



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

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

Enquiries: Mr Samuel //Guruseb

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

Department Public Service Management

BPI House, Independence Avenue

PO Box 1117

WINDHOEK

25 October 2024

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

CC: PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. I 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 opened and processed. The consequences will be borne by the
3. 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.
4. 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.
5. All Offices/Ministries/Agencies are urged to make sure that the contents of the requests e-mailed for advertising are correct in all respects because this office will not edit nor take the responsibility for any wrongly placed advert.

(a) To Candidates

NB: Candidacy is not limited to Public Servants only. Preference will be given to Namibian Nationals.

- (i) **Applications (on form 156043) must be addressed to the Executive Director of the relevant Office/Ministry/Agency at the address indicated in the annexure and must be submitted via the Human Resource Office.**
- (ii) Applications must be accompanied by a **comprehensive curriculum vitae and certified copies of educational qualifications. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).**
- (iii) A separate application must be submitted for each post applied for and the number of the circular as well as the post designation and relevant post number (where applicable) must be clearly indicated on each application form (form 156043).
- (iv) The required appropriate experience referred to in the annexure includes all previous appropriate experience, irrespective of which rank or post it was acquired in, as well as appropriate experience gained whilst employed in the private sector (where applicable).
- (v) Note must be taken that competition for vacancies have been limited. **Staff members must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level** (e.g. a Senior Administrative Officer Grade 10 whose

probation is confirmed can apply for a vacancy of Chief Administrative Officer Grade 8).

(b) To Offices/Ministries/Agencies of Candidates

(i) Each application that is received by the Human Resource Office must be submitted to the relevant Office/Ministry/Agency at the address indicated in the annexure, under cover of the prescribed form ZO/352(1).

(ii) Representations for retention of services:

- The Public Service Commission considers the movement of staff members on promotion between Offices/Ministries and Agencies as a sound staff practice and it will consider applications for the retention of services only in exceptional circumstances.
- Representations in this connection must, at the time when the prescribed form ZO/352(1) is forwarded, be directed to the Commission. A remark to this effect in remark column is not permissible. The Commission will not receive representations received after it has already made a recommendation for filling of a post, which involved transfer between Offices/ Ministries/Agencies. Once approved the transferred staff member is in the employ of the new Office/Ministry/Agency.
- Any temporary arrangements between the affected two Executive Directors for the short-term retention of the staff member will be mutual agreement between those permanent secretaries. If necessary formal secondment can be resorted 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.

6. 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.

7. CLOSING DATE: 25 NOVEMBER 2024

Signed by Tuyakula Haiping
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

PARLIAMENT

NATIONAL ASSEMBLY SECRETARIAT DIRECTORATE: LIBRARY AND COMPUTER SERVICES

Post Designation	:	Director Grade 3 (Re-Advertisement)
1xPost	:	Windhoek
Salary	:	N\$554,603 –N\$ 588,548
Motor Vehicle Allowance	:	
Capital costs	:	N\$94,178 per annum
Running costs	:	N\$29,455 per annum
Housing benefit	:	N\$123,633 per annum

Minimum requirements: A B Degree (at NQF Level 7) in Information Technology OR Computer Science OR Business Information Systems/Management OR Software Engineering OR Equivalent qualifications plus 9 years appropriate experience in ICT of which at least five (5) years must be at Middle Management level.

Personal Specifications: The person must be conscientious with a professional approach. The incumbent is responsible for planning, organising, directing and controlling the Directorate's resources to purposefully carry out the Directorate's objectives. The incumbent of this position shall ensure the proper management, administration and maintenance of the Parliament computer network. He or she provides staff guidance in implementing government policies and directives and ensures that teamwork, productivity and responsibility is exercised within the Directorate. The incumbent is also responsible for the procurement of material resources necessary for the Directorate to meet its objectives. The incumbent is responsible to manage the activities of Information Technology, to ensure that the computer equipment being bought by the Parliament meet the approved specifications and requirements of the Institution. He or she shall ensure that the library acquisition, lending and inter-library loan policies are implemented in a transparent manner.

The Director Library and Computer Services, not only requires professional skills in the above-mentioned matters, but also managerial and social skills for such a public and visible office. He/She must be able to communicate professionally with Members of Parliament, Governors, Councillors and the broader citizenry.

In the case of candidates from the Public Service, only those who have had their probation confirmed on the level of Deputy Director Grade 4 (M) or above, on or before the date of the advert will be considered in terms of PSM Circular No. 23 of 2003. Please note that proof of confirmation of probation

should be attached to your application and that failure to do so would lead to automatic disqualification.

FUNCTIONS AND DUTIES

- Manages, directs and controls the functioning and development of the Library Services, Information Technology (IT), Research Information Publications and Editorial Services (RIPES);
- Manages the development and functioning of an archival and documentary unit to document the legislative process, including that of pre-independence legislation, so that the decision making process becomes transparent and can be recapitulated in the course of law revision;
- Manages the procurement of library and computer materials including, Donations, Purchases, Legal Deposits and Publications Exchange.
- Ensures that the Digital Resources, Network Structure, Bookmarks, Email Accounts, Network Security and shared IT resources are systematically organised to accelerate faster retrieval;
- Prepare and administer the budget expenditures to carry out the mission of the Directorate.
- Coordinates and facilitate the identification of staff training needs by carrying out regular staff assessment and planning reviews.
- Provide staff support, evaluates performance, motivates staff, administer corrective disciplinary action and delegates authority to ensure transparency and skill transfer for required functions.
- Liaise with other professionals in the areas of library, computer and research services
- Liaising with other institutions locally, regionally and internationally whose activities are relevant to the functions of the Directorate and Parliament.
- Participating in national, regional, and international parliamentary related conferences, workshops, symposia and seminars.
- Ensure that the Directorate carry out research covering local, regional and international issues as required by the Member of Parliament and respond to research request.
- Manage the positive image of the National Assembly through compilation of Parliamentary stories and publication(s) on social media platforms.
- Ensure that the Directorate through the Public Relations coordinates with various media Houses for coverage of Parliamentary events in order to boost the image of the National Assembly.
- Carrying out any other duties as requested from time to time by the Secretary of the National Assembly

Enquiries: Ms. Josephina Shatumbu Tel 2889111 x 2598 OR the HR Office at Tel 2889111 x 2517 / 2606 / 2659 / 2514

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.

Applicants who are already in the Public Service must attach confirmation of probation to the application forms

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 a 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 comprehensive curriculum vitae.

