sc. (Hons.) degree in the following field: Forestry, Environmental Biology, Natural Resource Management or equivalent qualification at NQF Level 8 **with 7 years working experience in Natural Resources management activities**. A Master's degree in Forestry or related field would serve as an advantage. A valid driver's license (Code B/BE).

Overall Responsibilities:

Supervise at Sub-divisional level the planning, implementation, co-ordination and directing of forest management activities. Oversee the management of forest management offices including budget control.

Enquiries: Mr. Michael Otsub, Michael.Otsub@mefl.gov.na, Tel. 061 2087291 Mr. Festus Shaanika, Festus.Shaanika@mawlr.gov.na, Tel. 061 2087632

DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY

DIRECTORATE: FORESTRY

DIVISION: FOREST AND BOTANICAL RESEARCH

SUBDIVISION: NATIONAL BOTANICAL RESEARCH INSTITUTE (NBRI)

Post Designation	:	Chief Forester Grade 5
1x Post	:	Windhoek
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 Per annum
Transport Allowance	:	N\$10,512 Per annum

Minimum Requirements: An appropriate 4-year B.Sc. or B.Sc. (Hons.) degree in the following field: Natural Resource Management, Environmental Biology (Botany), Forestry, or equivalent qualification within any relevant botanical discipline, inter alia plant taxonomy, plant ecology, plant genetic resources, biochemistry, molecular biology at NQF Level 8 **with 7 years working experience in botanical research**. An appropriate Master's degree would serve as an advantage. Proven experience in project coordination, staff supervision, and organizational management/administration is required. A valid driver's license (Code B/BE) and experience in grant writing, scientific writing/publication, and computer literacy extending beyond ordinary office packages to include GIS applications and multivariate statistical packages would be an advantage.

Overall Responsibilities:

The staff member will be responsible for the overall administration, and management of the subdivision; planning, implementation, coordination and guiding research activities. Liaison with national and international stakeholders will be an integral part of this position.

Enquiries: Ms. Esmeralda Strauss, Esmeralda.Strauss@mefl.gov.na, Tel. 061 2087327 Mr. Festus Shaanika, Festus.Shaanika@mawlr.gov.na, Tel. 061 2087632

DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY
DIRECTORATE: FORESTRY
DIVISION: CENTRAL & SOUTHERN REGIONS
SUBDIVISION: FORESTRY KHOMAS, OMAHEKE AND ERONGO REGIONS

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$238,825 – N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: An appropriate National Diploma in Public Management, Business Administration, Procurement Management, Logistics and Supply Chain Management, or equivalent qualification at NQF Level 6 with **five (5) years appropriate work experience in administration, personnel, fleet management and finance related matters**. A Master's degree in Business Administration or a related field would serve as an advantage. A valid driver's license (Code B/BE).

Overall Responsibilities:

Responsibilities linked to this position will include preparation of the annual work plan for finance, personnel, and administrative services; preparation of procurement plan; compilation of the annual operational budget in consultation with the Directorate management; control and monitoring expenditure; supervision of administrative subordinates; compilation of submissions on administrative matters for the Directorate; liaison with the PMU concerning procurement and acquisition of stock and equipment;

Enquiries: Ms. Esmeralda Strauss, Esmeralda.Strauss@mefl.gov.na, Tel. 061 2087327 Mr. Festus Shaanika, Festus.Shaanika@mawlr.gov.na, Tel. 061 2087632

DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY
DIRECTORATE: FORESTRY
DIVISION: FOREST MANAGEMENT – CENTRAL AND SOUTHERN REGIONS
SUBDIVISION: FORESTRY KHOMAS, OMAHEKE AND ERONGO REGIONS

Post Designation	:	Senior Forestry Technician Grade 8
1x Post	:	Gobabis
Salary Scale	:	N\$238,825 – N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: A 3-year Diploma or 3-year Bachelor's degree in Natural Resource Management (Nature Conservation), Forestry, Agriculture or equivalent at NQF Level 6 with a minimum of **3 years appropriate experience in forest management activities**. A valid driver's license (Code B / BE).

Overall Responsibilities:

Supervise technical staff; the planning, implementation, co-ordination and directing of forest management activities; conducting field work in rural areas; mentoring of staff and students.

Enquiries: Mr. Michael Otsub, Michael.Otsub@mefl.gov.na, Tel. 061 2087291 Mr Festus Shaanika, Festus.Shaanika@mawlr.gov.na, Tel. 061 2087632

DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY
DIRECTORATE: FORESTRY
DIVISION: FOREST MANAGEMENT – CENTRAL AND SOUTHERN REGIONS
SUBDIVISION: FORESTRY OTJOZONDJUPA AND KUNENE REGIONS

Post Designation	:	Chief Forestry Technician Grade 7
1x Post	:	Opuwo
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17,452 Per annum
Transport Allowance	:	N\$10,512 Per annum

Minimum Requirements: A 3-year Diploma or 3-year Bachelor's degree in Natural Resource Management (Nature Conservation), Forestry, Agriculture or equivalent at NQF Level 6 or related field with a **minimum of 3 years appropriate experience in forest management activities**. A valid driver's license (Code B/BE).

Overall Responsibilities:

Supervise technical staff; the planning, implementation, coordination, and directing of forest management activities; conducting fieldwork in rural areas; mentoring staff and students.

Candidacy is limited to Namibian Citizens and Persons with Disabilities are encouraged to apply.

An application (on form 156043 obtainable at all government offices) together with Curriculum Vitae and certified copies of educational qualifications and ID must be addressed to:

The Executive Director
Ministry of Environment, Forestry and Tourism
P/Bag 13306
Windhoek

Enquiries: Mr Michael Otsub, Tel. 081 1444878 Mr Festus Shaanika,
Festus.Shaanika@mawlr.gov.na, Tel. 061 2087632

MINISTRY OF HIGHER EDUCATION, TECHNOLOGY AND INNOVATION

DEPARTMENT HIGHER EDUCATION AND QUALITY ASSURANCE DIRECTORATE NATIONAL COUNCIL FOR HIGHER EDUCATION (COORDINATION)

POST: B

Post Designation : Senior Education Officer Grade 6
1x Post : Windhoek
Salary Scale : N\$354,883 – N\$424,119

Minimum Requirements: A Bachelor of Economics degree on NQF L7 (or equivalent qualification) OR a Bachelor of Science in Statistics with Economics degree on NQF L7 (or equivalent qualification) **PLUS** 5 years appropriate experience **OR** A Bachelor of Economics degree on NQF L8 (or equivalent qualification) OR a Bachelor of Science in Statistics with Economics degree on NQF L8 (or equivalent qualification) **PLUS** 3 years appropriate experience. Knowledge in strategic planning and budgeting, experience in handling donor funding or external support and excellent report writing skills will be an advantage.

Job Description: Comply with the Public Service Act (Act 13 of 1995) and Public Service Staff Rules, Higher Education Act (Act 26 of 2003), NQA Act (Act 29 of 1996), Namibia Statistics Act (Act 9 of 2011), Public Procurement Act (Act 15 of 2015); State Finance Act (Act 31 of 1991) and other relevant Acts; Process data (enrolment and subject) for the global and specific parameters for the funding formula; Process data (enrolment and facility) for the investment model; Prepare requests for the submission of the Medium-Term Plan and Budgets (MTPB) by Higher Education Institutions (HEIs); Analyse and prepare a report on the public HEIs MTPBs; Organise discussions between NCHE and the public HEIs on their MTPBs; Assess the development needs of the public Higher Education Institutions to be included in the Development Budget Proposal, using the investment Model; Analyse and compile information for the budget proposals for each public higher education institution; Contribute to planning, design and monitoring the undertaking of periodic surveys; Coordinate annual public lecture undertaking; Contribute to preparation and execution of Unit's Annual Plan, Budget and Procurement Plan; Prepare & submit Performance Agreement, Professional Development Plans and Quarterly Reviews; Represent the unit/institution in internal and external bodies as and when required; Execute any other related tasks which may be assigned.

Enquiries: Mr Eben-Eser Makari at (061) 287-1513

POST: B

Post Designation : Senior Education Officer Grade 6
1x Post : Windhoek
Salary Scale : N\$354,883 – N\$424,119

Minimum Requirements: 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. Proven experience in quality assurance in higher education, the ability to demonstrate excellent facilitation, be computer literate and have report-writing- and presentation skills will be an advantage.

Job Description: Be responsible for all aspects pertaining to programme accreditation at all higher education institutions. This includes compliance with- and interpretation of the Public Service Act, Higher Education Act and it's Regulations, NQA Act, Public Service Staff Rules, Regulations and other relevant Acts; Act as a link/focal point between NCHE and Higher Education Institutions (HEIs) on programme accreditation functions; Advise HEIs on the programme accreditation process to ensure appropriate completion of applications; Receive and process new applications for programme accreditation; Mobilise academic experts, quality

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assurance experts, industry and professional bodies representatives for the review exercise; Furnish CVs to the directorate's senior administrative officer to be uploaded on the database; Induct HEIs and Review Panel on the Quality Assurance System for programme accreditation exercise; Facilitate site visits for the review exercise; Coordinate drafting of the Review reports; Facilitate factual verification of review reports by higher education institutions; Prepare accreditation reports to Council for approval; Ensure the issuance of feedback/reports/certificates/awards is done timely and consistently; Furnish Monitoring Section with accreditation reports for follow up; Liaise and cooperate with other quality assurance bodies local, regional and international for benchmarking purposes; Assist with the preparation of the section's Annual Plan and budget; Assist with preparation and execution of the section's Procurement Plan; Prepare and submit Performance Agreement, Personal Development Plans (PDP), Quarterly Reviews; Any other related tasks which may be assigned from time to time.

Enquiries: Ms Lucia Oarum at (061) 287-1531

POST: C

Post Designation : Private Secretary Grade 9
1x Post : Windhoek
Salary Scale : N\$195,216 – N\$234,144

Minimum Requirements: A Diploma in Office Administration or equivalent qualification on NQF Level 6 in Office Administration **OR** any other relevant qualification with Office Administration as major subject up to 3rd year-level.

Job Description: Typing of manuscripts; Screening and channelling of telephone calls and visitors; Updating of diaries and other sources of reference; Making of appointments, reservations and traveling arrangements; Performing of elementary clerical work; Taking and relaying of messages; Ordering of office supplies; Taking of minutes at meetings where so required; Serving of- and arranging for the provision of refreshments; Making of photocopies and the collection / delivering of documents; Operating of labour saving- and communication devices; Filing and safe-keeping of all documents where so required; Performing of any other related duties which may be assigned.

Enquiries: Ms Abia Mbulu at (061) 287-1505

An attractive range of benefits in respect of positions A, B and C includes pension- and medical aid fund, a housing-/rental allowance and or housing subsidy, transport allowance as well as ample vacation- and sick leave.

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

IMPORTANT NOTES TO APPLICANTS FROM INSIDE- AND OUTSIDE THE PUBLIC SERVICE

The "Application for Employment"-form (new format) is available at all Government Offices/Ministries/Agencies. Please note that, in cases where more than one position with the same designation is advertised, applicants cannot complete one "Application for Employment"-form for all positions, but a separate application for each position. Applicants should also indicate very clearly on each application-form whether such application is for post A or B. If there is no indication the application will not be considered for any one of the advertised positions.

Application for Employment"-forms should be properly completed and be accompanied by certified copies of the applicant's highest qualifications and certificates of service from previous employers. The required certificates of service should reflect very clearly the type of experience/field in which experience was gained in each position at such previous employer(s), your exact date of appointment and termination of service. Please keep in mind that, without certificates of service, the experience an applicant claims to have cannot be confirmed which will cause such an applicant not to meet the advertised requirement as far as

“proven appropriate experience” is concerned. Failure to properly complete all items on the “Application for Employment”-form and not attaching the necessary/required documents to the application form will disqualify the application. Previous employers might be called at random to confirm the field in/level on which specific indicated experience was obtained.

Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PoN and IUM are excluded from this requirement.)

Only shortlisted candidates will be contacted, and no documents will be returned to unsuccessful applicants.

Applications received after the closing date will not be accepted.

Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae, certified copies of educational qualifications and other documents mentioned in paragraphs 1 to 3 below, must be hand delivered/couriered to the-

**Human Resource Office
National Council for Higher Education
Rooms A19 (Ground floor) and 3.8 (First floor)
Corner of Haddy- and Hoogenhout Streets
WINDHOEK-CENTRAL**

Enquiries: Ms Abia Mbulu at (061) 287-1505 or Mr Johan Loots (061) 2871510

MINISTRY OF HEALTH AND SOCIAL SERVICES

DEPARTMENT OF REGIONAL HEALTH & SOCIAL WELFARE SERVICES

Post Designation	:	Chief Health Program Officer Grade 6
1x Post	:	Windhoek (Head Office)
Salary Scale	:	N\$354,883 - N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate B-degree in Nursing Science or equivalent qualification on NQF L7 plus 5 years appropriate experience.

Applicants within the Public Service should attach proof of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered. Must be computer literate and must have a driver's license.

Purpose of the position: To assist the Deputy Director for the Department Regional Health and Social Welfare Services in coordinating support to the Regional Management Teams (RMTs), and capacity to comply with relevant laws, policies and efficiency performance delivery strategies.

Summary of Key Functions and Responsibilities:

- In collaboration with relevant directorates, identify urgent training needs in relation to technical standards and protocols for the delivery of key health services to ensure their adoption and uniform application by all RMTs and their District Teams
 - In collaboration with the Quality Assurance Unit, coordinate support to RMTs to ensure implementation of customer service charters, functional multi-disciplinary quality control committees, and national quality improvement programs.
 - Ensure full compliance with national norms and standards, and oversee that cross-cutting issues are mainstreamed at Management platforms and attended to accordingly.
 - Under the guidance of the Deputy Director, plan and facilitate communications with Regional Management Teams to identify their needs and link up with relevant units/directorates for actions.
-

DEPARTMENT: REGIONAL HEALTH AND SOCIAL WELFARE SERVICES

Post Designation	:	Senior Health Program Officer Grade 7
2x Posts	:	Windhoek (Head Office)
Salary Scale	:	N\$291,128 - N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirements: An appropriate B-degree qualification in Nursing Science or equivalent qualification in Health Sciences at NQF L7.

Applicants within the Public Service should attach proof of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered. Must be computer literate and must have a driver's license.

Purpose of the position: To support the Chief Health Program Officer for the Department Regional Health and Social Welfare Services in coordinating support to the Regional Management Teams (RMTs), and capacity to comply with relevant laws, policies and efficiency performance delivery strategies.

Summary of Key Functions and Responsibilities:

- Support the CHPO in identifying training needs in relation to technical standards and protocols for the delivery of key health services to ensure their adoption and uniform application by all RMTs and their District Teams
 - Review minutes of RMTs meetings to monitor implementation of customer service charters, functional multi-disciplinary quality control committees, and national quality improvement programs.
 - Ensure full compliance with national norms and standards, and oversee that cross-cutting issues are mainstreamed at Management platforms and attended to accordingly.
 - Review minutes of RMTs meetings to identify their needs and liaise with CHPO and Snr Admin Officer for actions.
 - Contributes to Departmental annual plan activities for financing, budgeting, control expenditure and ensure optimal use of resources.
 - Maintain a calendar for support supervisory visits to RMTs to ensure proper coordination and avoid duplication of activities.
 - Participates in various ministerial committees and technical working group meetings to ensure synergy and coordination at implementation level.
 - Liaise with NHTC to ensure that pre-, post-, and in-service training of health workers are in accordance with Ministry's priorities
 - **Support** the Department in strengthening coordination and collaboration within various Directorates/Units and across all teams, maintain and ensure constructive communications, contribute to a positive working environment.
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DIRECTORATE: POLICY AND PLANNING
DIVISION: HEALTH FINANCING & BUDGET PLANNING
SUB-DIVISION: HEALTH FINANCING

Post Designation	:	Control Health Programme Officer Grade 5
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$432,601 - N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate B - degree or equivalent qualification on NQF level 7.

Additional Requirements: Must have qualification in Public Health or Public Policy or Macroeconomics or Economic Policy Analysis/Management or Health Economics or Health Financing plus five (5) years appropriate experience in public policy or public sector financing or public financing or policy formulation. Familiar with state relevant public sector financing and public health acts. A Master Degree in Public Health or Macroeconomics or Economic Policy analysis/management will be an added advantage.

Applicants within the Public Service should attach proof of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered. Must be computer literate and must have a driver's license.