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$517,195-N\$543,728
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$83,106 per annum
Running Cost	:	N\$27,811 per annum

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

Main Duties

- Organize direct, coordinate, supervise and control the implementation and maintenance of physical security programs and plans of the National Assembly by Namibian Police (NAMPOL) Officers;
- From time to time make recommendations to improve the physical security maintenance in the National Assembly;
- To control, maintain monitor, direct and manage the Security Services Division in capacity of its functions of: - vetting and security clearances, security

organization, security administration, security maintenance and provide security advice to all sub offices within the country;

- Ensure implementation of the physical security systems (CCTV, access control, fire detectors and intrude alarms) and standing instructions;
- Ensure that Government assets (people, information and properties) are protected;
- Coordinate and liaise with NAMPOL on security matters of the National Assembly;
- Inspect, patrol, survey, oversee, observe, detect and report all physical security activities;
- 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;
- To direct and control the execution of vetting and chair the vetting committee with regard to confidential security clearance;
- To investigate the contravention of security directives and advise the Secretary of the National Assembly in respect of appropriate steps deemed necessary as a result of such investigations;
- Be the principal security liaison officer of the National Assembly with other bodies of Government;
- Provide expert advice, guidance and support to managers, supervisors and general staff members at the National Assembly
- Support in risk assessments and implementation of appropriate measures to mitigate specific threats, incidents and breaches.
- Report to the Secretary of the National Assembly;

NB! PLEASE BE INFORMED THAT THIS POST IS SUBJECT TO VETTING

Enquiries: Ms. Lydia T. Kandetu Tel 2889111 x 2503 /2502 OR the HR Office at Tel 2889111 x 2517 / 2606 / 2659 / 2514

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 a 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 comprehensive curriculum vitae.

Application should be addressed to:

The Secretary
National Assembly
Private Bag 13323
WINDHOEK

Attention: Human Resources Office

MANAGEMENT CADRE

MINISTRY OF EDUCATION, ARTS AND CULTURE

DEPARTMENT OF LIFELONG LEARNING, ARTS AND CULTURE

DIRECTORATE: ARTS

DIVISION: ARTS PROMOTION AND CREATIVE INDUSTRY DEVELOPMENT

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

Prescribed Requirements: A B Degree at NQF Level 7 plus 9 years appropriate experience.

Supplementary Selection Requirements:

The following will be regarded as an added advantage:

- Preference will be given to candidates with a Bachelor's Degree in Visual, Performing, Design, Media Arts or related field on NQF Level 7,
- Master's Degree in Arts/Cultural/Creative Industry Management, Management and Public Administration or related fields will be an added advantage,
- Proven supervisory abilities with at least 5 years relevant experience at supervisory level,
- Excellent written and oral communication skills and computer proficiency,
- Must have a (B or BE) driver license.

Duty Sheet:

- Provide support and assistance to the Director of Arts at all times, with the administrative, planning, implementation, review and evaluation of year plans, budgets, programmes and policies related to Arts and Creative Industry within required timeframes;
- Supervise, coordinate, monitor and evaluate the annual plan, reviews, reports, programmes and activities of the division;
- Ensure the implementation of the Performance Management System within the Division;
- Ensure compliance in the implementation of the National Arts Fund Act 1 of 2005 and supervise the National Arts Council of Namibia Secretariat;

- Represent the Directorate at various meetings related to Arts and Creative Industries, as well as other relevant meetings/events, as delegated by the Director;
- Initiate and drive national strategies that respond to new demands in the Arts and Creative Industries in response to the national development goals;
- Oversee the implementation of all national legal frameworks related to the Arts and Creative Industries;
- Ensure the implementation of bi-lateral and multi-lateral agreements on Arts and Creative Industries, to strengthen cultural links with local, regional and international organisations;
- Facilitate of the establishment of the National Standard Setting Body for Arts and creative industries;
- Develop national strategies to advocate for and market the Arts and Creative Industries, as well as promote cooperation, at the different levels of government, local, regional and central government, as well as private and civil society sectors;
- Initiate and lead the fundraising efforts for programmes of the Directorate;
- Initiate and oversee the implementation of an arts and creative industries database for the Directorate;
- Provide advisory support to the public, art organisations and interest groups;
- Perform other duties as assigned within the scope of responsibility and requirements of the position.

Enquiries: Ms. M'kariko Amagulu Tel (+61 2933544)

Applications must be submitted to:

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

**Or hand delivered at:
Ministry of Education, Arts and Culture
Government Office Park, Luther Street
Human Resource Office, 2nd Floor
East Wing, Room 275**

MANAGEMENT CADRE

ERONGO REGIONAL COUNCIL

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

Post Designation	:	Deputy Director Grade 4
1xPost	:	Swakopmund 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 plus nine (9) years appropriate experience.

Supplementary requirements:

- Candidates must have a tertiary qualification in the field of Adult Education, Library & Information Studies, Archives and Records Managements, Arts/Creative Industry, Culture and Heritage Management and experience in the field of Lifelong Learning and related fields would serve as an advantage. Sound Knowledge of strategic planning, Human Resources Management, Monitoring and Evaluation of Libraries and Information Centres, Adult Education, Open and Distance Learning, Creative/Creative Industry, Culture and Heritage Projects planning and Management. Advance ICT skills, excellent communication (verbal and written) is necessary for this position.

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: vacancy box at the entrance of the building. Regional Office,
Swakopmund**

Enquiries: Ms. Elizabeth Shikongo/ Mr. Rehabeam Halwoodi, Tel: 064 4105149/064
4105016

MINISTRY OF EDUCATION, ARTS AND CULTURE

DIRECTORATE: NAMIBIA LIBRARY AND ARCHIVES SERVICES (NLAS)

DIVISION: COMMUNITY, NATIONAL AND PUBLIC LIBRARY SERVICES

SUBDIVISION: EDUCATION LIBRARY SERVICE

Post Designation	:	Chief Librarian Grade 6
1xPost	:	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 (or equivalent qualification) on NQF L7.

Supplementary Selection Requirements:

- A B. Degree in Library and Information Science is required.
- Additionally, a Master's Degree in Library and Information Studies and ICDL certification, plus 6 years of experience working as a Librarian, with at least 3 years as a Senior Librarian.
- The ideal candidate should possess management, planning, and supervisory skills, be ICT literate (especially proficient in Microsoft Excel), have excellent oral and written communication skills, and be knowledgeable about Library management systems.
- Capacity building and training experience is highly recommended.

Enquiries: Ms. N. Hamwaalwa, Tel: (061-2933182)

SUBDIVISION: COMMUNITY LIBRARY SERVICE

SECTION: PROFESSIONAL SERVICES

Post Designation	:	Senior Librarian Grade 7
1xPost	:	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: A B. Degree (or equivalent qualification) on NQF L7.