Duties:

- Perform technical analysis on matters related to health financing including revenue generation, pooling, and purchasing towards adequate and efficient financing for Universal Health Coverage (UHC).
- Conduct costing of national health strategies and policies, resource tracking/Health Accounts, fiscal space analysis, public health expenditure reviews, efficiency analyses.
- Support the development of national health financing policies, strategies and implementation plans to guide the country towards achievement of UHC.
- Provide support in the development of the MTEF with the Directorate of Finance and Procurement, relevant Offices/Ministries/Agencies and Partners.

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- Support the Deputy Director to build strategic and technical partnerships between the Ministry, key O/M/As, private sector civil society stakeholders with the mandate to support progress towards Universal Health Coverage.
- Support the Deputy Director to engage the private sector and develop technical analysis to inform inclusion of the private sector in providing essential health services.
- Coordinate public and private stakeholders in health financing to achieve efficiency in allocation and utilization of health sector resources
- Conduct monitoring and evaluation of the national health policy and other strategic guidelines in line with the national development plan
- Monitor and evaluate the impacts of health sector reform on health and health care.
- Develop work plans for the unit and ensure delivery of its major outputs.
- Perform any other duties assigned by the Deputy Director Health Financing.

DIRECTORATE: POLICY AND PLANNING
DIVISION: HEALTH FINANCING & BUDGET PLANNING
SUBDIVISION: HEALTH FINANCING

Post Designation	:	Chief Health Programme Officer Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$354,883 - N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate B degree or equivalent qualification on NQF level 7.

Additional Requirements: Must have qualification in Public Health, Public Policy, Macroeconomics or Economic Policy Analysis /Management or Health Economics or Health Financing plus four (4) years appropriate experience in Public Policy or Public Sector Financing or Public Financing or Policy Formulation. Familiar with state relevant public sector financing and public health acts.

Applicants within the Public Service should attach proof of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered. Must be computer literate and must have a driver's license.

Description of Duties

- Perform analysis on matters related to health financing including revenue generation, pooling, and purchasing towards adequate and efficient financing for Universal Health Coverage (UHC).
- Costing of national health strategies and policies, resource tracking/Health Accounts, fiscal space analysis, public health expenditure reviews, efficiency analyses, and other routine and ad-hoc exercises required for decision-making on health financing.
- Support the development of national health financing policies, strategies and implementation plans to guide the country towards achievement of UHC.
- Provide support in the development of the MTEF with the Directorate of Finance and Procurement, relevant Offices/Ministries/Agencies and Partners.
- Support seniors to build strategic and technical partnerships between Ministry, key O/M/As, private sector civil society stakeholders to support progress towards UHC.
- Support seniors in engaging the private sector and develop technical analysis to inform inclusion of the private sector in providing essential health services.
- Support the coordination of public and private stakeholders in health financing to achieve efficiency in allocation and utilization of health sector resources
- Support and conduct monitoring and evaluation of the national health policy and other strategic guidelines in line with the national development plan
- Monitoring and evaluation of the impacts of health sector reform on health and health care
- Develop work plans for the unit and ensure delivery of its major outputs.

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- Perform any other duties assigned by the seniors within Health Financing Division.
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DIRECTORATE: POLICY & PLANNING
DIVISION: POLICY & PLANNING
SUBDIVISION: POLICY DEVELOPMENT AND PLANNING

Post Designation	:	Control Health Programme Officer Grade 5
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$432,601 - N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: An appropriate B degree or equivalent qualification on NQF level 7.

Additional Requirements: Candidate must have five (5) years appropriate experience in Project Management including Development or Partner Coordination or Community Development or Public Health Administration.

Applicants within the Public Service should attach proof of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered. Must be computer literate and must have a driver's license.

Description of Duties

- Oversee the engagement of Development Partners for financial commitment to the health sector
 - Oversee the facilitation of the drafting and finalization of Agreements/Memorandum of Understandings between the Ministry of Health and Social Services and other countries as well as other Organisations/Ministries and Agencies (O/M/As) locally, and monitor the implementation thereof;
 - Oversee the facilitation of the coordination, compilation and submission of the Ministerial briefs for bilateral and multilateral affairs/cooperation through the Ministry of International Relations and Cooperation (MIRCO);
 - Oversee the facilitation of the preparation and submission of briefings to Joint Permanent Commissions of Cooperation (JPCC)/Bi-annual National Commissions (BNC) through MIRCO and submit reports thereof;
 - Oversee the coordination of projects/programmes Steering committee meetings in the Ministry of Health and Social Services;
 - Initiate the development of policies that are applicable to partnership ventures in the Ministry
 - Support the Control Health Programme Officer in the Sub-division of Development Cooperation to develop work plans for the unit and ensure delivery of its major outputs.
 - Perform any other duties assigned by the Deputy Director of Policy and Planning.
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DIRECTORATE: TRAINING
DIVISION: CONTINUOUS EDUCATION AND INFORMATION SERVICES
SUBDIVISION: CONTINUOUS EDUCATION

Post Designation	:	Chief Health Programme Officer Grade 6
2x Posts	:	Windhoek
Salary Scale	:	N\$354,883 - N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A B-degree in Nursing or equivalent qualification on NQF L7.

Additional Requirement: Must have five (5) years appropriate experience in health program training and training coordination, planning and budgeting. Must be computer literacy.

Applicants within the Public Service should attach proof of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered. Must be computer literate and must have a driver's license.

Key Performance Areas:

- Assist the Control Health Program Officer with the formulation of the annual sub- divisional budget.
 - Implement initiatives to empower staff members as per the Human Resources Development Policy.
 - Coordinate training need assessments.
 - Update training record system.
 - Coordinate and mobilise resources for training programmes.
 - Coordinate and organize personal development activities at all times.
 - Conduct continuous education and in-service programmes on functional trainings.
 - Facilitate capacity building for health workers, through other stakeholders when need arise.
 - Continuously conduct research and benchmarking on new training techniques and approaches.
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DIRECTORATE: TRAINING
DIVISION: CONTINUOUS EDUCATION AND INFORMATION SERVICES
SUBDIVISION: CONTINUOUS EDUCATION

Post Designation	:	Senior Health Programme Officer Grade 7
1x Post	:	Oshakati Regional Health Training Centre
Salary Scale	:	N\$291,128 - N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A B-degree in Nursing or equivalent qualification on NQF L7.

Additional Requirement: Three (3) years appropriate experience in health program training and training coordination, planning and budgeting. Must be computer literacy.

Applicants within the Public Service should attach proof of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level, application will not be considered. Must be computer literate and must have a driver's license.

Key Performance Areas:

- Assist the Control Health Program Officer with the formulation of the annual sub- divisional budget.
- Implement initiatives to empower staff members as per the Human Resources Development Policy.
- Coordinate training need assessments.
- Update training record system.
- Coordinate and mobilise resources for training programmes.
- Coordinate and organize personal development activities at all times.
- Conduct continuous education and in-service programmes on functional trainings.
- Facilitate capacity building for health workers, through other stakeholders when need arise.
- Continuously conduct research and benchmarking on new training techniques and approaches.

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

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

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**The Executive Director
Ministry of Health and Social Services
Private Bag 13198
WINDHOEK.**

Hand delivery at:

**Ministry of Health and Social Services
Human Resource Management office
Head office
Harvey Street
Windhoek.**

Enquiries: Ms. NT Tauya or Ms. WN Shaalukeni, Human Resource Management office, Tel. No. 061- 2032189.

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES

**DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZED NURSING SERVICES
SUBSECTION: INTENSIVE CARE UNIT**

Designation Post	:	Registered Nurse Grade 8
2x Posts	:	Windhoek
Salary Scale	:	N\$238,825 - N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professions Council of Namibia.

Additional Requirements: Bachelor Degree in Nursing and Midwifery Science plus one (1) year approximate appropriate experience in critical care-unit (Intensive Care unit).

Enquiries: Ms. M. Kamatuka Tel: (061) 203 3135 Ms. DK Kanelombe Tel: (061) 203 3231

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES

**DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZED NURSING SERVICES
SUBSECTION: CARDIAC UNIT**

Designation Post	:	Registered Nurse Grade 8
2x Posts	:	Windhoek
Salary Scale	:	N\$238,825 - N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

Additional Requirements: A Bachelor Degree in Nursing and Midwifery Science plus a Post-Graduate Diploma in Critical Care.

Enquiries: Ms. A. Iiyambo Tel: (061) 203 3116 Ms. DK Kanelombe Tel: (061) 203 3231

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZED NURSING SERVICES
SUBSECTION: CARDIAC THEATRE

Designation Post : Senior Registered Nurse Grade 7
1x Post : Windhoek
Salary Scale : N\$291,128 - N\$347,926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

Additional Requirements: A Bachelor's Degree/Diploma in Nursing and Midwifery Science plus three (3) years approximate appropriate experience in Theatre Plus Post- Graduate Diploma in Theatre Technique.

Enquiries: Ms. A. Iiyambo Tel: (061) 203 3116 Ms. DK Kanelombe Tel: (061) 203 3231

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES

Designation Post : Chief Registered Nurse Grade 6
1x Post : Windhoek
Salary Scale : N\$354,883 - N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

Additional Requirements: A Bachelor's Degree/Diploma in Nursing and Midwifery Science plus five (5) years approximate appropriate experience in Clinical Nursing.

Enquiries: Ms. A. Iiyambo Tel: (061) 203 3116 Ms. DK Kanelombe Tel: (061) 203 3231

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZED NURSING SERVICES
SUBSECTION: MENTAL HEALTH UNIT

Post Designation : Senior Registered Nurse Grade 7
1x Post : Windhoek
Salary Scale : N\$291,128 - N\$347,926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

Additional Requirements: A Bachelor's Degree/Diploma in Nursing and Midwifery Science plus three (3) years approximate appropriate experience in Mental Health Unit.

Enquiries: Ms. C. Dausas Tel: (061) 203 3116 Ms. DK Kanelombe Tel: (061) 203 3231

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZED NURSING SERVICES
SUBSECTION: MATERNITY

Post Designation : Senior Registered Nurse Grade 7
1x Post : Windhoek
Salary Scale : N\$291,128 - N\$347,926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

Additional Requirements: A Bachelor's Degree/Diploma in Nursing and Midwifery Science plus three (3) years approximate appropriate experience in Maternity Unit.

Enquiries: Ms. T. Bock Tel: (061) 203 3116 Ms. DK Kanelombe Tel: (061) 203 3231

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARDS

Designation Post : Senior Registered Nurse Grade 7
6x Posts : Windhoek
Scale of Salary : N\$291,128 - N\$347,926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

Additional Requirements: A Bachelor's Degree/Diploma in Nursing and Midwifery Science three (3) years approximate appropriate experience in Clinical Wards.

Enquiries: Ms. C. Dausas Tel: (061) 203 3116 Ms. DK Kanelombe Tel: (061) 203 3231

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZED NURSING SERVICES
SUBSECTION: OPERATING THEATRE AND RECOVERY ROOM

Post Designation : Senior Registered Nurse Grade 7
1x Post : Windhoek
Salary Scale : N\$291,128 - N\$347,926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

Additional Requirements: A Bachelor's Degree/Diploma in Nursing and Midwifery Science three (3) years approximate appropriate experience in Operating Theatre and Recovery Room.

Enquiries: Ms. A. Iiyambo Tel: (061) 203 3116 Ms. DK Kanelombe Tel: (061) 203 3231

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PHARMACEUTICAL SERVICES
SUBSECTION: HOSPITAL PHARMACEUTICAL SERVICES

Post Designation : Senior Pharmacist Grade 6
2x Posts : Windhoek
Salary Scale : N\$354,883 - N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum
Fixed Overtime : N\$189,882 per annum

Minimum Requirements: Registration with the Health Professional Council of Namibia as Pharmacist.

Additional Requirements: Candidate must have three (3) years approximate appropriate experience as Pharmacist. Post Graduate Degree in Clinical Pharmacy, Supply Chain or any other related field will be an added advantage.

Enquiries: Mr. Y. Makar 061-203 3158 Ms D.K Kanelombe 061-203 3231

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PHARMACEUTICAL SERVICES
SUBSECTION: HOSPITAL PHARMACEUTICAL SERVICES

Post Designation : Senior Pharmacist Assistant Grade 9
2x Posts : Windhoek
Salary Scale : N\$195,216 - N\$234,144
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$13,944 per annum

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

Additional Requirements: Approximately appropriate three (3) years' experience in Hospital settings.

Enquiries: Mr. Y. Makar 061-203 3158 Ms DK Kanelombe 061-203 3231

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PARAMEDICAL & CLINICAL SOCIAL SERVICES
SECTION: OCCUPATIONAL THERAPY SERVICES

Designation Post : Senior Occupational Therapist Grade 6
2x Posts : Windhoek
Salary Scale : N\$354,883 - N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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Minimum Requirements: Registration with the Health Professional Council of Namibia.

Additional Requirements: A Bachelor Degree in Occupational Therapy plus three (3) years approximate appropriate experience as Clinical Occupational Therapist. Proven experience in supervision and mentorship students, Interns and Junior Level Occupational Therapist will be an added advantage.

Enquiries: Ms. T. Becker Tel: (061) 203 3393 Ms. DK Kanelombe Tel: (061) 203 3231

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: GENERAL SUPPORT SERVICES
SECTION: AUXILIARY SERVICES
SUBSECTION: TRANSPORT SERVICES

Post Designation : Artisan (Mechanical) Grade 10
1x Post : Windhoek
Salary Scale : N\$159,505 -N\$191,312
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$13,944 per annum

Minimum Requirements: Completed apprenticeship or Trade Diploma in Mechanical (Auto) field. A valid driver's License Code C1.

Additional Requirements: Candidate must have at least three years approximate appropriate experience in Mechanical (Auto) related environment.

Enquiries: Mr. T. Michael 061- 203 3019 Ms DK Kanelombe 061-203 3231

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: GENERAL SUPPORT SERVICES
SECTION: DOMESTIC SERVICES
SUBSECTION: PATIENTS AND DOMESTIC SERVICES

Post Designation : Chief Administrative Officer Grade 8
1x Post : Windhoek
Salary Scale : N\$238,825 – N\$285,420
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

Minimum Requirements: An appropriate National Diploma in Business Administration / supply chain/Logistics / Management studies/ Public Management/procurement/Occupational Health and safety management or equivalent qualification (NQA Level 6) plus four (4) years approximate appropriate experience.

Additional Requirements: A Degree in Business Administration / supply chain / Logistics / Management studies / Public Management / procurement/ Occupational Health and safety management. A valid Code B Driver's License is a must.

Enquiries: Mrs. O. Katire 061-203 2066 Ms D.K Kanelombe 061-203 3231

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: GENERAL SUPPORT SERVICES
SECTION: DOMESTIC SERVICES
SUBSECTION: LAUNDRY SERVICES

Post Designation : Chief Administrative Officer Grade 8
1x Post : Windhoek
Salary Scale : N\$238,825 – N\$285,420
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

Minimum Requirements: An appropriate National Diploma in Business Administration / supply chain/Logistics / Management studies/ Public Management/procurement/Occupational Health and safety management or equivalent qualification (NQA Level 6) plus four (4) years approximately appropriate experience.

Additional Requirements: A Degree in Business Administration/supply chain/logistic/Management studies / Public studies/Public management / procurement/Occupational Health and Safety management. A valid Code B Driving License.

Enquiries: Mrs. O. Katire 061-203 2066 Ms D.K Kanelombe 061-203 3231

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: GENERAL SUPPORT SERVICES
SECTION: DOMESTIC SERVICES
SUBSECTION: LAUNDRY SERVICES

Post Designation : Senior Sewing Laundry Attendant Grade 13
3x Posts : Windhoek
Salary Scale : N\$81,645 - N\$102 039
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$13,944 per annum

Minimum Requirements: A Grade 10 Certificate or (equivalent on NQF level 2) with 24 points in seven subjects with D-symbol in English

Additional Requirements: Candidate must have at least one (1) years approximate appropriate experience in Sewing Laundry Services.

Enquiries: Mrs. O. Katire 061-203 2066 Ms. D.K Kanelombe 061-203 3231

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SECTION: PATIENT AND DOMESTIC SERVICES
SUBSECTION: DOMESTIC SERVICES
UNITS: CATERING SERVICES

Post Designation : Kitchen Supervisor Grade 13
2x Posts : Windhoek
Salary Scale : N\$81,645 - N\$102,039
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: A Grade 10 Certificate or (equivalent qualification) on NQF level 2 plus 24 points in seven subjects with at least D-symbol in English.

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Additional Requirements: Candidate should have at least two (2) years approximate appropriate experience in food industry plus a Certificate in Cooking or Hospitality.

Enquiries: Ms. H.L. Hekandjo Tel: (061) 203 3405 Ms. D.K Kanelombe Tel: (061) 203 3071

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES
SUBSECTION: PAEDIATRIC SURGERY

Post Designation : Specialist Grade 4
1x Post : Windhoek
Salary Scale : N\$554,603 (P)
Housing Allowance : N\$121,560 per annum
Motor Vehicle Allowance : N\$110,917 per annum

Minimum Requirements: Registration as Paediatric Surgeon (specialist) with the Health Professional Council of Namibia.

Additional Requirements: A Bachelor Degree in Medicine Plus successful completion of specialization in Paediatric Surgery at an accredited institution.

Enquiries: Dr. KS Hamunyela Tel: (061) 203 3004 Ms. DK Kanelombe Tel: (061) 203 3231

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: GENERAL SUPPORT SERVICES
SECTION: AUXILIARY SERVICES
SUBSECTION: OFFICE SERVICES

Post Designation : Senior Administrative Officer Grade 10
1x Post : Windhoek
Salary Scale : N\$159,505 – N\$191,312
Salary Notches : N\$159,505 per annum
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma or (equivalent qualification) on NQF level 6 plus one (1) year approximate appropriate experience in Procurement/logistic/stock Management/asset Management or Grade 12 Certificate or (equivalent qualification) NQF Level 3 plus three (3) years approximate appropriate experience in Procurement/logistics/Stock Management/Asset Management.

Additional Requirements: A valid code B Driver's License.

Enquiries: Mr. T. Michael/Ms. M. Tjavara Tel: (061) 203 3019/3004 Ms. D.K Kanelombe Tel: (061) 203 3231

DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDIC & CLINICAL SUPPORT SERVICES
SUBSECTION: OPTOMETRY

Post Designation : Chief Optometric Grade 5
1x Post : Windhoek

PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

Scale of Salary	:	N\$432,601– N\$517,195
Salary Notches	:	N\$432,601 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: Registration as Optometrist with the Health Professional Council of Namibia.

Additional Requirements: Five (5) years approximate appropriate experience Knowledge of Integrated School Health services, Non Communicable Diseases, Health Awareness Calendar (Eye Health). Ability to work in a multidisciplinary team. Knowledge of Batho Pele Principles, Patients right charter, PMDS & PFMA will be added advantage.

Enquiries: Dr. B. Vander Merwe Tel: (061) 2033221/4 Ms. D.K Kanelombe Tel: (061) 203 3231

**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PHARMACEUTICAL SERVICES**

Post Designation	:	Senior Pharmacist Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$354,883 - N\$424,119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum
Fixed Overtime	:	N\$189,882 per annum

Minimum Requirements: Registration with the Health Professional Council of Namibia as Pharmacist.

Additional Requirements:

- Three (3) years approximate appropriate experiences as a Pharmacist.
- Must have vast knowledge of Total Parenteral Nutrition preparation and must be able to lead the TPN preparation project.

Enquiries: Mr. Y. Makar 061-203 3158 Ms D.K Kanelombe 061-203 3231

**DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
DIVISION: HUMAN RESOURCE MANAGEMENT
SUBDIVISION: HUMAN RESOURCE INFORMATION**

Post Designation	:	Chief Human Resource Practitioner Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$354,883 - N\$424,119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: A National Diploma majoring in Human Resource or (equivalent qualification) on NQF Level 6 plus six (6) years appropriate experience in Human Resource Management of which four (4) years must be on Senior Human Resource Practitioner Grade 7 or supervisory level for applicants outside the Public Service.

Additional Requirements: An appropriate Bachelor's Degree majoring in Human Resource.

Enquiries: Ms. R.R. Podeweltz 061-203 3071 Ms. D.K Kanelombe 061-203 3231

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES

DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: INTERGRATED HEALTH CARE INFORMATION MANAGEMENT SYSTEM

Post Designation	:	Chief Computer Technician Grade 9 (P)
1x Post	:	Windhoek
Salary Scale	:	N\$215,965 –N\$258,514
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$13,994 per annum

Minimum Requirements: National Diploma or (equivalent qualification) in Information Technology on NQF level 6 plus three (3) years approximate appropriate experience as a Computer Technician.

Enquiries: Mr. M. Haukena 061-203 3021 Ms. D.K Kanelombe 061-203 3231

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL & CLINICAL SUPPORT SERVICES
SUBSECTION: SPEECH THERAPY

Post Designation	:	Speech Therapist Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$238,825 - N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: Registration with the Health Professional Council of Namibia as a Speech Therapist.

Additional Requirements: Bachelor of Science Degree or Bachelor of Arts Degree in Speech–Language Pathology/Therapy.

Enquiries: Dr. S. Polster 061-203 3004 Ms. D.K Kanelombe 061-203 3231

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES
DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZED NURSING SERVICES
SUBSECTION: RENAL DIALYSIS

Post Designation	:	Registered Nurse Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$238,825 - N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professions Council of Namibia.

Additional Requirements:

- Bachelor Degree/Diploma in Nursing and Midwifery Science plus two (2) years approximate appropriate experience in Renal Dialysis.
- Post Graduate Diploma in Renal Dialysis or Nephrology.

Enquiries: Ms. C. Kambonde 061-203 3022 Ms D.K Kanelombe 061-203 3231

DIRECTORATE: TERTIARY HEALTH CARE AND CLINICAL SUPPORT SERVICES

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**DIVISION: WINDHOEK CENTRAL HOSPITAL
SUBDIVISION: GENERAL SUPPORT SERVICES
SECTION: ADMINISTRATIVES SUPPORT SERVICES**

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek
Scale of Salary	:	N\$354,883 - N\$424,119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: An appropriate National Diploma (or equivalent qualification) on NQF level 6 in Business Administration / supply chain/Logistics / Management studies/ Public Administration or Management/Procurement plus six (6) years approximate appropriate experience in Administration of which three (3) should be on Chief Administrative Officer Grade 8 or supervisory level for applicants outside the Public Service.

Additional Requirements:

- Bachelor's Degree in Business Administration/supply chain/Logistics/ Management studies/Public Administration or Management/Procurement.
- Knowledge of the Public Procurement Act, Fleet Management and Maintenance of infrastructure and Valid Driver's License.
- Applicant must have served in Procurement Internal Structure.
- Computer literacy.

Enquiries: Mrs. M. Tjavara 061-203 3006 Ms. D.K Kanelombe 061-203 3231

**DIRECTORATE: TERTIARY HEALTH AND CLINICAL SUPPORT SERVICES
DIVISION: GENERAL MANAGEMENT
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: CARDIAC SUPPORT SERVICES**

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N\$159,505 – N\$191,312
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma in Business Administration/Logistic and Supply Chain Management/Office Administration/Public Management on (NQF Level 6) plus one (1) year approximate appropriate experience in stock control or procurement.

OR

A Grade 12 Certificate or (equivalent qualification) on NQF Level plus three (3) years approximate appropriate experience in stock control or procurement.

NB! Candidates employed in the Public Service must attached letter of confirmation of probation. Candidates from outside the Public Service must attach proof of current job level. Failure to attach confirmation of probation letter or proof of current job level will automatically disqualify the application. Applications (on form 156043 obtainable at all Government offices) must be accompanied by originally certified copies of educational qualifications, identity document and detailed Curriculum Vitae. **All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).** Applicants who fails to complete all items on the application form (incomplete applications) and not attaching the necessary documents will be disqualified.

Preference will be given to Namibian Citizens and persons with disability.

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Applications must be addressed to:

**The Executive Director
Ministry of Health and Social Services
Private Bag 13215
Windhoek**

Or Hand delivered at:

**Division: Human Resources
Windhoek Central Hospital,
Basement**

Enquiries: Mr. T. Michael Tel: (061) 203 3019 Ms. DK Kanelombe Tel: 203 3231

DIRECTORATE KAVANGO EAST REGION

**DIVISION INTERMEDIATE HOSPITAL RUNDU
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: REHABILITATION SERVICES
SUBSECTION: OCCUPATIONAL THERAPY**

Post Designation	:	Occupational Therapist Grade 7
1x Post	:	Rundu
Salary Scale	:	N\$291,128 –N347,926
Transport Allowance	:	N\$10,512-00
Housing Allowance	:	N\$17,424-00 per annum

Minimum Requirement: Registration as an Occupational Therapist with the Allied Health Professions council of Namibia.

**SECTION: REHABILITATION SERVICES
SUBSECTION: PHYSIOTHERAPY**

Post Designation	:	Physiotherapist Grade 8
1x Post	:	Rundu
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: Registration as Physiotherapist with the Allied Health Professions council of Namibia.

**SECTION: PARAMEDICAL CLINICAL SUPPORT SERVICES
SUBSECTION: PHARMACEUTICAL SUPPORT SERVICES**

Post Designation	:	Senior Pharmacist Assistant Grade 9
2x Posts	:	Rundu
Scale of Salary	:	N\$195,216– N\$234,144
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$13,499 per annum

Minimum Requirement: Registration as a Pharmacist Assistant with the Pharmacy council of Namibia plus three (3) years' appropriate experience.

SECTION: HUMAN RESOURCE MANAGEMENT

Post Designation	:	Human Resources Practitioner Grade 8
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CLOSING DATE 23 OCTOBER 2024**

2x Posts	:	Rundu
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$10,512 per annum

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

Post Designation	:	Human Resources Administrator Grade 11
2x Posts	:	Rundu
Scale of Salary	:	N\$132,987 – N\$159,505
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$13,499 per annum

Minimum Requirement: A Grade 12 Certificate or equivalent qualification on NQF L3

**SUBDIVISION NURSING SERVICES
SUBSECTION: HEALTH INFORMATION SYSTEM**

Post Designation	:	Senior Registered Nurse Grade 7
1 Post	:	Rundu
Scale of Salary	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirement: Registration as Registered Nurse with Nursing Council of Namibia or Registration as Midwife with Nursing Council of Namibia plus three (3) years appropriate experience.

**SECTION MATERNITY
UNIT: POST NATAL**

Post Designation	:	Senior Registered Nurse Grade 7
1X Post	:	Rundu
Scale of Salary	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirement: Registration as Registered Nurse with Nursing Council of Namibia or Registration as Midwife with Nursing Council of Namibia plus three (3) years appropriate experience.

SECTION: INTENSIVE CARE UNIT

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Rundu
Scale of Salary	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirement: Registration as Registered Nurse with Nursing Council of Namibia or Registration as Midwife with Nursing Council of Namibia plus three (3) years appropriate experience. **Preference will be given to candidates with post graduate diploma in ICU.**

SECTION: INTENSIVE CARE UNIT

Post Designation	:	Chief Registered Nurse Grade 6
1x Post	:	Rundu
Salary Scale	:	N\$354,883 – N\$424,119

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Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: Registration as Registered Nurse with Nursing Council of Namibia or Registration as Midwife with Nursing Council of Namibia plus four (4) years appropriate experience as a Senior Registered Nurse, **Preference will be given to candidates with post graduate diploma in ICU.**

SECTION OPERATING THEATRE AND RECOVERY ROOM

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Rundu
Salary Scale	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirement: Registration as Registered Nurse with Nursing Council of Namibia or Registration as Midwife with Nursing Council of Namibia plus three (3) years appropriate experience. **Preference will be given to candidates with post graduate diploma in operating theatre room.**

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

Forward applications at:

**The Medical Superintendent Rundu,
Intermediate Hospital Kavango East Region
Private Bag 2094
Rundu**

Or hand delivery at:

**Rundu Intermediate Hospital
Human Resource Department Office Number G11**

Enquiries: Mr. Alfredo David Ms. Luiza Shikwetepo Tel 066 265 559/6

DIRECTORATE: KAVANGO EAST REGION

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

Post Designation	:	Chief Health Programme Officer, Grade 6 (Re-advertisement)
1x Post	:	Rundu (RMT)
Salary Scale	:	N\$354,883 – 424119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An Appropriate B-Degree or Equivalent qualification on NQF Level 7.

Additional Requirements: Registration as Registered Nurse/Midwife with the Nursing Council of Namibia plus three (3) years appropriate experience.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the

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Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES

Post Designation : Chief Health Programme Officer, Grade 6
1x Post : Rundu (RMT)
Salary Scale : N\$354,883 – 424119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: An Appropriate B-Degree or Equivalent qualification on NQF Level 7 majoring in Human Resource on NQF Level 7 plus six (6) years appropriate experience of which four (4) years must be on the level of Senior Human Resource Practitioner Grade 7.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES
SECTION: EMPLOYEE WELLNESS

Post Designation : Senior Health Programme Officer, Grade 7
1x Post : RMT-Rundu
Salary Scale : N\$291,128 –N347,926
Transport Allowance : N\$10,512-00
Housing Allowance : N\$17,424-00 per annum

Minimum Requirements: An Appropriate B-Degree or Equivalent qualification on NQF Level 7 majoring in Human Resource on NQF Level 7 plus four years appropriate experience in Human Resources.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

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

Post Designation : Human Resource Administrator Grade 11
2x Posts : RMT- Rundu
Salary scale : N\$132,987 – N\$159,505
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: A Grade 12 Certificate or equivalent qualification on NQF L3. Candidate must have 20 points over 5 subjects and or E symbol in English.

Additional requirement: An appropriate qualification majoring in Human Resources will be an added advantage.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

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

Post Designation	:	Human Resource Practitioner Grade 8
1x Post	:	Rundu (RMT)
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma majoring in Human Resources Management or equivalent qualification on NQF level 6.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

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

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	RMT- Rundu
Salary Scale	:	N\$159,505 – N\$191,312
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience OR a Grade 12 Certificate (NQF L3) plus three (3) years appropriate experience.

Additional Requirements: Applicants must be administrative Officer Grade 12 with experience in Human Resource Registry, and their probation confirmed. Candidate must be computer literacy.

Main duties:

supervise subordinates and compilation of monthly reports, Provide budgetary inputs to the Senior Human Resource Practitioner, Responsible for minutes- takings on request, receive and Channel all correspondences timely, responsible for proper filling of the official documentations, Identify training needs of subordinates, attend to customer complaints on basic services and perform any other duty which may be assigned.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, NYANGANA
SUBDIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT

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SECTION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Human Resource Practitioner Grade 8
1x Post	:	Nyangana
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$13,800 per annum

Minimum Requirements: A National Diploma majoring in Human Resources Management or equivalent qualification on NQF level 6.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered

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

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Andara District
Salary Scale	:	N\$291,128 –N347,926
Transport Allowance	:	N\$10,512-00
Housing Allowance	:	N\$17,424-00 per annum
Remoteness Allowance	:	N\$13,800 per annum

Minimum Requirements: Registration as a Registered Nurse/Midwife with the Nursing Council of Namibia three (3) years 'appropriate experience as a Registered Nurse.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

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

Post Designation	:	Dental Therapist Grade 8
1xPost	:	Andara District
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$13,800 per annum

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

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

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

PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

Post Designation	:	Senior Medical Officer Grade 4
1x Post	:	Rundu District
Salary scale	:	N\$ 517 195 – 543 728
Housing Benefit	:	N\$ 121 560 per annum
Motor Vehicle Allowance	:	N\$ 110 917 per annum
Fixed Overtime	:	N\$ 258 600 per annum

Minimum Requirements: Registration as a Medical Practitioner with the Medical and Dental Council of Namibia, plus three (3) years appropriate experience.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

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

Post Designation	:	Medical Officer Grade 5
2x Posts	:	Kaisosi Clinic and Nkarapamwe Health Centre
Salary scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Motor Vehicle Allowance	:	N\$85,063 per annum
Fixed Overtime	:	N\$231.513 per annum

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

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

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

Post Designation	:	Emergency Care Practitioner Grade 10 (Intermediate)
1x Post	:	Baramasoni Clinic
Salary Scale	:	N\$159,505 – N\$191,312
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 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.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

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

Post Designation	:	Senior Pharmacist Assistant Grade 9
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2 Posts	:	Kaisosi Clinic and Rundu Health Centre
Salary scale	:	N\$195,216 – N\$234,144
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum (Kaisosi Clinic)

Minimum Requirements: Registration as a Pharmacist Assistant with the Health Professions Council of Namibia, plus two (2) years' experience.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, ANDARA, NYANGANA AND RUNDU
SUBDIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SECTION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Human Resource Administrator Grade 11
3x Posts	:	Andara District
	:	Nyangana District
	:	Rundu District
Salary scale	:	N\$132,987 – N\$159,505
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$13,800 per annum (Andara & Nyangana district)

Minimum Requirements: A Grade 12 Certificate or equivalent qualification on NQF L3. Candidate must have 20 points over 5 subjects and or E symbol in English.