Supplementary Selection Requirements:

- Three (3) year B-Degree in Library and Information Science, plus three (3) years working experience as a Librarian Grade 9.

- Report writing skills, computer literacy, knowledge of Integrated Library Management Systems (ILMS), advanced library ICT and internet search skills, and proficiency in Microsoft Excel and PowerPoint presentations are highly required.

Enquiries: Ms. A. K Dunn Tel: (061-2935251)

**DIVISION: NATIONAL LIBRARY OF NAMIBIA
SUBDIVISION: NATIONAL LIBRARY SERVICES
SECTION: DOCUMENTARY SERVICE**

Post Designation	:	Librarian, Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$ 195, 216 – N\$ 234, 144
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: A B. Degree (or equivalent qualification) on NQF L7.

Supplementary Selection Requirements: A B. Degree in Library and Information Science, ICT literacy and excellent oral and written communication skills.

Enquiries: Ms. Hedwich Meyer Tel: (061-2935301)

SUBDIVISION: NATIONAL ARCHIVES

Post Designation	:	Senior Archivist Grade 7
1xPost	:	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: An appropriate Degree on NQF L7 or equivalent qualification.

Supplementary Selection Requirements:

- A B. Degree or equivalent qualification in Archives and Records Management or history plus a minimum of 2 years' working experience as an Archivist.
- In-depth knowledge of Records Management, Archival techniques, preservation of records, curation and public programming, strategic planning skills, management and supervisory skills, ICT literate, and excellent communication skills.
- Advanced experience in professional capacity building and training is a strong recommendation.

Enquiries: Mr.Ndamian Hangula Tel: 061-2935215 or Email:
Ndamian.Hangula@nlas.gov.na

SUBDIVISION: NATIONAL ARCHIVES

Post Designation : Assistant Archivist Grade 10
2xPosts : 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 on NQF L6 (or equivalent qualification)

Supplementary Selection Requirements: A Diploma in Archives, Records Management and Information Science. ICT literate and excellent communication skills will be an added advantage.

Enquiries: Mr.Ndamian Hangula, Tel: 061-2935215 or Email:
Ndamian.Hangula@nlas.gov.na

DEPARTMENT: FINANCE AND ADMINISTRATION
DIRECTORATE: PLANNING AND DEVELOPMENT (PAD)
DIVISION: EDUCATION MANAGEMENT INFORMATION SYSTEM
SUBDIVISION: DATA COLLECTION AND ANALYSIS

Post Designation : Chief Education Officer Grade 5
1xPost : Windhoek
Salary Scale : N\$ 432, 601-N\$ 517,195
Housing Allowance : N\$17,424 per annum
Motor Vehicle Allowance : N\$10, 512 per annum

Prescribed 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

Supplementary Selection Requirements:

- B. Degree in Statistics/Mathematics/Business Administration/Social Science/Economics (or equivalent qualification).
- Experience in Statistical Methods and Techniques.
- Knowledge in interpreting data and making estimates and hypotheses.
- Qualification in Education and knowledge of the education system is an added advantage.

- Knowledge in Statistical Package for the Social Sciences (SPSS) analysis software.
- Qualification in International Computer Driving License (ICDL) will be an added advantage. **Knowledge of EXCEL is very crucial for this position.**
- Knowledge and understanding of Monitoring and Evaluation
- Ability to disseminate reports using PowerPoint
- Candidate must have a driver's license.
- Candidate will be subjected to a practical test data analysis and EXCEL knowledge.

Enquiries: Mr. Dengeinge Raimo Telephone +264 61 2933334/0811242663

DIVISION: HUMAN RESOURCES ADMINISTRATION

Post Designation	:	Chief Human Resource Practitioner, Grade 6
1xPost	:	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: A National Diploma majoring in Human Resources on NQF L6

Supplementary Selection Requirements:

- A National Diploma majoring in Human Resources on NQF L6 or equivalent qualification plus six (6) years appropriate experience, of which four (4) years must be at the level of Senior Human Resources Practitioner Grade 7.
- Preference will be given to applicants in possession of Bachelor Degree or equivalent qualification on NQF L7, majoring in Human Resources Management.

Enquiries: Mr. Petrus Elago, Tel: (061-293 3240) or (061 293 3239)

Applications must be submitted to:

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

Or hand deliver at:

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

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DIRECTORATE: TOURISM AND GAMING

DIVISION: GAMING CONTROL

SUBDIVISION: CASINO, GAMBLING AND BETTING

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$354, 883 –N\$ 424,119
Salary Notch	:	N\$354, 119
Transport Allowance	:	N\$10, 512
Housing Allowance	:	N\$17,424

Advertisement Requirements: A B – Degree at NQL 7 in the following fields: Business Management/ Administration, Public Management/ Administration, Tourism Management/ Tourism, Travel & Hospitality Management plus nine (9) years appropriate proven experience in Tourism and Gaming Industry. Applicants in the Public Service may only qualify if this position is their next promotional level and confirmation of probation must be attached.

Additional Requirement: Proven knowledge and understanding of the Gaming industry legislative framework and a valid Driver's license will be added advantages.

Job Description:

This job includes advanced operational level with the administering and drafting of the legislations and prescriptions, interpretation of the and advance on legislation and prescription, the processing and consideration of applications and representations, and the performance of tasks which are of an advanced nature as the drafting of memoranda, the rendering of specialized aid with identification and determination.

Duties and Responsibilities:

- Act as secretary to the Gambling Board of Namibia;
- Ensure compliance of Gaming and Entertainment Control Act, 2018 (Act No. 13 of 2018);
- Supervise, control, monitor and evaluate gaming operation;
- Assist with keeping of proper account of all transactions of the Board and the preparation of financial reports;
- Screen and check applications for licenses;
- Conduct inspections and investigation into illegal gambling activities;
- Maintain an effective filing and admin systems;

- Receive all relevant correspondence;
- Responsible to compile and submit reports;
- Responsible for revenue collection and banking;
- Marketing intelligence and research on industry best practices;
- Supervise all staff members in the subdivision;
- Execute administrative activities;
- Coordinate performance management system;
- Ensure efficiency and effective customer services; and
- Carry out any other duties assigned by the supervisor.