Additional requirements: An appropriate qualification majoring in Human Resources will be added as an advantage

NB: Fully completed applications must be on Form 156043 & 156094. Only candidates who meet the prescribed minimum advertisement requirement will be considered for shortlisting. No documents will be returned. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application.

All the above application must address to:

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

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

Enquiries: Mrs. Idah N. Mendai/Ms. A.K Kakororo Tell: 066 265 504/640

DIRECTORATE: KAVANGO WEST

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES

Post Designation	:	Senior Medical Officer Grade 4
1x Post	:	Nankudu District Hospital (Nkurenkuru District)

PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

Salary Scale	:	N\$517,195 – N\$543,728
Salary Notch	:	N\$517,195 per annum
Housing Benefits	:	N\$121,560 per annum
Motor Vehicle	:	N\$110,917 per annum
Fixed Overtime	:	N\$258,600 per annum

Minimum Requirements: Medical Degree and Registration as a Medical Practitioner with the Medical and Dental Council of Namibia plus three (3) years appropriate experience. Must have a driver's license and confirmation of probation must be attached.

Post Designation	:	Chief Dentist Grade 4
1x Post	:	Nankudu District Hospital (Nkurenkuru District)
Salary Scale	:	N\$517,195 – N\$543,728
Salary Notch	:	N\$517,195 per annum
Housing Benefits	:	N\$121,560 per annum
Motor Vehicle	:	N\$110,917 per annum
Fixed Overtime	:	N\$258,600 per annum

Minimum Requirements: Registration as a Dentist with the Medical and Dental Council of Namibia plus three (3) years appropriate experience as Dentist. Candidate should be able to provide valuable knowledge, training and experience to Dental interns and confirmation of probation must be attached.

Post Designation	:	Senior Health Programme Officer (Training) Grade 7
1x Post	:	Nkurenkuru RMT
Salary Scale	:	N\$291,128 – N\$347,926
Salary Notch	:	N\$291,128 per annum
Housing allowance	:	N\$17,424 per annum
Transport allowance	:	N\$10,512 per annum

Minimum Requirements: A Bachelor Degree or equivalent qualification on NQF level 7 plus three (3) years' experience. Candidate should be able to provide valuable knowledge in training and confirmation of probation must be attached.

Post Designation	:	Senior Social Worker Grade 7
1x Post	:	Ncamagoro District
Salary Scale	:	N\$291,128 – N\$347,926
Salary Notch	:	N\$291,128 per annum
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: A Bachelor Degree in Social Work and registration with HPCNA as a Social Worker and Psychology Council of Namibia with the receipt of paid-up registration plus three (3) years' experience and confirmation of probation must be attached.

Post Designation	:	Environmental Health Practitioner Grade 9
1x Post	:	Ncamagoro District
Salary Scale	:	N\$195,216 – N\$234,144
Salary Notch	:	N\$195,216 per annum
Housing allowance	:	N\$13,944 per annum
Transport allowance	:	N\$10,512 per annum

Minimum Requirements: Registration as an Environmental Health Practitioner with Health Professional Council of Namibia.

Post Designation	:	Emergency Care Practitioner (Intermediate) Grade 10
2x Posts	:	Ncamagoro District (Mpora Clinic and Mupuni Health Centre)
Salary Scale	:	N\$159,505 – N\$191,312
Salary Notch	:	N\$159,505 per annum
Housing allowance	:	N\$13,994 per annum
Transport allowance	:	N\$10,512 per annum

Minimum Requirements: Registration with Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Intermediate), plus a code C1 driving license and confirmation of probation must be attached.

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

Applications must be addressed to:

**The Regional Director
Kavango West Health Directorate
Private Bag 2099
Nkurenkuru**

**Or hand deliver at:
Nkurenkuru RMT HR Office**

Enquiries: Human Resources Division Tel No: 066-258043

DIRECTORATE KUNENE REGION

DIVISION REHABILITATION & SOCIAL WELFARE SERVICES SUBDIVISION SOCIAL WELFARE SERVICES

Post Designation	:	Chief Social Worker Grade 6
1x Post	:	Opuwo (Regional Office)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

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

Post Designation	:	Senior Health Program Officer Grade 7
1x Post	:	Opuwo (Regional Office)
Salary Scale	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirement: An appropriate Bachelor degree or equivalent qualification on NQF L7 plus 3 years appropriate experience.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OUTJO & OPUWO

**PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024,
CLOSING DATE 23 OCTOBER 2024**

SUBDIVISION: HEALTH INFORMATION SYSTEM AND RESEARCH

Post Designation	:	Senior Health Program Officer Grade 7
2x Posts	:	Outjo & Opuwo
Salary Scale	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirement: An appropriate Bachelor degree or equivalent qualification on NQF L7 plus 3 years appropriate experience

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OPUWO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: PHARMACEUTICAL SERVICES

Post Designation	:	Pharmacist Grade 6
1x Post	:	Opuwo
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Fixed Overtime	:	N\$155,769 per annum

Minimum Requirement: Registration as a Pharmacist with a Health Professional Council of Namibia plus 2 years appropriate experience.

DIVISION: CURATIVE SERVICES
SUBDIVISION: REHABILITATION

Post Designation	:	Occupational Therapist Grade 6
1x Post	:	Opuwo (Regional Office)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: Registration as an Occupational Therapist with a Health Professional Council of Namibia.

SECTION: PROFESSIONAL SERVICES
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: PHARMACEUTICAL SERVICES

Post Designation	:	Pharmacist Grade 7
3x Posts	:	Outjo, Khorixas and Opuwo
Salary Scale	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum
Fixed Overtime	:	N\$155,769

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

SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: PHARMACEUTICAL SERVICES

Post Designation	:	Pharmacist Assistant Grade 9
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3x Posts	:	Khorixas, Opuwo & Kamanjab Health Centre
Salary Scale	:	N\$195,216 – N\$234,144
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

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

**SUBDIVISION DISTRICT HOSPITAL OPUWO
SECTION: PARAMEDIC AND CLINICAL SUPPORT SERVICES
UNIT: OCCUPATIONAL THERAPY**

Post Designation	:	Occupational Therapy Grade 7
1x Post	:	Opuwo
Salary Scale	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirement: Registration as an Occupational Therapy with the Health Professional Council of Namibia.

Enquiries: Dr M.Barongo 065 -272841 or Dr Ruta 065 272856

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OUTJO
SUB-DIVISION: DISTRICT HOSPITAL OUTJO**

Post Designation	:	Environmental Health Practitioner Grade 9
3x Posts	:	Outjo
Salary Scale	:	N\$195,216 – N\$234,144
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirement: Registration as an Environmental Health Practitioner with Health Professional Council of Namibia.

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

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Opuwo (Regional Office)
Salary Scale	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirement: National Diploma or equivalent qualification on NQF L6 plus 3 years appropriate experience.

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OPUWO
SUB-DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SECTION: HUMAN RESOURCE
SUB-SECTION: HUMAN RESOURCE MANAGEMENT**

Post Designation	:	Human Resource Administrator Grade 11
1x Post	:	Opuwo
Salary Scale	:	132,987 – N\$159,505
Transport Allowance	:	N\$10,512 per annum

PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

Housing Allowance : N\$13,944 per annum

Minimum Requirement: A Grade 12 Certificate or equivalent qualification on NQF L3.

Additional Requirement: Preference will be given to applicants in possession of appropriate National Diploma NQF level 6 majoring in Human Resources Management.

DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SUBDIVISION: HUMAN RESOURCE
SECTION: EMPLOYEE WELLNESS

Post Designation : Senior Health Program Officer Grade 7
1x Post : Opuwo (Regional Office)
Salary Scale : N\$291,128 – N\$347,926
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

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

Additional Requirement: Preference will be given to Registered Nurse with three (3) years appropriate experience.

NB: Government Application obtainable at all government offices, must be accompanied by curriculum vitae, certified copies of qualifications and Identity documents. Staff member in the Public Service must complete their probation successfully and may only compete for the position which are on the next higher Grade/Level. Foreign qualification must be evaluated by Namibia Qualification Authority and confirmation letter of probation should be attached. Failure to complete all items on application and attached all required documents will disqualify the application. No documents will be returned.

Applications should be addressed to:

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

Enquiries: Ms Tekla Nghitotelwa 065 272808 or Mr. Tomas Shapumba 065 272837

DIRECTORATE: OHANGWENA REGION

DIVISION: DISTRICT HEALTH AND SWS: ENGELA, EENHANA & OKONGO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES

Post Designation : Emergency Care Technician Grade 7
3x Posts : 1x Engela
1x Eenhana
1x Okongo
Salary Scale : N\$291,128 – N\$347,926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per Annum
Remoteness Allowance : N\$21,000 per annum (Okongo only)

Minimum Requirement: Registration with the allied Health Professions Council of Namibia as an Emergency Care Technician plus a Code C1 driving license.

PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

Enquiries: Mr. D. Ashipala or Ms. Fenni Namupolo Telephone: 065 263260

**DIVISION: CURATIVE SERVICES
SUBDIVISION: NURSING SERVICES**

Post Designation : Senior Registered Nurse Grade 7
1x Post : Eenhana (**Directorate Office**)
Salary Scale : N\$291,128 – N\$347,926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirement: Registration as a Registered with the Health Professions Council of Namibia. Candidate must have three (3) years appropriate experience as Ward supervisor (in-charge) at Nursing Services.

Enquiries: Ms. Josephine Hango or Ms. Fenni Namupolo Telephone: 065 263260

**DIVISION: DISTRICT HEALTH AND SWS: EENHANA
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: CLINIC OMUHONGO**

Post Designation : Emergency Care Practitioner (Intermediate) Grade 10
1x Post : Omuhongo
Salary Scale : N\$159,505 – N\$191,312
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum
Remoteness Allowance : N\$21,000 per annum

Minimum Requirement: Registration with the allied Health Professions Council of Namibia as an Emergency Care Practitioner (Intermediate) plus a Code C1 Driver's license.

Enquiries: Ms. Beata Johannes or Ms. Fenni Namupolo Telephone: 065 263260

**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES: ENGELA
SUBDIVISION: DISTRICT HOSPITAL ENGELA
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PHARMACEUTICAL & CLINICAL SUPPORT SERVICES**

Post Designation : Senior Pharmacist Grade 6
1x Post : Engela
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10 512 per annum
Fixed Overtime Allowance : N\$180,840 per annum

Minimum Requirements: Registration as a Pharmacist with the Pharmacy Council of Namibia plus three (3) years appropriate experience.

Enquiries: Ms. Martha Naikaku or Ms. Naomi Haundjodjo Telephone: 065 263260

**DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES: ENGELA
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: ONGHA HEALTH CENTRE**

Post Designation : Senior Pharmacist Assistant Grade 9
1x Post : Ongha
Salary Scale : N\$195,216 – N\$234,144

**PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024,
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Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$13,944 per annum

Minimum Requirements: Registration as a Pharmacist Assistant with the Pharmacy Council of Namibia plus three (3) years appropriate experience.

Enquiries: Ms. Martha Naikaku or Ms. Naomi Haundjodjo Telephone: 065 263260

DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES: ENGELA
SUBDIVISION: DISTRICT HOSPITAL ENGELA
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: MEDICAL SOCIAL WORK

Post Designation : Senior Social Worker Grade 7
1x Post : Engela
Salary Scale : N\$291,128 – N\$347,926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: Registration as a Social Worker with the Health Professions Council of Namibia plus three (3) years appropriate experience.

DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES: ENGELA
SUBDIVISION: SOCIAL WELFARE SERVICE

Post Designation : Social Worker Grade 8
1x Post : Engela
Salary Scale : N\$238,825 – N\$285,420
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

Minimum Requirements: Registration as a Social Worker with the Social Work and Psychology Council of Namibia. Candidate must have three (3) years appropriate experience.

Enquiries: Ms. Martha Naikaku or Ms. Josephine Kapweya Telephone: 065 263260

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: ENGELA
SUBDIVISION: DISTRICT HOSPITAL ENGELA
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: RADIOGRAPHIC SERVICES

Post Designation : Radiographer Grade 6
1x Post : Engela
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10 512 per annum

Minimum Requirement: Be registered as a Radiographer with Health Professions Council of Namibia. Candidate must have two (2) years appropriate experience

Enquiries: Dr. Lukas Nghaamwa Tel: 065-26606 or Dr. Odon Nkongolo Tel: 065-263260

DIVISION: GENERAL AND FACILITIES MANAGEMENT
SUBDIVISION: HEALTH CARE TECHNOLOGY
SECTION: PHYSICAL FACILITIES MANAGEMENT

Post Designation	:	Chief Works Inspector Grade 7
1x Post	:	Directorate Office, Eenhana
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF L6, or an appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience (in the field of civil), or an appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience (in the field of civil).

Additional Requirement: Candidate must have two (2) years appropriate experience in field of civil.

Enquiries: Mr. G Jeremia Tel: 065-263260 or Mr. L Amuthenu Tel: 065-263260

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVES: ENGELA, EENHANA &
OKONGO
SUBDIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SECTION: HUMAN RESOURCE**

Post Designation	:	Senior Health Program Officer Grade 7
3x Posts	:	1x Engela 1x Okongo 1x Eenhana
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$21,000 per annum (Okongo only)

Minimum Requirement: An appropriate B-degree or equivalent qualification on NQF L7 majoring in Human Resource on NQF Level 7 plus four (4) years' appropriate experience in Human Resource.

Enquiries: Mr. L Amuthenu Tel: 065-263260 or Ms. Fenni Namupolo Tel: 065-263260

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

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Eenhana
Salary Scale	:	N\$159,505 – N\$191,312
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus one (1) year appropriate experience or a Grade 12 Certificate (NQF level 3) plus three (3) years appropriate

Additional Requirements: Applicants must be Administrative Officer Grade 12 with experience in Human Resource Registry.

Enquiries: Mr. L Amuthenu Tel: 065-263260 or Ms. Fenni Namupolo Tel: 065-263260

DIVISION: PUBLIC AND ENVIRONMENTAL HEALTH

PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

SUBDIVISION: PORT/BORDER HEALTH SERVICES

Post Designation	:	Chief Environmental Health Practitioner Grade 7
1x Post	:	Oshikango
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: Registration as Environmental Health Practitioner with the Allied Health Professional Council of Namibia plus five (5) years appropriate experience.

**DIVISION: PUBLIC AND ENVIRONMENTAL HEALTH
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES**

Post Designation	:	Senior Environmental Health Practitioner Grade 8
1x Post	:	Oshikango
Salary Scale	:	N\$238,825 – N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: Registration as Environmental Health Practitioner with the health professions Council of Namibia plus three (3) years appropriate experience. A Valid driver's License.

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

Post Designation	:	Environmental Health Practitioner Grade 9
2x post	:	1x Okongo 1x Engela
Salary Scale	:	N\$195,216 – N\$234,144
Transport Allowance	:	N\$10.512 per annum
Housing Allowance	:	N\$13,944 per annum
Remoteness Allowance	:	N\$21,000 per annum (Okongo only)

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

Enquiries: Ms. Justine K. Petrus, Tel: 065-26326 or Ms. Maria-ML Antsino Tel: 065-26326

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: OCCUPATIONAL THERAPY SERVICES**

Post Designation	:	Occupational Therapist Grade 7
1x Post	:	Engela
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: Registration as Occupational Therapist with the Health Professional Council of Namibia.

Enquiries: Ms. Maria-ML Antsino Tel: 065 63261 / Mr. Clement Makoto Tel: 065 263260

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: ENGELA
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: HEALTH TECHNOLOGY MANAGEMENT**

**PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024,
CLOSING DATE 23 OCTOBER 2024**

Post Designation : Engineering Technician Grade 9
1x Post : Engela
Salary Scale : N\$195,216 – N\$234,144
Salary notch : N\$195,216 per annum
Housing Allowance : N\$13,944 per annum
Transport allowance : N\$10,512 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

Enquiries: Mr. George Jeremia Tel: 065- 263239 or Ms. Mekondjo Gabriel Tel: 065 263260

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: ENGELA
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTANANCE

Post Designation : Artisan Grade 10
1x Post : Engela
Salary Scale : N\$159,505 – N\$191,312
Salary notch : N\$159,505 per annum
Housing Allowance : N\$13,944 per annum
Transport allowance : N\$10,512 per annum

Minimum Requirements: Completed apprenticeship OR a Trade Diploma issued in terms of existing legislation.

Additional Requirements: Preference will be given to candidates with qualification in plumbing and pipe fitting.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Preference will be given to Namibian Citizens and persons with disabilities are encouraged to apply.

Application forms should be addressed to:

The Regional Director
Directorate: Ohangwena Region
Private Bag 88006
Eenhana

Or hand deliver to:

Human Resource Office
Eenhana District Hospital
Directorate/ Regional Office

Enquiries: Mr. George Jeremia Tel: 065- 263239 or Ms. Mekondjo Gabriel Tel: 065 263260

DIRECTORATE: OMUSATI REGION

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

PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

Post Designation	:	Senior Human Resource Practitioner Grade 7
1x Post	:	Regional Office - Outapi
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma majoring in Human Resources on NQF L6 plus 5 years' experience as Human Resource Practitioner. Confirmation of probation should be attached.

Additional Requirement: A Bachelor's Degree majoring in Human Resource on NQF Level 7. Experience in applying policies on Misconduct and Disciplinary Action, the Performance Management System and General Human Resource Administration

DIRECTORATE: OMUSATI REGION

Post Designation	:	Private Secretary Grade 9
1x Post	:	Regional Office - Outapi
Salary Scale	:	N\$195,216 – N\$234,144
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

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

Additional Requirements: Preference will be given to applicants with National Diploma on NQF L6 in Office Administration or equivalent. Good knowledge of MS Office (Word, Excel, Outlook, PowerPoint, etc).

Main duties of the job: typing of manuscripts; the screening and channeling of telephone calls and visitors; the updating of diaries and other sources of reference; the making of appointments, reservations and travelling arrangements; the performing of elementary clerical work; the taking and relaying of messages; the ordering of office supplies; the taking down of minutes at meetings where so required; the making of photocopies and the collecting/delivering of documents; the operating of labour saving and communication devices; the filing and safe-keeping of all documents were so required and the performing of any duties which may be assigned.

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

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Regional Office - Outapi
Salary Scale	:	N\$159,505 – N\$191,312
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

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

Additional Requirement: Applicants must be Administrative Officer Grade 12 with experience in Human Resource Registry and their probation confirmed.

Main Duties

- Supervise subordinates and compilation of monthly reports;
 - Provide budgetary inputs to the Senior Human Resource Practitioner
 - Responsible for minute-taking at meetings on request
 - Receive and channel all correspondences timely;
 - Responsible for proper filing of official documentation, identify training needs of subordinates
 - Attend to customer complaints on basic services and the performing of any duties which may be assigned.
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**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES**

Post Designation	:	Environmental Health Practitioner Grade 7
1x Post	:	Outapi
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

Additional Requirement: Two (2) years appropriate experience as Environmental Health Practitioner Grade 8 plus a valid Code B Driver's license.

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI AND OSHIKUKU
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES**

Post Designation	:	Environmental Health Practitioner Grade 8
2x Posts	:	1x Outapi, 1x Oshikuku
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

Additional Requirement: Three (3) years appropriate experience as Environmental Health Practitioner plus a valid Code B Driver's license.

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

Post Designation	:	Environmental Health Practitioner Grade 9
1x Post	:	Oshikuku
Salary Scale	:	N\$195,216 – N\$234,144
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

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

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

Post Designation	:	Environmental Health Assistant Grade 12
1x Post	:	Ruacana Border Post
Salary Scale	:	N\$107,753 – N\$129,240
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum

Minimum Requirements: Registration as Environmental Health Practitioner Assistant.

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

Post Designation	:	Environmental Health Assistant Grade 12
1x Post	:	Okahao
Salary Scale	:	N\$107,753 – N\$129,240
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: Registration as Environmental Health Practitioner Assistant.

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

Post Designation	:	Senior Occupational Therapist Grade 6
1x Post	:	Regional Office - Outapi
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: Registration as Occupational Therapist with the Health Professional Council of Namibia plus two (2) years appropriate experience.

**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI AND OKAHAO
SUBDIVISION: HEALTH INFORMATION AND RESEARCH**

Post Designation	:	Senior Health Programme Officer Grade 7
2x Posts	:	Outapi & Okahao
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7. Registration as a Registered Nurse with Nursing Council of Namibia plus three years appropriate experience. Probation letter should be attached to the application.

**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI, OKAHAO, TSANDI AND OSHIKUKU
SUBDIVISION: HUMAN RESOURCES**

Post Designation	:	Senior Health Programme Officer Grade 7
4x Posts	:	1x Outapi 1x Okahao 1x Tsandi 1x Oshikuku
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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Minimum Requirements: An appropriate B-degree or equivalent qualification on NQF L7 majoring in Human Resource on NQF Level 7 plus four (4) years' appropriate experience in Human Resource.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: PROFESSIONAL SERVICES
UNIT: ORTHOPAEDIC TECHNICAL SERVICES

Post Designation : Orthopaedic Technologist Grade 7
1x Post : Outapi
Salary Scale : N\$291,128 – N\$347,926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum requirements: Registration as Orthopaedic Technologist plus three (3) years appropriate experience

DIVISION: MANAGEMENT INFORMATION SYSTEM

Post Designation : Senior Health Programme Officer Grade 7
1x Post : Regional Office - Outapi
Salary Scale : N\$291,128 – N\$347,926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 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. Registration as a Registered Nurse with Nursing Council of Namibia. Probation letter should be attached to the application.

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE OKALONGO

Post Designation : Senior Registered Nurse Grade 7
1x Post : Okalongo
Salary Scale : N\$291,128 – N\$347,926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum
Remoteness Allowance : N\$9,000 per annum

Minimum Requirements: Registration as a Registered Nurse with Nursing Council of Namibia plus three years appropriate experience. Probation letter should be attached to the application.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI, OKAHAO AND TSANDI

Post Designation : Pharmacist Assistant Grade 10
4x Posts : 1x Outapi
1x Indira Gandhi
1x Tsandi

		1x Onesi Health Centre
Salary Scale	:	N\$159,505 – N\$191,312
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: Registration as a Pharmacist Assistant with Health Professions Councils of Namibia

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES: TSANDI

Post Designation	:	Radiographic Assistant Grade 11
1x Post	:	Tsandi
Salary Scale	:	N\$132,987 – N\$159,505
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000

Minimum Requirements: Registration as Radiographic Assistant with Health Professions Councils of Namibia

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES: TSANDI

Post Designation	:	Senior Pharmacist Grade 6
1x Post	:	Tsandi
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum
Fixed Overtime	:	N\$189,882 per annum

Minimum requirements: Registration as Pharmacist with Pharmacy Council of Namibia with proof of registration attached plus three (3) years relevant experience.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES: TSANDI

Post Designation	:	Pharmacist Grade 7
1x Post	:	Tsandi
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum
Fixed Overtime	:	N\$155,769 per annum

Minimum requirements: Registration as Pharmacist with Pharmacy Council of Namibia with proof of registration attached.

**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI, TSANDI, OKAHAO AND OSHIKUKU
SUBDIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SECTION: HUMAN RESOURCE**

Post Designation	:	Human Resource Administrator Grade 11
8x Posts	:	2x Outapi, 2x Okahao 2x Tsandi 2 x Oshikuku
Salary Scale	:	N\$132,987 – N\$159,505
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

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Minimum Requirements: A Grade 12 Certificate or equivalent qualification on NQF L3.

Additional Requirements: An appropriate qualification majoring in Human Resources will be added as an advantage.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OSHIKUKU

Post Designation : Emergency Care Practitioner Grade 11 (basic)
1x Post : Oshikuku
Salary Scale : N\$132,987 – N\$159,505
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

Minimum requirements: Registration with the Allied Health Professions Councils of Namibia as an Emergency Care Practitioner (Basic) Plus a Code C1 driving license.

DIRECTORATE: OMUSATI REGION

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI

Post Designation : Emergency Care Practitioner Grade 11 (basic)
1x Post : N\$132,987 – N\$159,505
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

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

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI, OKAHAO, TSANDI AND OSHIKUKU

SUBDIVISION: HUMAN RESOURCES

SECTION: EMPLOYEE WELLNESS

Post Designation : Registered Nurse Grade 8
4x Posts : 1x Outapi
1x Okahao
1x Tsandi and
1x Oshikuku
Salary Scale : N\$238,825 – N\$285,420
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: Registration as Registered Nurse/Midwifery with the Nursing Council of Namibia.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI, OKAHAO, TSANDI AND OSHIKUKU

SUBDIVISION: HUMAN RESOURCES

SECTION: EMPLOYEE WELLNESS

Post Designation : Social Worker Grade 8
3x Posts : 1x Outapi
1x Okahao
1x Tsandi
Salary Scale : N\$238,825 – N\$285,420
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum requirements: Registration as a Social Worker with Social Work and Psychology Council of Namibia.

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI, OKAHAO AND TSANDI
SUBDIVISION: SOCIAL WELFARE SERVICES**

Post Designation : Social Worker Grade 8
3x Posts : 2x Okahao
1x Tsandi
Salary Scale : N\$238,825 – N\$285,420
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: Registration as a Social Worker with Social Work and Psychology Council of Namibia.

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTENANCE**

Post Designation : Artisan Grade 10 (Electrical)
1x Post : Outapi
Salary Scale : N\$159,505 – N\$191,312
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: Completed apprenticeship OR a Trade Diploma or a national Vocational Diploma (IV) or a Certificate Level 3 issued in terms of existing legislation in Electrical.

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTENANCE**

Post Designation : Artisan Grade 10 (Plumber)
1x Post : Okahao
Salary Scale : N\$159,505 – N\$191,312
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: Completed apprenticeship OR a Trade Diploma or a national Vocational Diploma (IV) or a Certificate Level 3 issued in terms of existing legislation in Plumbing.

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: TSANDI
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTENANCE**

Post Designation : Artisan Grade 10 (Air-conditioning and Refrigeration)
1x Post : Tsandi
Salary Scale : N\$159,505 – N\$191,312
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: Completed apprenticeship OR a Trade Diploma or a national Vocational Diploma (IV) or a Certificate Level 3 issued in terms of existing legislation in Air-conditioning and Refrigeration.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OKAHAO, TSANDI
SUBDIVISION: HUMAN RESOURCES
SECTION: HUMAN RESOURCE MANAGEMENT

Post Designation	:	Senior Administrative Officer Grade 10
2x Posts	:	1x Okahao 1x Tsandi
Salary Scale	:	N\$159,505 – N\$191,312
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

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

Additional Requirement: Applicants must be Administrative Officer Grade 12 with experience in Human Resource Registry and their probation confirmed. Probation letter must be attached on the application form and candidate must be computer literate.

Main Duties:

- Supervise subordinates and compilation of monthly reports;
- Provide budgetary inputs to the Senior Human Resource Practitioner
- Responsible for minute-taking at meetings on request
- Receive and channel all correspondences timely;
- Responsible for proper filing of official documentation, identify training needs of subordinates
- Attend to customer complaints on basic services and the performing of any duties which may be assigned.

Applicants should note the following:

- Candidacy is not limited to the Public Servants only and preferences will be given to Namibian Nationals,
- **Applicants within the Public Service must attach proof of confirmation of probation to their application for employment and those outside the Public Service must attach testimonial, certificate of service from former and current employer in respect of work experience.**
- **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. Any part of the application form that do not apply to you please indicate as such by writing N/A**
- **Please, take note that only shortlisted candidates will be contacted, and no personal documents will be returned.**
- Application form for employment No 156043 and Health Questionnaire form 156094 (obtained from any Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational Qualifications as well as academic records, identity document and certificate of service or testimonials (if any) must be addressed to:

Forward application to:

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

Hand delivery at:

Hospital Premises

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**Outapi
Tsandi Road**

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

DIRECTORATE: ZAMBEZI REGION

DIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT

SUBDIVISION: HUMAN RESOURCES

SECTION: TRAINING

Post Designation : Health Program Officer Grade 7
1x Post : Katima Mulilo (Regional Office)
Salary Scale : N\$291,128 – N\$347,926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum requirements: An appropriate Bachelor's degree or equivalent qualification on NQF L7 plus three (3) years appropriate experience in Human Resources.

DIRECTORATE: ZAMBEZI REGION

DIVISION: PUBLIC & ENVIRONMENTAL HEALTH

SUBDIVISION: PORT/BORDER HEALTH SERVICES

Post Designation : Environmental Health Practitioner Grade 7
2x Post : Ngoma Border Post
: Katima Mulilo Border Post
Salary Scale : N\$291,128 – N\$347,926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: Registration as Environmental Health Practitioner plus six (6) years appropriate experience of which two years should be at Senior Environmental Health Practitioner position.

DIRECTORATE: ZAMBEZI REGION

DIVISION: PUBLIC & ENVIRONMENTAL HEALTH

SUBDIVISION: PORT/BORDER HEALTH SERVICES

Post Designation : Environmental Health Practitioner Grade 8
1x Post : Sesheke Border Post
Salary Scale : N\$238,825 – N\$285,420
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum
Remoteness Allowance : N\$21,000 per annum

Minimum Requirements: Registration as Environmental Health Practitioner with the Health Profession Council of Namibia and two (2) years working experience.

DIRECTORATE: ZAMBEZI REGION

DIVISION: PUBLIC & ENVIRONMENTAL HEALTH

SUBDIVISION: PORT/BORDER HEALTH SERVICES

Post Designation : Environmental Health Practitioner Grade 9
2x Posts : 1x Ngoma Border Post
: 1x Katima Mulilo Border Post
Salary Scale : N\$195,216 – N\$234,144

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Housing Allowance : N\$13,944 per annum
Transport Allowances : N\$10,512 per annum

Remoteness Allowance as per classification of each duty station.

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

**DIRECTORATE: ZAMBEZI REGION
DIVISION: TRAINING**

Post Designation : Learning and Development Officer Grade 8
1x Post : Katima Mulilo
Salary Scale : N\$238,825 – N\$285,420
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: An appropriate Diploma in Human Resources or equivalent qualification on NQF L6.

**DIRECTORATE: ZAMBEZI REGION
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: CLINICS**

Post Designation : Medical Officer Grade 5
1x Post : Bukalo Health Center
Salary Scale : N\$432,601 – N\$517,195
Housing Allowance : N\$17,424 per annum
Motor Vehicle Allowance : N\$85,063 per annum
Remoteness Allowance : N\$9,000 per annum

Minimum Requirements: Registration as Medical Practitioner.

**DIRECTORATE: ZAMBEZI REGION
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: CLINICS**

Post Designation : Registered Nurse Grade 8
18x Posts : 1x Batubaja Clinic
1x Bukalo Health Centre
1x Chinchimane Clinic
1x Choi Clinic
1x Ibbu Clinic
1x Impalila Clinic
1x Isize Clinic
1x Kabbe Clinic
1x Katima Mulilo Clinic
1x Linyanti Clinic
1x Lisikili Clinic
1x Mafuta Clinic
1x Mavuluma Clinic
1x Mbalasinte Clinic
1x Ngoma Clinic
2x Sangwali Health Centre
1x Sibinda Health Centre
Salary Scale : N\$238,825 – N\$285,420

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Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Remoteness Allowance as per classification of each duty station.

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

DIRECTORATE: ZAMBEZI REGION
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: CLINICS

Post Designation : Pharmacist Assistant Grade 9
1x Post : Bukalo Health Centre
Salary Scale : N\$195,216 – N\$234,144
Housing Allowance : N\$13,944 per annum
Transport Allowances : N\$10,512 per annum

Remoteness Allowance as per classification of each duty station.

Minimum Requirements: Registration as Pharmacist Assistant with the Pharmacist Council of Namibia plus two (2) years appropriate experience.

DIRECTORATE: ZAMBEZI REGION
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: CLINICS

Post Designation : 3x Pharmacist Assistant Grade 10
1x Posts : 1x Impalila Clinic
1x Ngoma Clinic
1x Choi Clinic
Salary Scale : N\$159,505 – N\$191,312
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

Remoteness Allowance as per classification of each duty station.

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

DIRECTORATE: ZAMBEZI REGION
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: CLINICS

Post Designation : Emergency Care Practitioner Grade 10 (Intermediate)
4x Posts : 1x Bukalo Health Centre
1x Sangwali Health Centre
1x Ngoma Clinic
1x Schuckmansburg Clinic
Salary Scale : N\$159,505 – N\$191,312
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

Remoteness Allowance as per classification of each duty station.

Minimum Requirements: Registration with the Allied Health Professions Council of Namibia as an Emergency Care Practitioner (Intermediate) with two (2) years appropriate experience plus a code C1 driving license.