Enquiries: Mr. Simeon Ingwapha, Tel: 061 284 2839 or Ms. Inotila Ampueja, Tel: 061 284 2846

DIRECTORATE: ADMINISTRATION, FINANCE AND HUMAN RESOURCES
DIVISION: ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT
SUBDIVISION: HUMAN RESOURCE DEVELOPMENT

Post Designation	:	Chief Learning and Development Officer Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$354, 883 –N\$ 424, 119
Salary Notch	:	N\$354, 119
Transport Allowance	:	N\$10, 512
Housing Allowance	:	N\$17,424

Advertisement Requirements: An appropriate National Diploma on NQF Level 6 in the following fields: Human Resources Management and Public Management plus six (6) years appropriate proven experience and a valid Driver's License.

Additional Requirement: A B – Degree at NQL 7 in Human Resource Management, Public Management will be an added advantage.

Duties and Responsibilities:

- Staff Rules, Regulations and other relevant Acts and Regulations.
- Formulate and up keep the Ministerial Training Policy in line with the Training Policy of the Public Service of Namibia
- Conducting of Administrative courses.
- Advice the Training Committee on all training matters and specific training needs.
- Maintaining official records on Training related matters.
- Distribution of information to stakeholders.
- Coordinate the activities in the Subsection.
- Ensure the correct spending of funds on training from training budget.
- Compiling of reports on HRD related activities in the subsection.
- Liaise with OPM and other stakeholders on training matters.

- Research and develop training materials and training aid.
- Carry out and coordinate the assessment of training needs of MEFT.
- Carry out the capacity Building Program as required by the strategic Plan.
- Address any other training related matters which may occur.
- Facilitate/induct MEFT staff members and provide report to the ED.
- Coordinate compilation and review of the Custom Service Charter.
- Server as a secretary of the integrity committee as well as a member of the Ministerial Training Committee.
- Any other work-related duties assigned by the supervisor.

Enquiries: Ms. Frieda Mbabi, Tel: 061 284 2202/ Ms. Inotila Ampueja, Tel: 061 284 2846

NB: Applicants should note the following:

- Applicants must be Namibian citizens.
- Candidates with foreign obtained qualifications must attach evaluation from NQA.
- Public Servants must attach copies of confirmation of probation in their current positions.
- Non-public servants must attach proof of their employment history (testimonials) via their respective HR offices.
- **All copies MUST be certified.**
- Failure to complete all items on the application for employment form and not attaching the required documents will disqualify the applicant.
- Personal documents will not be returned and only shortlisted candidates will be contacted.

Applications (Form 156043 obtainable at all Government Offices), together with a comprehensive curriculum vitae and certified copies of educational qualifications and testimonials must be addressed to:

**The Executive Director
Ministry of Environment, Forestry and Tourism
Private Bag 13306
Windhoek**

Or hand delivery to the Sub-division, Human Resource Management, Ministry of Environment, Forestry and Tourism, Troskie Building, Corner of Robert Mugabe and Dr. Kenneth Kaunda Street, Windhoek

MINISTRY OF FISHERIES AND MARINE RESOURCES

DIRECTORATE OF RESOURCE MANAGEMENT

DIVISION: RESEARCH MANAGEMENT

SUBDIVISION: ENVIRONMENT

Post Designation	:	Senior Fisheries Biologist Grade 6
1xPost	:	Swakopmund
Salary Scale	:	N\$ 354, 883 – N\$ 424, 119
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 17, 400 per annum
Danger Allowance	:	N\$ 34, 476 per annum

Appointment Requirements: An appropriate Degree or equivalent qualification (NQF Level 8) in one or more of the following directions: Marine or Fisheries Sciences or Marine Biology with five years' relevant work experience.

Additional Requirements: A sound background in biological oceanography would be advantageous. The successful candidate will lead, co-ordinate and supervise the research and administrative activities within the zooplankton section and will be required to work at sea for up to 60 days per annum. The candidate must have a high degree of competence in the use of computers and a valid B code driver's license

Enquiries: Ms. Agnes Negongoh, Tel: 061 205 3008/ Dr. Anja Kreiner, Tel: 064 410 1000

DIRECTORATE: OPERATIONS

DIVISION: MONITORING, CONTROL AND SURVEILLANCE

SUBDIVISION: INLAND FISHERIES INSPECTORATE

Post Designation	:	Control Fisheries Inspector Grade 8
1xPost	:	Katima Mulilo
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 17,424 per annum
Danger Allowance	:	N\$ 46, 092 per annum

Appointment requirements: A Grade 12 or equivalent Certificate on NQF L3 plus passing the Fisheries Inspector course plus 3 years of appropriate experience.

Additional Requirements:

- National Diploma in Management Studies, Public Administration / Management, Police Science, Criminal Justice, Security Management studies, will be added as an advantage to the applicants.
- Experience in the following basic fields will serve as an advantage: Basic training course in policing, Basic Criminal Investigation course in Policing and Candidates must be in possession of a valid B or BE or higher code driver's license.

Enquiries: Mr. Beau Tjizoo, Tel: 061 205 3024/ Mr. Malcom Block, Tel: 064 201 6201/, Ms. Selma Angula, Tel: 061 205 3053

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

Post Designation	:	Internal Auditor Grade 8 (Re-advertisement)
1xPost	:	Windhoek
Salary scale	:	N\$ 238, 825 –N\$ 285, 420
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17,424 per annum.

Appointment requirements: An appropriate B. Degree or equivalent qualification in Auditing and Accounting on NQF Level 7 plus three (3) years of appropriate experience in internal auditing/Auditing and Accounting.

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

Additional requirements:

- Good communication and presentation skills.
- Computer literacy in Microsoft Word, Excel, and PowerPoint.

Key responsibilities:

- Apply audit standard procedures and techniques to ensure proven audit findings.
- Conduct audits on various financial and non-financial systems of the Ministry.
- Prepare audit reports and submit them to the Executive Director and the Financial Advisor on time.
- Prepare draft management letters based on audit evidence and submit these to the Executive Director through the Financial Advisor on or before the agreed deadlines.
- Report work progress and submit them on time on a monthly basis.
- Prepare and submit annual work plans and audit programme for approval
- Report and advise the Executive Director on any aspect of irregularities.
- Plan, implement, monitor, and upgrade security measures for the protection of data, systems and networks of the Ministry
- Gather background and contextual information relevant to the audit area.
- Compile an audit plan/ programme as per audit procedures.
- Execute audit steps as per the audit programme.
- Coordinate the establishment of the Audit Committee
- Serve as a secretary to the Audit Committee
- Coordinate the development of risk register and policy
- Prepare audit reports for review.