DIRECTORATE: ZAMBEZI REGION
DIVISION: DISTRICT HEALTH & SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: CLINICS

Post Designation	:	Enrolled Nurse Grade 10
2x Posts	:	1x Chetto Clinic 1x Sibbinda Health Centre
Salary Scale	:	N\$159,505 – N\$191,312
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Remoteness Allowance as per classification of each duty station.

Minimum Requirements: Registration as Enrolled Nurse / Midwife with the Nursing Council of Namibia.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION DISTRICT HOSPITAL KATIMA MULILO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation	:	Senior Medical Officer Grade 4 (Paediatric)
1x Post	:	Katima Mulilo District Hospital
Salary Scale	:	N\$517,195- N\$543,728
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle allowance	:	N\$110,917 per annum
Fixed overtime	:	N\$258,600 per annum

Minimum Requirements: Medical Degree and Registration as Medical Officer with Medical and Dental Council of Namibian plus three (3) years appropriate experience.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION DISTRICT HOSPITAL KATIMA MULILO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: DENTAL SERVICES

Post Designation	:	Chief Dentist Grade 4
2x Posts	:	Katima Mulilo District Hospital
Salary Scale	:	N\$517,195- N\$543,728
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle allowance	:	N\$110,917 per annum
Fixed overtime	:	N\$258,600 per annum

Minimum Requirements: Registration as Dentist at Medical and Dental Council of Namibia plus five (5) years appropriate experience with two (2) years experience in Dental Internship Training Programme will serve as an added advantage. Confirmation of probation letter must be attached where applicable.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION DISTRICT HOSPITAL KATIMA MULILO

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SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Grade 6
1x Post	:	Katima Mulilo District Hospital
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Fixed Overtime	:	N\$189,882 per annum

Minimum Requirement: Registration as Pharmacist plus three (3) years appropriate experience. Confirmation of probation letter must be attached where applicable.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION DISTRICT HOSPITAL KATIMA MULILO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: MEDICAL SOCIAL WORK

Post Designation	:	Senior Social Worker Grade 7
1x Post	:	Katima Mulilo District Hospital
Salary Scale	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: A Bachelor Degree in Social Work and Registration as Social worker with Social Work and Psychology Council of Namibia plus three (3) years appropriate experience. Confirmation of probation must be attached.

SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTENANCE

Post Designation	:	Chief Works Inspector Grade 7 (Electrical)
1x Post	:	Katima Mulilo District Hospital
Salary Scale	:	N\$291,128 – N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 **Or** an appropriate N3 (Or equivalent) plus a completed apprenticeship or the passing of a trade test plus four (4) years appropriate experience **Or** an appropriate N1 (Or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience.

Additional Requirement: A valid driver's license.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTENANCE

Post Designation	:	Senior Works Inspector Grade 8 (Multi)
1x Post	:	Katima Mulilo District Hospital
Salary Scale	:	N\$238,825 – N\$285,420

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Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQA L6 or an appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 4 years appropriate experience or an appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 6 years appropriate experience.

Additional Requirements: A valid driver's license.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION DISTRICT HOSPITAL KATIMA MULILO
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: MEDICAL SOCIAL WORK

Post Designation	:	Social Worker Grade 8
1x Post	:	Katima Mulilo District Hospital
Salary Scale	:	N\$238,825 – N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: Registration as Social worker with Social Work and Psychological Council of Namibia.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SECTION: HUMAN RESOURCES
SUBSECTION: EMPLOYEE WELLNESS

Post Designation	:	Social Worker Grade 8
1x Post	:	Katima Mulilo
Salary Scale	:	N\$238,825 – N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: Registration as Social worker with Social Work and Psychological Council of Namibia.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SECTION: HUMAN RESOURCES
SUBSECTION: EMPLOYEE WELLNESS

Post Designation	:	Registered Nurse Grade 8
1x Post	:	Katima Mulilo
Salary Scale	:	N\$238,825 – N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

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

ZAMBEZI HEALTH DIRECTORATE

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

Post Designation	:	Health Programme Officer Grade 8
1x Post	:	Katima Mulilo
Salary Scale	:	N\$238,825 – N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: A National Diploma majoring in Human Resource Management or Development on NQL L6.

ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: DISTRICT HOSPITAL KATIMA MULILO

Post Designation	:	Registered Nurse Grade 8
6x Posts	:	Katima Mulilo 3x Nursing Services 2x Inpatient 1x Special Disease Program (HIV/AIDS, TB & Malaria)
Salary Scale	:	N\$238,825 – N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

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

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

Post Designation	:	Health Programme Officer Grade 8
1x Post	:	Katima Mulilo
Salary Scale	:	N\$238,825 – N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: An appropriate B- degree in Information Technology or equivalent qualification on NQL L7.

Additional Requirement: Candidates must be in possession of a valid driver's license.

MINISTRY OF HEALTH AND SOCIAL SERVICES
ZAMBEZI HEALTH DIRECTORATE
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES

Post Designation	:	Environmental Health Practitioner Grade 9
3x Posts	:	Katima Mulilo
Salary Scale	:	N\$195,216 – N\$234,144
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$13,944 per annum

PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

Minimum Requirements: Registration as Environmental Health Practitioner.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered.

Application must be made on the Government employment application forms (156043) and (156094) must be hand delivered at HRM offices, RMT building or addressed to:

**The Director
Zambezi Health Directorate
Private Bag 1081
Katima Mulilo.**

Enquiries: Ms. Esnard Matongo, Chief Health Program Officer: HRM, Tel: 066 – 251475 Mr. Woita Kapumburu / Ms. Jannety Chilinda Tel: 066 - 251400

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

DIRECTORATE: AUDIOVISUAL MEDIA, COPYRIGHT SERVICES AND REGIONAL OFFICES

SUBDIVISION: DIVISION VIDEO PRODUCTION AND REGIONAL OFFICES

SUBDIVISION: FILM PRODUCTIONS AND ENGINEERING SERVICES

Post Designation	:	Chief Media Officer Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$354,883 - N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate B-Degree on NQF L7 in Journalism and Media Studies plus 5 years' appropriate experience of which three (3) years should be on supervisory level/senior Grade 7.

Additional requirement: Preference will be given to candidates with experience in Motion Graphics and Animation, live-Streaming, Video Editing and Design.

Candidates will be subjected to a practical test.

Enquiries: Mr. Reagan Malumo, Tel. 061 283 2714 OR Mr. Edward Ndjamba, Tel. 061 283 2385

DIRECTORATE: PRINT MEDIA AFFAIRS

DIVISION: PRODUCTION

SUBDIVISION: CAMPAIGNS

Post Designation	:	Information Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$238,825 – N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: An appropriate B-Degree on NQF L7 in Journalism, Media Studies or Mass Communication.

Candidates will be subjected to a written test.

Enquiries: Mr. Simon Idipo, Tel. 061 283 2505 OR Mr. Edward Ndjamba, Tel. 061 283 2385

Note: All applications should be done on Form 156043, (obtained at any government office) and accompanied by a comprehensive CV and original certified copies of qualification (s) and ID. All foreign obtained qualification (s) must be accompanied by an evaluation from the Namibia Qualification Authority (NQA). **Proof of experience (testimonials or certificate of service) must be attached. Failure to submit all required document(s) will automatically disqualify the applicant.**

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

The application forms must be addressed to:

**The Executive Director
Ministry of Information and Communication Technology
Private Bag 13344
Windhoek.**

Or hand delivery at:

**PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024,
CLOSING DATE 23 OCTOBER 2024**

The Human Resources Office
301, Trust Building, 2nd floor,
Independence Avenue, Windhoek

Enquiries: Mr. Edward Ndjamba, Tel. 081142 8980

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

DIRECTORATE: LABOUR SERVICES DIVISION: ERONGO, KHOMAS AND OSHANA REGIONS SUBDIVISION: OCCUPATIONAL HEALTH AND SAFETY

Post Designation	:	Chief Inspector: Industries Grade 7
3x Posts	:	1x Swakopmund, Erongo Region
	:	1x Windhoek, Khomas Region
	:	1x Oshakati, Oshana Region
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: A National Diploma in Occupational Health and Safety or equivalent qualification on NQF Level 6 plus six (6) years' experience in Occupational Health and Safety. Applicants must be in possession of a valid driver's license older than two (2) years.

OR

A Trade Diploma in Mechanical or Electrical N3 Level or equivalent qualification plus training in Occupational and Safety (e.g. SAMTRACK) and six (6) years' experience in Occupational Health and Safety. Applicants must be in possession of a valid driver's license older than two (2) years.

Additional Requirements: Computer skills will be added as an advantage.

Enquiries: Ms. P. Nghidengwa or Mr. S. Amupolo Tel: 061-206 6224 Tel: 061-206 6204

DIVISION: ERONGO, OSHANA, OSHIKOTO AND | KHARAS REGIONS SUBDIVISION: OCCUPATIONAL HEALTH AND SAFETY

Post Designation	:	Senior Inspector: Industries Grade 8
4X Posts	:	1x Walvis Bay, Erongo Region
	:	1x Ondangwa, Oshana Region
	:	1x Tsumeb, Oshikoto Region
	:	1x Keetmanshoop, //Kharas Region
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: A National Diploma in Occupational Health and Safety or equivalent qualification on NQF Level 6 plus three (3) years of appropriate experience in Occupational Health and Safety. Applicants must be in possession of a valid driver's license older than two (2) years.

Additional Requirements: Computer skills will be an added advantage.

Enquiries: Ms. P. Nghidengwa or Ms. D. Ndafenongo Tel: 061-206 6302 Tel: 061-206 6207

DIVISION: OCCUPATIONAL HEALTH AND SAFETY SERVICES SUBDIVISION: HIV/AIDS CODE INSPECTORATE

Post Designation	:	Inspector: Industries Grade 9
3x Post	:	Windhoek
Salary Scale	:	N\$195,216 – N\$234,144

PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024,
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Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

Appointment Requirements: A National Diploma in Occupational Health and Safety or equivalent qualification on NQF Level 6 plus valid driver's license older than two (2) years.

Additional Requirements: Computer skills will be an added advantage.

Enquiries: Ms. P. Nghidengwa or Ms. D. Ndafenongo Tel: 061-206 6302 Tel: 061-206 6207

Applicants should note the following:

- Applicants within the Public Service **must attach proof of confirmation of probation** to their application for employment and those outside the Public Service must attach **testimonial (s) / certificate of service** from former and current employers in respect of work experience and current job level.
- A separate application form must be submitted for each post applied for.
- Applicants in designated groups especially women and persons living with disabilities who are able to perform the required duties are strongly encouraged to apply.
- All foreign qualifications must be submitted with proof of evaluation from the Namibia Qualification Authority (NQA).
- Failure to complete all items or sections on the application form for employment and health questionnaire and not attaching the necessary/required documents to the application form will disqualify the application. Any parts of the application form that do not apply to you please indicate as such by writing not applicable.
- Please take note that only shortlisted candidates will be contacted and no personal documents will be returned to unsuccessful applicants.
- Applications received after the closing date will not be accepted.
- Completed application form for employment 156043 and health questionnaire form 156094 (obtainable at all Government Offices) together with comprehensive curriculum vitae, original certified copies of educational qualifications as well as academic records, testimonial (s) or/ certificate of service, driver's license and identity document must be submitted to the following address:

**The Executive Director
Ministry of Labour, Industrial Relations and Employment Creation
Private Bag 19005
Khomasdal
WINDHOEK**

OR hand-delivered at:

**Ministry of Labour, Industrial Relations and Employment Creation
32 Mercedes Street, Khomasdal, Windhoek
Human Resource Office**

Enquiries: Ms. P. Nghidengwa or Ms. D. Ndafenongo Tel: 061-206 6302 Tel: 061-206 6207

MINISTRY OF URBAN AND RURAL DEVELOPMENT

**DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND INFORMATION
TECHNOLOGY
SUB-DIVISION: AUXILIARY SERVICES
SECTION: TRANSPORT**

Post Designation	:	Senior Administrative Officer Grade 10
1x Post	:	Windhoek
Salary Scale	:	N\$159,505 - N\$191,312
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate Diploma or equivalent qualification (NQF L6) plus 1 year experience or A Grade 12 Certificate (NQF L3) plus 3 years appropriate experience.

Key Performance Areas:

- Supervising and giving job instruction to Administrative Officers.
- Reconciliation of fuel, maintenance and purchases cards services provider fleet reports with the receipts in the Ministry.
- Recording, investigations and reporting of suspected potential fraud activities found in the fuel cards and maintenance.
- Responsible for Licensing of vehicles.
- Ensure that Requisition for Expenditure for services, repair and maintenance are written and payment is done on time.
- Compiling of monthly, quarterly and annual cost report for fuel maintenance.
- Serving as the Secretariat to the Ministerial Fleet Management Steering Committee.
- Ensure that proper filing are maintained for all activities taking place in the transport section.
- Ensure that fleet management information on the system is properly maintained and to ensure that the correct data is entered in the system and accurate reports are provided.
- Make monthly random checks to ensure that expired fleet Licenses had been renewed and fitted on the vehicles.

Supervising Subordinates:

- Recommend leave, Training and discipline of subordinates.
 - Monitor the attendance of subordinates.
 - Monitor the performance of subordinates.
 - Maintain discipline.
 - Carry out performance assessments.
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**DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND
INFORMATION TECHNOLOGY
SUB-DIVISION: AUXILIARY SERVICES
SECTION: TRANSPORT**

Post Designation	:	Driver Grade 12
1x Post	:	Windhoek
Salary Scale	:	N\$107,753 - N\$129,240
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: Driver: Grade 10 or equivalent Certificate on NQF L2 and a valid Code 8 license.

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

Post Designation	:	Internal Auditor Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 plus 3 years appropriate experience. Confirmation of probation is subject to the issuance of a certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance and Public Enterprises.

Job Description:

- Preparation and Submission of proposals to the supervisor regarding the audit plans and the intended tests to be carried out of the audits after having reviewed the internal controls and evaluating audit risks;
- Draw up a draft plan for routine audits intended to be carried out during the year and submit it to the supervisor (Chief Internal Auditor Grade 6);
- Application of standard audit procedures and techniques to ensure proper audit findings;
- Execution of routine audits in accordance with the approved annual audit plan;
- Verification of the completeness of accounts, registers and other records of the auditees;
- Document audit evidence, conclusions and recommendations according to agreed filing standard
- Drafting management letters, submissions and liaise verbally with departmental heads in connection with audit findings and audit follow-ups and
- Filing of all correspondences resulting from the audit management letters and comments.

Enquiries: Mr. Martin Ngubai Tel: 061-2975842

Notes to Candidates:

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

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

Or hand delivers to:

**PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024,
CLOSING DATE 23 OCTOBER 2024**

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

Enquiries: Ester Angula telephone 061 2975275

ERONGO REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS & CULTURE

Post Designation	:	Senior Education Officer Grade 6 (Re-advertisement) Area of specialization Languages (Afrikaans and English Grade 8-11)
1x Post	:	Swakopmund Regional Office
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years appropriate experience **OR** an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years appropriate experience.

Supplementary Requirements:

- Suitability will be determined on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
- Preference will be given to candidates who have **five (5) years proven teaching experience** in Afrikaans and/or English **(proof must be attached)**.

Post Designation	:	Head of Department Grade 6 Area of specialization: Social Sciences: Geography and History/Development Studies Grade 8 -11
1x Post	:	Atlantic Junior Secondary School (Swakopmund Circuit)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Post Designation	:	Head of Department Grade 6 (Re-advertisement) Area of specialization: Languages: English and Afrikaans Grade 8 -11
1x Post	:	Namib High School (Swakopmund Circuit)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Post Designation	:	Head of Department Grade 6 Area of specialization: Languages: English and Afrikaans Grade 4 -7
1x Post	:	Duneside High School (Walvis Bay Circuit)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Post Designation	:	Head of Department Grade 6 Area of specialization Junior Primary: English and Afrikaans
1x Post	:	Walvis Bay Primary School (Walvis Bay Circuit)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Post Designation	:	Head of Department Grade 6
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PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

		Area of specialization: Languages: English and Afrikaans Grade 8-11
1x Post	:	Duinesig High School (Walvis Bay Circuit)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Post Designation	:	Head of Department Grade 6 (Re-advertisement) Area of specialization Junior Primary: English and Afrikaans
1x Post	:	Tutalen Primary School (Walvis Bay Circuit)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10 512 per annum

Appointment Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Requirements:

- The shortlisting of candidates for Head of Department posts will be done on the basis of academic qualifications in terms of subjects offered, area of specialization, major field of study and appropriate years of teaching experience.
 - Therefore, candidates must be suitably/appropriately qualified and trained to teach in the phase he/or she applies for [in terms of the provisions of the National Curriculum for Basic Education (2016)].
 - Preference will be given to candidates who have **5 years** proven teaching experience at the appropriate phases (**proof must be attached**).
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SUBDIVISION: HUMAN RESOURCES, PUBLIC RELATIONS, INFORMATION & REGISTRY

Post Designation	:	Human Resource Practitioner Grade 8
2x Posts	:	Swakopmund Regional Office
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements: A National Diploma majoring in Human Resources on NQF L6
Supplementary Requirements: Preferably will be given to candidates with Bachelor of Human Resources Management on NQF L7 (or equivalent).