- Present findings (results) of any audit carried out to Management after consultation with the Executive Director and the Financial Advisor.
- Perform follow-up and ad hoc audits when required.
- Maintain good relations with the Auditee before, during, and after the audit to ensure client satisfaction.
- Attend Management and Audit Committee meetings and other external organization meetings as well as local and international conferences when required and submit reports to the Executive Director.
- Develop and cross reference the working papers for all audits.
- Carry out any other audit related tasks as delegated.

Enquiries: Ms. Selma Angula, Tel: 061 205 3053 / Mr. Fabian Nghiulivali, Tel: 061 205 3054.

NOTES TO CANDIDATES:

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
- Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
- Faxed applications will not be considered.
- **Only shortlisted candidates will be contacted and no documents will be returned.**
- Applicants must be Namibian citizens. Applications for these positions advertised herein, must be made on the **NEW revised** Application for Employment 156043 and Health Questionnaire 156094 which are obtainable at all Government Offices/Ministries/Agencies and must be completed in full. **Failure to complete all items or sections of the application form and not attaching the necessary documents will disqualify the application.** The completed form, together with a comprehensive Curriculum Vitae and **originally certified copies by the Namibian Police** of educational qualifications must be submitted to:

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

OR

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

MINISTRY OF HEALTH AND SOCIAL SERVICES

OMAHEKE REGIONAL HEALTH DIRECTORATE

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

Post Designation	:	Registered Nurse Grade 8
1xPost	:	Clinic Otjimanangombe
1xPost	:	Clinic Epukiro Post 3
1xPost	:	Clinic Omitara
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\$ 13,800 Per annum

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

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: GOBABIS
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: OTJINENE HEALTH CENTER**

Post Designation	:	Medical Officer Grade 5
1xPost	:	Otjinene 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
Fixed Overtime	:	N\$ 231,513 per annum

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

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

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

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

Enquiries: Ms. Lydia Ndjago, Tel: 062-577000

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

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SUBSECTION: PHARMACEUTICAL SERVICES**

Post designation : Pharmacist (Tutor) Grade 7
2xPosts : Windhoek
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 per annum

Minimum Requirements Registration as Pharmacist with Health Professional Councils of Namibia plus three (3) years' experience as a Pharmacist.

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTENANCE**

Post designation : Chief Works Inspector Grade 7
1xPost : Windhoek
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 Level 6 OR appropriate N3 qualification (or equivalent) plus a completed apprenticeship or the passing of a Trade test.

Additional requirements: Appropriate at least five (5) years' appropriate experience in physical facilities maintenance serves as an added advantage. Candidate in the Public Service must be confirmed as Senior Works Inspector Grade 8, copy of confirmation of probation letter must be attached.

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA**

PSM CIRCULAR NO. 1 OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 25 OCTOBER 2024, CLOSING DATE 25 NOVEMBER 2024

**SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: CLINICAL WARDS SERVICES**

Post designation	:	Registered Nurse Grade 8
11xPosts	:	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 Professional Council of Namibia as a Registered Nurse. Valid nursing practice card.

Additional Requirements: The incumbent must be willing to do weekend, public holiday and night duty.

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: RADIOLOGY SERVICES**

Post designation	:	Registered Nurse Grade 8
1xPost	:	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 Professional Council of Namibia as a Registered Nurse. Valid nursing practice card.

Additional Requirements: The incumbent must be willing to do weekend, public holiday and night duty.

Enquiries: Ms. Elizabeth Hamwaanyena, Tel 061-203 4107

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: HEALTH TECHNOLOGY MANAGEMENT**

Post designation	:	Senior Engineering Technician Grade 8
1xPost	:	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 or equivalent qualification on NQF Level 6 OR Registration as Engineering Technician at the Engineering Council of Namibia.

Additional requirements: At least 3 years' appropriate experience with extensive knowledge of medical equipment and medical gases serves. Candidate in the Public Service must be confirmed as Engineering Technician Grade 9, copy of confirmation of probation letter must be attached.

DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTENANCE

Post designation : Senior Artisan Foreman Grade 8
1xPost : 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 or equivalent qualification on NQF Level 6 OR appropriate N3 qualification (or equivalent) plus a completed apprenticeship or passing of a Trade test.

Additional requirements: At least three (3) years' appropriate experience in physical facilities maintenance, diagnosing electrical and mechanical faults for Heating, Ventilation and air conditioning (HVAC) system. Candidate in the Public Service must be confirmed as Artisan Foreman Grade 9, copy of confirmation of probation letter must be attached.

DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTENANCE

Post designation : Artisan Foreman Grade 9
1xPost : 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: An appropriate National Diploma or equivalent qualification on NQF Level 6 OR appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a Trade test.

Additional requirements: At least two (2) years' appropriate experience in physical facilities maintenance. Candidate in the Public Service must be confirmed as Artisan Grade 10, copy of confirmation of probation letter must be attached.

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: HEALTH TECHNOLOGY MANAGEMENT**

Post designation : Engineering Technician Grade 9
1xPost : 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: An appropriate National diploma or equivalent qualification on NQF Level 6 OR Registration as Engineering Technician at the Engineering Council of Namibia.

Additional requirements: Extensive knowledge of medical equipment and medical gases serves as an added advantage.

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SUBSECTION: PHARMACEUTICAL SERVICES**

Post designation : Senior Pharmacist Assistant Grade 9
1xPost : 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 Pharmacist Assistant with Pharmacy Council of Namibia plus approximately three (3) years' experience. Candidate in the Public Service must be confirmed as Pharmacist Assistant Grade 10, copy of confirmation of probation letter must be attached.

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTENANCE**

Post designation	:	Artisan Grade 10
3xPosts	:	Windhoek
1x	:	(Carpenter)
1x	:	(Air conditioning and refrigeration)
1x	:	(Electrician)
Salary Scale	:	N\$ 159,505 – N\$ 191,312
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 13,944 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 OR appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a Trade test in the related field.

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SECTION: DOMESTIC SERVICES
SUBSECTION: NURSES HOME**

Post designation	:	Chief Housemother Grade 12
1xPost	:	Windhoek
Salary Scale	:	N\$ 107,753 – N\$ 129,240
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 13,944 per annum

Minimum Requirements: A Grade 10 Certificate (24 points in 7 subjects with a symbol D in English) or Equivalent qualification on NQF Level 2.

Additional Requirements: At least three (3) years' experience as a Housemother or related experience in accommodation establishments. Candidate in the Public Service must be confirmed as Housemother Grade 13, copy of confirmation of probation letter must be attached.

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: DENTAL SERVICES
SECTION: DOMESTIC SERVICES
SUBSECTION: CLEANING SERVICES**

Post Designation	:	Health Assistant Grade 13
1xPost	:	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 (24 points in 7 subjects with a symbol D in English) or Equivalent qualification on NQF Level 2.

Additional Requirements: At least three (3) years' experience at a level of Senior Cleaner or related experience in Cleaning or hygiene services. Candidate in the Public Service must be confirmed as Senior Cleaner Grade 14, copy of confirmation of probation letter must be attached.

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SECTION: PATIENTS SERVICES**

Post designation : Senior Porter Grade 13
1xPost : 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 8 Certificate or Equivalent qualification on NQF Level 1.

Additional Requirements: At least three (3) years' experience of Porter related services. Candidate in the Public Service must be confirmed at a level of Grade 14, copy of confirmation of probation letter must be attached.

**DIRECTORATE: KHOMAS REGION
DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES
SUBSECTION: INFECTION CONTROL AND DISEASE SURVEILLANCE
UNIT: INCIRATOR SERVICES**

Post designation : Senior Boiler Operator Grade 13
1xPost : 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 (24 points in 7 subjects with a symbol D in English) or Equivalent qualification on NQF Level 2.

Additional Requirements: At least three (3) years' appropriate experience in boiler services. Candidate in the Public Service must be confirmed, copy of confirmation of probation letter must be attached.

Applicants should clearly indicate the Sections /Subsections of preference as indicated in the advert.

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

Hand Delivery: Human Resources office, First Floor, Intermediate Hospital Katutura

Address:
The Medical Superintendent
Intermediate Hospital Katutura
Private Bag 13215
Windhoek

DIRECTORATE: KUNENE REGION
DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OUTJO
SUBDIVISION: DISTRICT HOSPIATAL OUTJO

Post designation : Medical Officer Grade 5
2xPosts : Outjo
Salary scale : N\$ 432, 601 – N\$ 517, 195
Motor vehicle Allowance : N\$ 85, 063 per annum
Fixed Overtime : N\$ 231, 513 per annum
Housing Allowance : N\$ 17,424 per annum

Minimum Requirement: Registration as a Medical officer with the Medical and Dental Council of Namibia.

Enquiries: Dr M.Barongo 065 -272841 or Dr. John Sanyiwa , Tel: 067 – 313 7051

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

Post designation : Medical Officer Grade 5
4xPosts : Khorixas
Salary scale : N\$ 432, 601 – N\$ 517, 195
Motor vehicle Allowance : N\$ 85, 063 per annum
Fixed Overtime : N\$ 231, 513 per annum
Housing Allowance : N\$ 17,424 per annum

Minimum Requirement: Registration as a Medical officer with the Medical and Dental Council of Namibia.

Enquiries: Dr M.Barongo 065 -272841 or Dr. Ali Mbuyi, Tel: 067 – 335100

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

Post designation	:	Senior Administrative Officer Grade 10
1xPost	:	Opuwo (Regional Office)
Salary scale	:	N\$159, 505 – N\$ 191, 312
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

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

Additional requirements: Preference will be given to candidates with experience in record management (Registry) proof must be attached.

Enquiries: Mr Tomas Shapumba 065 272837 or Human Resource Management office 065 272823/808

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**

**DIRECTORATE: ERONGO REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: DISTRICT HOSPITAL SWAKOPMUND**

Post Designation	:	Senior Medical Officer Grade 4
1 x post	:	Swakopmund (District Head)
Salary Scale	:	N\$ 517,195 – N\$ 543, 728
Fixed Overtime	:	N\$ 258, 600 per annum
Housing Benefit	:	N\$ 121,560 per annum
Motor Vehicle Benefits	:	N\$ 110,917 per annum

Post Designation : Senior Medical Officer Grade 4
1 x post : Swakopmund (Medical Services)
Salary Scale : N\$ 517,195 – N\$ 543, 728
Fixed Overtime : N\$ 258 600 per annum
Housing Benefit : N\$ 121,560 per annum
Motor Vehicle Benefits : N\$ 110,917 per annum

Minimum requirements: A 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 valid driver's license.

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

Post Designation : Specialist Grade 4 (Anesthesiologist)
1 x post : Swakopmund
Salary Scale : N\$554,063 (P) per annum
Fixed Overtime : N\$ 258 600 per annum
Housing Benefit : N\$ 121,560 per annum
Motor Vehicle Benefits : N\$ 110,917 per annum

Minimum requirements: A Medical Degree and Registration as a Specialist with the Medical and Dental Council of Namibia. Must have a valid driver's license.

**SUBDIVISION: DISTRICT HOSPITAL WALVIS BAY
UNIT: DENTAL SERVICES**

Post Designation : Dentist Grade 5 (Re-advertised)
1 x post : Walvis Bay
Salary Scale : N\$ 432, 601 – N\$ 517, 195
Fixed Overtime : N\$231, 513
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: Registration as a Dentist with the Medical and Dental Health Professional Council of Namibia (HPCNA).

**SUBDIVISION: DISTRICT HOSPITAL WALVIS BAY
UNIT: RADIOGRAPHIC SERVICES**

Post Designation : Senior Radiographer Grade 6
1 x post : Walvis Bay
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 a Radiographer with the Allied Health Professional Council of Namibia.

Additional Requirements: Preference will be given to candidates with three years' appropriate experience of which two (2) years must be of CT scan. Proof must be attached.

**SUB DIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTENANCE**

Post Designation : Chief Works Inspector Grade 7
1 x post : Swakopmund (RMT)
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 National Diploma or equivalent qualification on NQF L6 OR an Appropriate N3 (or equivalent) plus 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 Requirements: Candidate should have five (5) years' experience in the field of civil. Must be in possession of a valid driver's license.

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES: WALVIS BAY**

Post Designation : Chief Environmental Health Practitioner
Grade 7
1 x post : Walvis Bay
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 Allied Health Professional Council of Namibia.

Additional Requirements: Candidate should have four (4) years' experience of which two (2) years should be on the level of a Senior Environmental Health Practitioner. Preference will be given to candidates with a valid driver's license.

SUBDIVISION: HEALTH INFORMATION AND RESEARCH

SECTION: HEALTH INFORMATION SYSTEM & EPIDEMIOLOGY

Post Designation	:	Senior Health Program Officer Grade 7
1 x post	:	Swakopmund (RMT)
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 Degree or equivalent qualification on NQF level 7.

Additional Requirements: Candidates must have three (3) years appropriate working experience in Health Information Systems and Disease Surveillance and proof must be attached. Candidates must be registered with Health Professional Council of Namibia (HPCNA) as a Registered Nurse. Applicants must have a valid driver's license.