SUBDIVISION: ADULT AND CONTINUING EDUCATION

Post Designation	:	Education Officer Grade 8
1x Post	:	Omaruru Circuit
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: An appropriate Degree or equivalent qualification on NQF Level 7.

Supplementary requirement: An appropriate Degree or equivalent qualification on NQF L 7 in Adult Education and Community Development.

SUBDIVISION: LIBRARIES AND ARCHIVES

Post Designation	:	Assistant Librarian Grade 10
1x Post	:	Omaruru Circuit
Salary Scale	:	N\$159,505 – N\$191,312
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: An appropriate National Diploma on NQF L6

Supplementary Requirements: Preference will be given to candidates with a National Diploma majoring in Library and Information Science NQF L6.

SUBDIVISION: BUDGET CONTROL, REVENUE AND CREDITORS

Post Designation	:	Accounts Assistant Grade 11
1x Post	:	Swakopmund Regional Office
Salary Scale	:	N\$132,987 – N\$159,505
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: A Grade 12 Certificate or equivalent qualification on NQF L3.

Supplementary Requirements: Preference will be given to candidates with a National Diploma majoring in Accounting on NQF L6

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 documents certified by the Namibian Police will be accepted.**
- 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 & Culture
Human Resources Administration
Private Bag 5024
Swakopmund**

Or hand delivery at:

**Vacancy Box available at the entrance of the building
Regional Office
Swakopmund**

Enquiries: Ms. Elizabeth Shikongo/ Mr. Rehabeam Halwoodi Tel: 064 4105149/064 4105016

HARDAP REGIONAL COUNCIL

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

Post Designation	:	Senior Education Officer Grade 6
2x Posts	:	Mariental
	:	1x Afrikaans
	:	1x Biology, Agricultural Science and Life Science
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10 512 per annum

Minimum Requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years of appropriate experience or an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years of appropriate experience

Supplementary Requirement: Specialization and proven experience in the respective subjects indicated in senior secondary education will be an added advantage.

Post Designation	:	Senior Education Officer Grade 6
1x Post	:	Mariental (Teacher's Resource Centre)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10 512 per annum

Minimum Requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years of appropriate experience or an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years of appropriate experience

Enquiries: Ms. Juanita Motinga Chief Education Officer Tel (063) 245705 Ms. Anel Beukes Human Resources Practitioner Tel (063) 245749

DIVISION LIFELONG LEARNING SUBDIVISION LIBRARY, ARCHIVES AND INFORMATION SERVICES SECTION SCHOOL LIBRARIES

Post Designation	:	Senior Librarian Grade 7
1x Post	:	Mariental (Hardap Regional Office)
Salary Scale	:	N\$291,128 - N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

SECTION COMMUNITY LIBRARIES

Post Designation	:	Senior Librarian Grade 7
3x Posts	:	1x Maltahohe Community Library
	:	1x Gibeon Community Library
	:	1x Aranos Community Library
Salary Scale	:	N\$291,128 - N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate B Degree (or equivalent) at NQF Level 7.

Supplementary Requirements: Relevant work experience; probations should be confirmed on Grade 9 if applicable.

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SCHOOL MANAGEMENT POSTS: AUOB CIRCUIT

Post Designation	:	Principal Grade 5
1x Post	:	Witkrans Primary School (Pre Primary – Grade 7)
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$13,800 per annum

Post Designation	:	Principal Grade 5
1x Post	:	N. Mutschuana Pre Primary – Grade 7
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum

Minimum Requirements: An Appropriately recognized 3 –year tertiary teaching qualification on NQF Level 6 (or equivalent) plus seven (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 1 – year teaching qualification plus seven (7) years teaching experience.

Supplementary Requirements: Suitable qualifications and experience in the indicated phase is required. Probation should be confirmed on Grade 6 level if applicable

Post Designation	:	Head of Department Grade 6
1x Post	:	P.I. Groenewald S/School (Grade 8 – Grade 11 Languages: English and Afrikaans or Khoekhoegowab)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10 512 per annum
Remoteness Allowance	:	N\$9,000 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Empelheim S/School (Grade 8 – Grade 11 Languages: English and Afrikaans or Khoekhoegowab)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum if applicable
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	PJ Tsaistaib C/School (Junior Primary: Pre Primary – Hachanas Grade 3 (MOI) Khoekhoegowab)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$13,800 per annum

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 8-12 (AS)
1x Post	:	(PJ Tsaistaib C/School) Hoachanas
Salary Scale	:	N\$354,883 – N\$424,119

Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$13,800 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Mariental S/School (Mathematics and Science: Grades 8-12 (AS)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Mariental S/School (Social Sciences (Aranos): History and Geography Grades 8-12 (AS)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Rooibos S/School (Aranos) (Mathematics and Sciences: Grades 8-12 (AS)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Rooibos S/School (Aranos) (Social Sciences: History and Geography or Development studies Grades 8-12 (AS)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Aranos P/School (Mathematics and Science: Grades 4-7)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Aimablaagte P/School (Languages: Grades 4-7: English and Afrikaans or English)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

NAUKLUFT CIRCUIT

Post Designation	:	Head of Department Grade 6
1x Post	:	Dr. W. M. Jod P/School (Junior Primary: Pre Primary Grade 3) (MOI) Khoekhoegowab)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum

Post Designation : Head of Department Grade 6
1x Post : **Rev. P. A Schmidt P/School** (Junior Primary: Pre Primary – Grade 3 (MOI) Khoekhoegowab)
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Post Designation : Head of Department Grade 6
2x Posts : **C//Oaseb S/School** (Languages Grades 8-12: English and Afrikaans or Khoekhoegowab (AS) Mathematics and Natural Science Grades 8 -12 (AS)
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Post Designation : Head of Department Grade 6
1x Post : Pionier S/School (Schlip) Mathematics and Natural Science Gr 8-12 (AS)
Salary Scale : N\$354 883 – 424 119
Housing Allowance : N\$17 424.00 per annum if applicable
Transport Allowance : N\$10 512.00 per annum

OANOB CIRCUIT

Post Designation : Head of Department Grade 6
1x Post : **Rehoboth S/School** (Mathematics and Science: Grades 8-12 (AS)
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Post Designation : Head of Department Grade 6
1x Post : **Rehoboth S/School** (Social Science: Grades 8-12 (AS) History and Geography or Development Studies
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Post Designation : Head of Department Grade 6
1x Post : Rehoboth S/School (Languages: Grades 8-12 (AS) English and Afrikaans or Khoekhoegowab
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Post Designation : Head of Department Grade 6
1x Post : M&K Gertze H/School (Mathematics and Natural Science Grades 8-12 (AS) (Mathematics & Biology or Physics or Chemistry)
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Post Designation : Head of Department Grade 6
1x Post : M&K Gertze H/School (Social Sciences: History and Geography or Development Studies Grades 8-12 (AS)

Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Anes S/School (Social Sciences: History and Geography or Development Studies Grades 8-12 (AS)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Anes S/School Languages: English and Afrikaans or Khoekhoegowab Grades 8-12 (AS)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	St. Joseph's P/School Languages Grades 4-7 English & Afrikaans
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Tsumisfarm P/School (Pre Primary – Grade 3 (Afrikaans MOI)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Vooruitsig P/School (Languages Grades 4-7 English and Afrikaans or Khoekhoegowab
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	Ruimte P/School (Mathematics and Science Grades 4-7
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
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Post Designation	:	Head of Department Grade 6
1x Post	:	JTL Beukes P/School Mathematics and Science Grades 4 -7
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An Appropriately recognized 3 –year tertiary teaching qualification on 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 subject to be taught plus 1 – year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: Probation should be confirmed if applicable. Appropriate Qualifications within the correct phases indicated will be an added advantage. Candidates should be qualified and experienced in at least two (2) subjects/languages in a given subject combination.

Note:

All foreign qualifications must be evaluated (attach NQA evaluation report)

Complete a prescribed application form in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. Candidates should forward their application forms with a cover letter from their respective Human Resource Offices. Testimonials with experience specifications is a must.

The possibility is not excluded that errors might have been made in compilation of the request for advertising of these vacancies, or that a post has been advertised, which should not have been advertised. If such errors occurred and later discovered, the Ministry reserves the right not to fill such posts. Applicants within the Public service applying for promotional posts must attach letters of confirmation of probation in current positions.

Perspective applicants who do not meet the appointment requirements as outlined above are advised not to apply. Only candidates who meet the prescribed appointment requirements will be considered for possible shortlisting and will notified accordingly.

Please note that applications posted should reach this office before the closing dates to avoid delaying recruitment processes.

Applications must be forwarded to:

**The Regional Director
Directorate of Education, Arts and Culture
Hardap Regional Council
Subdivision Human Resources
Private Bag 2122
MARIENTAL**

OR hand Delivered to:

**Hardap Regional Council
Directorate of Education, Arts and Culture
Subdivision Human Resources
MARIENTAL**

Enquiries: Mr. George P Dax Inspector of Education Tel (062) 523120/Ms. Respicia Kaoseb (for Secondary Schools)/Human Resources Practitioner Tel (062) 523120/063 245700/Ms. Rentia Links (For Primary Schools)

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: HUMAN RESOURCE, FINANCE AND ADMINISTRATION

DIVISION: ADMINISTRATION

SUBDIVISION: AUXILIARY SERVICES

SECTION: PROCUREMENT AND STOCK CONTROL

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Rundu
Salary Scale	:	N\$238,825– N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6, plus approximately 3 years' appropriate experience. The experience mentioned must have been attained whilst employed in the same job category performing the same functions and duties as per PSM Circular No. 5 of 2015.

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES

DIVISION: PLANNING AND DEVELOPMENT

Post Designation	:	Economist Grade 8
1x Post	:	Rundu
Salary Scale	:	N\$238,825– N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirement: An appropriate Bachelor Degree or equivalent qualification on NQF Level 7, with one or more of the following major subjects: Economics, Business Economics, Accountancy or Cost Accounting.

To Candidates:

- Applications must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications.
- All Public Servant applicants should send their applications through their O/M/A Human Resource offices and confirmation letters must be attached.
- **All foreign qualifications must be evaluated and letter(s) from Namibia Qualification Authority (NQA) to be attached.**
- **Complete a latest revised application form of employment in full. 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 encouraged to apply.

“Failure to complete all items on a latest revised application form for employment and not attaching necessary documents will disqualify the application”

Application form received after the closing date will not be considered.

The possibility is not excluded that errors might have been made in compilation of the request for advertising of this vacancies, or that a post has been advertised, which should not have been so advertised. If such errors occurred and are later discovered, the **Council reserves the right not to fill such post.**

Application must be submitted to:

PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
RUNDU**

Hand delivery to:

**Human Resource Office No. 15
Kavango East Regional Council
Maria Mwangere Street
RUNDU**

Enquiries: Ms A. Muyeu Tell: 066 266057

|| KHARAS REGIONAL COUNCIL

DIRECTORATE: EDUCATION, ARTS AND CULTURE DIVISION: PROGRAMMES AND QUALITY ASSURANCE SUBSECTION: ADVISORY SERVICES

Post Designation	:	Chief Education Officer Grade 4
1x Post	:	Regional Office: Keetmanshoop
Salary Scale	:	N\$517,195- N\$543,728
Salary Notch	:	N\$517,195 per annum
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle allowance	:	N\$110,917 per annum

Minimum Requirements: An appropriate degree or equivalent qualification on NQF Level 7 or 8 plus 9 appropriate experience.

Supplementary Requirements: Preference will be given to applicants whose probation is confirmed at the level of Grade 5 with a valid driver's license.

- A Master's Degree in Education
- Must be a self-motivated self-starter, needed minimum supervision to contribute towards the achievement of the vision of the Region.
- Must have analytical skills and have passion to adopt and adapt to changes in the Region.
- This post requires a high level of management skills in strategic planning, budget planning, budget analysis, advanced knowledge of the Broad Curriculum and experience in monitoring and evaluation of the implementation of strategies on educational programmes.
- Must be able to supervise all section of Regional Education Circuits.
- Good report writing skills as well as staff development.
- Tender board submission formulation and tender management experience.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Computer literacy in Microsoft Word, Excel and Power Point.
- Knowledge of Education Act 2001 (Act no. 16 of 2001) and National Standards and Performance Indicators.

Take Note: Probation must be confirmed on Grade 5 level.

The Regional Director
Directorate of Education, Arts and Culture
|| Kharas Regional Council
Private Bag 2160
Keetmanshoop

OR hand deliver at:

The Directorate of Education, Arts and Culture
Wheeler Street, Keetmanshoop:
|| Kharas Region.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227073

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION SUBDIVISION LIBRARIES, ARCHIVES AND INFORMATION SERVICES

Post Designation	:	Chief Librarian Grade 6
1x Post	:	Windhoek
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A B. Degree on NQF Level 7 (or equivalent qualification).

Supplementary Requirement:

- Candidate must possess at least 5 years appropriate experience at the level of a Senior Librarian Grade 7 (or higher) or at a supervisory level in a related work environment. **(Proof must be attached).**
- Candidates in possession of an appropriate B. Degree on NQF Level 7 (or higher) majoring in Library Science and/or Library and Information Science/Studies (or equivalent qualification) will have an added advantage.
- Competition is limited. Staff members must have completed their probation successfully as a Senior Librarian Grade 7 and may only compete for a vacancy, which is on the next higher grade.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION SUBDIVISION: PROFESSIONAL DEVELOPMENT

Post Designation	:	Senior Education Officer Grade 6 (Mathematics Grade 8 – AS)
1x Post	:	Windhoek
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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:

- Candidate must possess appropriate teaching experience of Mathematics Grade 8 -AS; (Proof must be attached);
- Candidates must possess an appropriate teaching qualification majoring in Mathematics in terms of the minimum appointment requirements (Proof must be attached);
- Candidates with experience as a Subject Head or Head of Department for Mathematics will have an added advantage (Proof must be attached);
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
- Computer Literacy will be an added advantage.

Enquiries: The Human Resource Office Tell no: 061- 293 9411

DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION SUBDIVISION: PROFESSIONAL DEVELOPMENT

Post Designation	:	Senior Education Officer Grade 6 (Pre- Primary Grade 0)
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PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

1x Post	:	Windhoek
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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 must possess appropriate teaching experience of Pre-Primary Grade 0; (Proof must be attached);
 - Candidates must possess an appropriate teaching qualification majoring in Pre- Primary in terms of the minimum appointment requirements (Proof must be attached);
 - Candidates must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
 - Computer Literacy will be an added advantage.
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**DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION
SUBDIVISION: PROFESSIONAL DEVELOPMENT**

Post Designation	:	Senior Education Officer Grade 6 (Namibia: African Languages 8-AS)
1x Post	:	Windhoek
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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:

- Candidate must possess appropriate teaching experience in one of the following Namibia: African Languages: Otjiherero, Khoekhoegowab, Oshindonga and Oshikwanyama: Grade 8 - N\$SCAS; **(Proof must be attached)**;
 - Candidates must possess an appropriate teaching qualification majoring in one of the following, Namibia: African Languages: Otjiherero, Khoekhoegowab, Oshindonga and Oshikwanyama in terms of the minimum appointment requirements **(Proof must be attached)**;
 - Candidates who have served **or** a member of National Institute for Educational Development (NIED) Curriculum Panel in one of the above-mentioned languages will have an added advantage **(Proof must be attached)**;
 - Candidates who possess experience in Marking at National External Examination level in one of the above-mentioned languages will have an added advantage **(Proof must be attached)**;
 - Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
 - Computer Literacy will be an added advantage.
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**DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION
SUBDIVISION FINANCIAL MANAGEMENT**

Post Designation	:	Senior Accountant Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$291,128 – N\$347,926
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

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

Supplementary Requirement:

- Candidate must possess at least 5 years appropriate experience at the level of Accountant Grade 8 (or higher) or at the level of Accountant in a related work environment (Proof must be attached).
- Candidates in possession of an appropriate Degree on NQF Level 7 (or higher) majoring in Accounting and/or Finance / Financial Management will have an added advantage.
- Competition is limited. Staff members must have completed their probation successfully as Accountant Grade 8 and may only compete for a vacancy, which is on the next higher grade

DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION

Post Designation	:	Chief Hostel Matron Grade 12
2x Posts	:	Windhoek
Salary Scale	:	N\$107,753 – N\$129,240
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Location of vacant post to be filled **Post 01: Augustineum Secondary School Post 02: Delta Secondary School**

Minimum Requirements: A Grade 10 Certificate (or equivalent qualification) on NQF Level 2 plus appropriate experience

Supplementary Requirement: Candidate must possess at least 3 years appropriate experience as a Hostel Matron Grade 13 or higher (**proof must be attached**).