SUBDIVISION: DISTRICT HOSPITALS UNIT: MEDICAL SOCIAL WORK

Post Designation	:	Senior Social Worker Grade 7
4 x posts	:	Swakopmund, Walvis Bay, Usakos, Omaruru
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 Professional Council of Namibia plus three (3) years appropriate working experience.

Additional Requirements: Applicants must have a valid driver's license. Preference will be given to candidates with group and community project experience, proof must be attached.

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

Post Designation	:	Senior Social Worker Grade 7
1 x post	:	Walvis Bay
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 Professional Council of Namibia plus three (3) years appropriate working experience.

Additional Requirements: Applicants must have a valid driver's license. Preference will be given to candidates with group and community project experience, proof must

be attached.

**SUBDIVISION: DISTRICT HOSPITAL USAKOS
UNIT: OCCUPATIONAL THERAPY**

Post Designation	:	Occupational Therapist Grade 7
1 x post	:	Usakos
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 an Occupational Therapist with the Health Professional Council of Namibia.

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

Post Designation	:	Senior Works Inspector Grade 8 (Mechanical, Refrigeration/electrical/Civil)
3 x posts	:	Walvis Bay, Usakos and Omaruru
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 National Diploma or equivalent qualification on NQF L6 plus four (4) years appropriate experience OR an Appropriate N3 (or equivalent) plus 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 Requirements: Candidate should have three (3) years' experience in the field of civil. Must be in possession of a valid driver's license.

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

Post Designation	:	Chief Administrative Officers, Grade 8
1 x post	:	Omaruru
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 or equivalent qualifications on (NQF) L6 plus four (4) years of appropriate experience.

Additional Requirements: Applicants must have a valid driver's license. Preference will be given to candidates with a B-Degree in Business Administration or Business Management or Public Administration.

**SUBDIVISION: DISTRICT HOSPITALS
UNIT: MORTUARY SERVICES**

Post Designation : Mortuary Assistant Grade 11
3 x posts : Usakos, Swakopmund and Walvis Bay
Salary Scale : N\$ 132,987 –N\$ 159,505
Transport Allowance : N\$ 10,512 per annum
Housing Allowance : N\$ 13,944 per annum

Minimum Requirements: A Grade 10 (or equivalent) Certificate on NQF Level 2

**SUBDIVISION: DISTRICT HOSPITAL WALVIS BAY
SECTION: SUNSHINE REHABILITATION SERVICES**

Post Designation : Social Worker Grade 8
1 x post : Walvis Bay
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 with the Health Professions Council of Namibia as a Social Worker.

**SUBDIVISION: DISTRICT HOSPITALS
UNIT: PHARMAUCETICAL SERVICES**

Post Designation : Senior Pharmacist Assistant Grade 9
2 x posts : Swakopmund and Walvis Bay
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 a Pharmacist Assistant with the Health Professional Council of Namibia plus three (3) years appropriate working experience.

**SUBDIVISION: DISTRICT HOSPITAL WALVIS BAY
UNIT: PHARMAUCETICAL SERVICES**

Post Designation : Pharmacist Assistant Grade 10

1 x post	:	Walvis Bay
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 the Health Professional Council of Namibia.

**DIVISION: GENERAL SUPPORT SERVICES
SUBDIVISION: LOGISTICS AND FACILITIES MANAGEMENT**

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

Minimum Requirements: An appropriate National Diploma in Business Administration or Public Management or Business Management on (NQF Level 6) plus three (3) years appropriate experience OR Grade 12 Certificate NQF Level 3 plus one (1) year appropriate experience.

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SECTION: ADMINISTRATIVE SUPPORT SERVICES**

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

Minimum Requirements: An appropriate National Diploma in Business Administration or Public Management or Business Management on (NQF Level 6) plus three (3) years appropriate experience OR Grade 12 Certificate NQF Level 3 plus one (1) year appropriate experience.

All foreign qualifications must be accompanied by NQA evaluation. Applicants in Public Service must attach their probation confirmation letter. Application form for Employment, Form 156043, is obtainable at all government offices and must be submitted at the Ministry of Health and Social Services, HRM offices, RMT building or addressed to:

**The Regional Director
Erongo Health Directorate
Private Bag 5004
Swakopmund**

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

MINISTRY OF URBAN AND RURAL DEVELOPMENT

**DIRECTORATE: RURAL DEVELOPMENT
DIVISION: SECTOR DEVELOPMENT COORDINATION
SUBDIVISION: BEN HUR RURAL DEVELOPMENT CENTRE**

Post designation : Accounts Assistant Grade 11
1xPost : Gobabis
Salary Scale : N\$ 132, 987 –N\$ 159, 505
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

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

Additional requirements: National Diploma in Accounting and Finance or equivalent qualification, plus two years' (2) proven experience in an accounting environment.

Post designation : Housekeeper Grade 13
1xPost : Gobabis
Salary Scale : N\$ 81, 645 –N\$ 102, 039
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum requirement: A Grade 10 or equivalent qualification on NQF L2

Additional requirements: National Diploma in Housekeeping and Hospitality or equivalent qualification, plus a minimum of two (2) years housekeeping proven experience in the Hospitality sector.

Post designation : Artisan Handyman Grade 13
1xPost : Gobabis
Salary Scale : N\$ 81, 645 –N\$ 102, 039
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum requirement: A Grade 10 Certificate or equivalent qualification (NQF Level 1)

Additional requirements: Level 2 Certificate in Carpentry and Joinery plus Two (2) years proven experience in Carpentry and Joinery.

**DIRECTORATE: RURAL DEVELOPMENT
DIVISION: SECTOR DEVELOPMENT COORDINATION
SUBDIVISION: ONGWEDIVA RURAL DEVELOPMENT CENTRE**

Post designation : Artisan Foreman Grade 9
1xPost : Ongwediva
Salary Scale : N\$ 195, 216 –N\$ 234, 144
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum requirement: A Grade 12 Certificate or equivalent qualification (NQF Level 3)

Additional requirements: Trade Diploma and two (2) years proven experience in metal workshop fabrication environment

Post designation : Housekeeper Grade 13
1xPost : Ongwediva
Salary Scale : N\$ 81, 645 –N\$ 102, 039
Housing Allowance : N\$ 10,452 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum requirement: A Grade 10 Certificate or equivalent qualification (NQF Level 3)

Additional requirements: National Diploma in Housekeeping and Hospitality or equivalent qualification, plus a minimum of two (2) years housekeeping proven experience in the hospitality sector.