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

Post Designation	:	Head of Department Grade 6
1x Post	:	Khomasdal Primary School
	:	Mathematics and Science Department [Mathematics and Natural Science Grade 4-7]
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Post Designation	:	Head of Department Grade 6 (Re-advertisement)
1 x post	:	Academia Secondary School
	:	Languages Department: (English and Afrikaans or Oshindonga Grade 8 – 12)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Post Designation	:	Head of Department Grade 6 (Re-advertisement)
1x Post	:	Bloukrans Primary School
	:	Languages Department: (English and Afrikaans Grade 0 – 3)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION
CIRCUIT 2**

Post Designation	:	Head of Department Grade 6
1x Post	:	Ella Du Plessis High School
	:	Science Department [Biology and Agriculture Grade 8 - AS]
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

Post Designation	:	Head of Department Grade 6 (Re-advertisement)
1x Post	:	Cosmos High School
	:	Languages Department: (English and Afrikaans Grade 8 – 12)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Post Designation	:	Head of Department Grade 6
1x Post	:	Windhoek Technical High School
	:	Social Science Department: Geography and History Grade 8 -- AS
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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.

Notes to Candidates:

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applications must be accompanied by comprehensive curriculum vitae, testimonials and certified copies of educational qualifications, academic records and identity documents.
- All foreign qualifications must be evaluated and certify letter(s) from Namibia Qualification Authority (NQA) must be attached.
- Confirmation of probation letter in current post must be attached.

NB Complete prescribed application forms in full "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application". Only shortlisted candidates will be considered.

PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

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**

Enquiries: The Human Resource Office Tell no: 061- 293 9411

OHANGWENA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION DIVISION: HUMAN RESOURCE ADMINISTRATION

Post Designation	:	Principal Grade 5
2x Post	:	1x Oshamono Combined School (Epembe Circuit)
	:	1x Eenyama Combined School (Eenhana Circuit)
Salary Scale	:	N\$432,601 – N\$517,195
Salary Notch	:	N\$432601 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Prescribed Requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 7 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Post Designation	:	Head of Department Grade 6
8x Posts	:	1. Mathematics and Physical Science Grade 4-11 Gabriel Ndadi Combined School: Ohangwena Circuit (Re-advertisement)
	:	2. Accounting and Business Studies Grade 10-12 Oshela Secondary School: Okongo Circuit (Re-advertisement)
	:	3. Mathematics and Physical Science Grade 4-11 David Shingo Combined School: Eenhana Circuit
	:	4. Mathematics and Physical Science Grade 4-11 Oshamono Combined School: Epembe Circuit
	:	5. Mathematics and Physical Science Grade 8-11 Okatope Secondary School: Ondobe Circuit
	:	6. Mathematics and Science (Physics and Chemistry) Mwadikange Kaulinge Secondary School: Ondobe Circuit
	:	7. English and Oshikwanyama Grade 8-11 Elia Weyulu Combined School: Okongo Circuit
	:	8. Mathematics and Physical Science Grade 4-12 Eenhana Secondary School: Eenhana Circuit
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10 512 per annum

Prescribed 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.

NB: Candidates must have a professional teaching qualification that would enable him/her to teach at the appropriate phase (e.g Junior Primary/Junior Secondary/ Senior Secondary Phase).

The shortlisting of Heads of Department posts will be done in terms of the major fields of study.

**SUB-DIVISION: PROFESSIONAL DEVELOPMENT
SECTION: ADVISORY SERVICES**

Post Designation	:	Senior Education Officer Grade 6 (Mathematics Grade 4-9)
1x Post	:	Eenhana
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10 512 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 5 years appropriate experience.

Supplementary Requirements: Preference will be given to candidates who are qualified and have experience in teaching Mathematics. Computer literacy and a valid drivers' license or be willing to obtain such within a reasonable time frame will be an added advantage.

**SUB-DIVISION: PROFESSIONAL DEVELOPMENT
SECTION: ADVISORY SERVICES**

Post Designation	:	Chief Education Officer Grade 5
1x Post	:	Eenhana
Salary Scale	:	N\$432,601 – N\$517,195
Salary Notch	:	N\$432601 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 or 8 plus 8 years appropriate experience.

Supplementary Requirements: Preference will be given to candidates with a sound knowledge of revised curriculum and an experience in monitoring and evaluation of Educational Programmes Computer literacy and a valid driver's license will be an added advantage.

Post Designation	:	Human Resource Practitioner Grade 8
1x Post	:	Eenhana
Salary Scale	:	N\$238,825 – N\$285,420
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Appointment Requirements: A National Diploma majoring in Human Resource on NQF L6 (Or equivalent).

Supplementary Requirements: preference will be given to candidates with a B-Degree in Human Resources on NQF Level 7 or higher, computer Literate and a valid driver's license.

DIVISION: LIFE LONG LEARNING, ARTS AND CULTURE
SECTION: ARTS AND CULTURE

Post Designation	:	Culture Officer Grade 9
1x Post	:	Eenhana
Salary Scale	:	N\$195,216 – N\$234,144
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$13,944 per annum

Appointment Requirements: An appropriate National Diploma or equivalent qualification on NQF L6.

Supplementary Requirements: Preference will be given to candidates with a driving license and computer literacy.

SUB-DIVISION: LIBRARIES, ARCHIVES AND INFORMATION SERVICES

Post Designation	:	Computer Technician Grade 11
1x Post	:	Ohangwena Regional Library
Salary Scale	:	N\$132,987 – N\$159,505
Salary Notch	:	N\$132,987 per annum
Housing allowance	:	N\$13,944 per annum
Transport allowance	:	N\$10,512 per annum

Appointment Requirements: A National Diploma or equivalent in information Technology on NQF Level 6.

Supplementary Requirements: Preference will be given to candidates with Bachelor of Information Technology in System Administration and Networking or Computer Science. A driver's license will be an added advantage.

Post Designation	:	Chief Hostel Matron Grade 12
1x Post	:	Oshikunde C/S, Oshikunde Circuit
Salary Scale	:	N\$107,753 – N\$129,240
Salary Notch	:	N\$107,753 per annum
Housing allowance	:	N\$13,944 per annum
Transport allowance	:	N\$10,512 per annum

Appointment Requirements: A Grade 10 Certificate or equivalent qualification on NQF L2

Supplementary Requirements: Preference will be given to candidates who have 3 years working experiences a Hostel Administration of which two years must be at a level of a Hostel Matron Grade 13.

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 **2023 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 documents will be returned.

Completed applications must be addressed to:

**The Director
Ohangwena Regional Council
Directorate of Education, Arts and Culture
Private Bag 88005
EENHANA**

Enquiries: Ms. Sara H.L.T. Ndeshimona / Mr. Akwilinus I Paulus Telephone: 065 290 215

OMUSATI REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: LIFELONG LEARNING, ARTS AND CULTURE CIRCUIT: ANAMULENGE

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 9)
1x Post	:	Omahila Combined School
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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	:	Principal Grade 5 (Phase: Pre-Grade 9)
1x Post	:	Omufitu-North Combined School
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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 9)
1x Post	:	Silas Shitula Uulenga Combined School
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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: OUTAPI

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 7)
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PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

1x Post	:	Onayeluka Primary School
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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: OUTAPI

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 9)
1x Post	:	Okanimekwa Combined School
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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: RUACANA

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 9)
1x Post	:	Benjamin Hauwanga Combined School
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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: RUACANA

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 3)
1x Post	:	Ombyarundu Primary School
	:	(Medium of Instruction: Otjiherero)
Salary Scale	:	N\$432,601 – N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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 (Re-advertisement)

Post Designation : Head of Department Grade 6 (**Mathematics and Science Grade 8-11**)
1x Post : Dr. Kleopas Dumeni Secondary School
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

Supplementary Requirements:

- Candidates must able to teach Mathematics and Physics Grade 10-11
 - Preference will be given to candidates who have taught Advanced Subsidiary or Higher Level.
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CIRCUIT: ANAMULENGE

Post Designation : Head of Department Grade 6 (**Mathematics and Science Grade 8-12**)
1x Post : Onawa Secondary School
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

Supplementary Requirements:

- Candidates must able to teach Mathematics and Physics/Chemistry/Biology Grade 8-12
 - Preference will be given to candidates who have taught Advanced Subsidiary or Higher Level.
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CIRCUIT: ANAMULENGE (Re-advertisement)

Post Designation : Head of Department Grade 6 (**Languages:**

	:	English and Oshindonga Grade 4-9)
1x Post	:	Oshikulufitu Combined School
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

Supplementary Requirements: Candidates must able to teach English and Oshindonga Grade 8-9.

CIRCUIT: ETAYI

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase Pre-Grade 3, Mol; Oshikwanyama)
1x Post	:	Onheleiwa Primary School
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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: OKALONGO (Re-advertisement)

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 4-11)
1x Post	:	Ekundu Combined School
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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: OSHIKUKU

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 4-9)
1x Post	:	Emvula Combined School
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Requirements: Candidates must able to teach Mathematics and Physical Science Grade 8-9.

CIRCUIT: OTAMANZI (Re-advertisement)

Post Designation	:	Head of Department Grade 6 (Languages:
	:	English and Oshindonga Grade 4-9)
1x Post	:	Simon lileka Combined School
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

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

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Requirements: Candidates must able to teach English and Oshindonga Grade 8-9.

CIRCUIT: OUTAPI

Post Designation	:	Head of Department Grade 6 (Junior Primary
	:	Phase Pre-Grade 3, Mol; Oshindonga)
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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: TSANDI

Post Designation	:	Head of Department Grade 6 (Social Sciences:
	:	Geography and History/ Development Studies Grade 8-11)
1x Post	:	Mwaala High School
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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: TSANDI

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshindonga Grade 4-7)
1x Post	:	Omalago Primary School
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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: TSANDI

Post Designation	:	Head of Department Grade 6 (Pre-Vocation Grade 8-11)
1x Post	:	Mwaala High School
Salary Scale	:	N\$354,883 – N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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 either of the two subjects Grade 10-11.

- Fashion and Fabrics Grade 8-11
- Home Economics Grade 8-11
- Entrepreneurship Grade 8-11
- Technical Studies **A** Grade 8-9
- Technical Drawing Grade 8-9
- Metal Work and Welding Grade 10-11
- Wood Work Grade 10-11

NB:

- 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 all items of the application for employment form and not attaching all the necessary documents will disqualify the application.**
- **Originally certified copies** of Highest Educational Qualifications, Identity Document (ID), Curriculum Vitae (CV), certificate of service from the previous employers/ testimonials must be attached to the applications. Proof of successful completion/confirmation of probation must be attached
- All foreign qualifications must be submitted with evaluation report from Namibia

PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

- Qualifications Authority (NQA).
- In terms of Affirmative Action Plan, suitably qualified persons from designated groups are encouraged to apply.
- Only shortlisted candidates will be contacted. No documents will be returned.
- Application forms should be addressed to:

Omusati Regional Council
Directorate of Education, Arts and Culture
Private Bag 529
OUTAPI

Or hand delivery at:

Directorate of Education, Arts and Culture
Omusati Regional Office: Reception
OUTAPI

Enquiries: Mr Toivo Amwele Tel 065-251700

OSHANA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE DIVISION: LIFELONG LEARNING

Post Designation	:	Senior Education Officer Grade 6
1x Post	:	Oshakati
Salary Scale	:	N\$354, 883 – N\$424,119
Salary Notch	:	N\$354,883 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: 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;

Additional Selection Requirement

Supplementary Requirements:

- Candidate must possess appropriate qualification on NQF L7/NQF L8 majoring in Adult Education
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
- Computer Literacy will be an added advantage

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

SUB-DIVISION: LIBRARY, ARCHIVE AND INFORMATION SERVICES

Post Designation	:	Librarian Grade 9
1x Post	:	Oshakati
Salary Scale	:	N\$195,216 – N\$234,144
Salary Notch	:	N\$195,216 per annum
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: An appropriate B. Degree (or equivalent qualification) on NQF L7

Supplementary Requirements:

- Applicants must possess an appropriate qualification on NQF L7 (or higher) majoring in Library Science and/or Library and Information Science/Studies.
- Candidates must possess at least 3 years appropriate experience. (Proof must be attached)
- Computer literacy and a valid Driver's license will be an added advantage

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

DIVISION: LIFELONG LEARNING SECTION: CULTURE AND HERITAGE

Post Designation	:	Culture Officer Grade 9
1x Post	:	Oshakati

PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024, CLOSING DATE 23 OCTOBER 2024

Salary Scale	:	N\$195,216 – N\$234,144
Salary Notch	:	N\$195,216 per annum
Housing Allowance	:	N\$13,944 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: An appropriate National Diploma or equivalent on NQF Level 6

Supplementary Requirements: An appropriate National Diploma or equivalent on NQF level 6 in Culture Studies/ Tourism, Community Development/ Communication and Linguistics, History and Sociology or Education for Development or related fields.

NB:

- Candidates must ensure that copy of confirmation of probation in their current position is attached
- All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicants must attach academic records/ transcript of their qualifications.
- Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application.

Public Service application form for employment and health questionnaire form 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
Oshana Regional Council
Directorate of Education, Arts & Culture
Private Bag 5518
OSHAKATI**

Or hand delivery at:

**Directorate of Education, Arts & Culture
Human Resource Office
906 Sam Nuyoma Road
Old Complex (Oshakati Town Council)**

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

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE SUB-SECTION: SECRETARIAL SUPPORT SERVICES

Post Designation	:	Private Secretary Grade 9
1x Post	:	Otjiwarongo (Regional Office)
Salary Scale	:	N\$195,216– N\$234,144
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$13,499 per annum

Appointment Requirements: An appropriate National Diploma or equivalent qualification on NQF level 6.

Additional Requirements: Preference will be given to candidates with National Diploma or equivalent qualification on NQF level 6 in Office Administration/Management or Business Administration/ Management or Public Administration/ Management.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (English & Khoekhoegowab/Afrikaans Grade 8-12 (Re-advertisement))
1x Post	:	Otjiwarongo (Regional Office)
Salary Scale	:	N\$354,883 - N\$424,119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Appointment Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** an appropriate Degree or equivalent qualification on NQF Level 8 plus 3 year appropriate experience.

Supplementary Requirements: Applicants must have a professional teaching qualification with a combination of English and Khoekhoegowab/Afrikaans at Secondary Phase.

DIVISION LIFELONG LEARNING, ARTS AND CULTURE SECTION: ADULT AND CONTINUING EDUCATION

Post Designation	:	Education Officer Grade 8
1x Post	:	Omatako District
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment Requirements: An appropriate Degree or equivalent qualification on NQF Level 7.

Supplementary requirements: A valid driver license.

CIRCUIT: OTJIWARONGO

Post Designation	:	Head of Department Grade 6 Mathematics, Natural Science & Health Education Grade 4-7
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PSM CIRCULAR NO. H OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 24 SEPTEMBER 2024,
CLOSING DATE 23 OCTOBER 2024

1x Post : Shalom Primary School
Salary Scale : N\$354,883 - N\$424,119
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 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.

Post Designation : Head of Department Grade 6 (**Re-advertisement**)
Social Sciences Grade 4-7
1x Post : Osire Primary School
Salary Scale : N\$354,883 - N\$424,119
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum
Incentive Allowance : N\$9000 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.

Post Designation : Head of Department Grade 6 (**Re-advertisement**)
Commerce Grade 8-12 (Accounting & Business Studies)
1x Post : Paresis Secondary School
Salary Scale : N\$354,883 - N\$424,119
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 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.

CIRCUIT: OKAHANDJA

Post Designation : Head of Department Grade 6
Languages (English and Otjiherero Grade 8 – 11)
1x Post : Waterberg Junior Secondary School
Salary Scale : N\$354,883 - N\$424,119
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum
Incentive Allowance : N\$9,000 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.

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:

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

Or hand delivery at:

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

Enquiries: Ms. Aune Shiguedha/ Ms. Saima Kaisungu **Tel:** 067-308000