**DIRECTORATE: RURAL DEVELOPMENT
DIVISION: SECTOR DEVELOPMENT COORDINATION
SUBDIVISION: OKASHANA RURAL DEVELOPMENT CENTRE**

Post designation : Accountant Grade 8
1 x Post : Omuthiya
Salary Scale : N\$ 238 825 –N\$ 285,420
Housing Allowance : N\$ 17,424 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum requirement: An appropriate Diploma on NQF L6 majoring in Accounting

Additional requirements: Two years (2) proven experience in an accounting environment.

Post designation : Chef Grade 12
1xPost : Omuthiya
Salary Scale : N\$ 107, 753 –N\$ 129, 240
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum requirement: A Grade 12 Certificate or equivalent qualification (NQF Level 3)

Additional requirements: Level 4 Certificate in Hospitality and Tourism (Advanced Commercial Cookery Skills) or National Diploma in Hospitality and Tourism specialize in Commercial Cookery with 3 years of working in hospitality and tourism experience as a Chef or a Cook.

Post designation : Artisan Handyman Grade 13
1xPost : Omuthiya
Salary Scale : N\$ 81, 645 –N\$ 102, 039
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum requirement: A Grade 10 Certificate or equivalent qualification (NQF Level 1)

Additional requirements: Level 2 Certificate in Welding and Metal Fabrication plus 2 years of proven experience in a metal fabrication environment.

Post designation : Artisan Handyman Grade 13
1xPost : Omuthiya
Salary Scale : N\$ 81, 645 –N\$ 102, 039
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum requirement: A Grade 10 Certificate or equivalent qualification (NQF Level 1)

Additional requirements: Level 2 Certificate specialize in spray painting with 2 years of proven experience in a spray painting work environment.

Post designation : Cook Grade 14
1xPost : Omuthiya
Salary Scale : N\$ 63, 522 –N\$ 80, 439
Housing Allowance : N\$ 10,452 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum requirement: A Grade 10 Certificate or equivalent qualification (NQF Level 3)

Additional requirements: Certificate in Hospitality specializing in Commercial cookery and 2 years working experience, dealing with industrial catering.

Enquiries: Mr. Titus Endjala, Director: Rural Development, Telephone: 061-297 5225

NOTES TO CANDIDATES:

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

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

OR

Hand delivers to:

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

MINISTRY OF WORKS AND TRANSPORT

**DEPARTMENT OF WORKS
DIRECTORATE: MAINTENANCE
DIVISION: TECHNICAL AND MAINTENANCE SERVICES
SECTION: MAINTENANCE & INSPECTIONS: HARDAP**

Post designation	:	Chief Works Inspector Grade 7 (Multi)
1x Post	:	Marietal
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 National Diploma or equivalent qualification on NQF L6 plus four (4) years appropriate experience **OR** an appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus eight (8) years appropriate experience **OR** an appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus 10 years' appropriate experience.

Additional requirements: An appropriate National Vocational Diploma (IV) **OR** Certificate Level III issued in terms of existing legislation plus a Certificate Level II plus eight (8) years appropriate experience.

Enquiries: Mr. L Tjivava: +264 63-345150/Ms. R N Nekwaya: +264 61-208 8107

**DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES
DIVISION: MANAGEMENT SUPPORT AND AUXILLIARY SERVICES
SUBDIVISION: OFFICE SERVICES
SECTION: TYPING**

Post designation	:	Private Secretary Grade 9
1xPost	:	Windhoek
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 in Office Management and Technology.

Enquiries: Ms. A N Davids +264 61- 208 8432 /Mr. Valencia Bock +264 61- 208 8123

Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Applications (on form 156043 and health questionnaire form 156094) obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications. Applications must be submitted to the following address:

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

**Or hand delivered to:
The Human Resource Office
Ministry of Works and Transport
Registry Office, Room 101, first floor
Ausspannplatz**

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

ERONGO REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5
2xPosts	:	Erongosig Primary School (Omaruru Circuit) Walfrieden Primary School (Omaruru Circuit)
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-year tertiary teaching qualification on NQF Level 6 (or equivalent) qualification plus 7 years teaching experience.

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Supplementary Selection Requirements:

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

Post Designation	:	Head of Department Grade 6
Area of specialization	:	Languages (English and Afrikaans or Khoekhoegowab 8 -11)
1xPost	:	Karibib Junior Secondary School (Omaruru 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 or Otjiherero or Khoekhoegowab: Grade 8 -11)
1xPost	:	S.I Gobs Secondary School (Omaruru 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 Khoekhoegowab)
1xPost	:	Elifas Goseb Primary School (Omaruru 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 proven teaching experience at the appropriate phases.

SECTION: BUILDING AND MAINTENANCE SERVICES

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

Appointment requirements: An appropriate National Diploma or equivalent on NQF Level 6

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.

Supplementary Requirements:

- Multipurpose (should have Electrical and/or Civil. Mechanical will be an added advantage)
- Candidate must have two (2) years' experience at the function level of Senior Works Inspector Grade 8.
- A valid driver license.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: DIGNOSTIC, ADVISORY AND COUNSELING SERVICES

Post Designation : Administrative Officer Grade 12

1xPost	:	Swakopmund Regional Office
Salary Scale	:	N\$107, 753 – N\$129, 240
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: A National Diploma majoring in Business Administration 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:

Enquiries: Ms. Elizabeth Shikongo/ Mr. Rehabeam Halwoodi, Tel: 064 4105149/064 4105016

**The Regional Director
 Directorate of Education, Arts & Culture
 Human Resources Administration
 Private Bag 5024
 Swakopmund**

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

/KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Principal Grade 5
1xPost	:	Acacia High School
Salary Scale	:	N\$ 432, 601 –N\$ 517, 195
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 8760 per annum

Minimum Requirements:

A recognized 3-year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience

OR

An appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject (s) to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

Supplementary Requirement:

- Candidates in possession of 5 years (or more) experience at the functional level Grade 6 (or higher) at school or in a related work environment. **(Proof must be attached)**
- 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 for the phase he or she applies for in terms of the provision of the National Curriculum for Basic Education (2016)

Enquiries: Contact Person: The Human Resource Office Tell no: 061- 293 9411

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

Post Designation	:	Head of Department Grade 6
1xPost	:	Moses // Garoeb 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
1xPost	:	Goreangab Junior Secondary School

	:	Social Sciences Department: (History and Geography Grade 8 – 11)
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
1xPost	:	Herman Gmeiner Primary School
	:	Junior Primary Languages Department: English and Afrikaans
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
1xPost	:	Martti Ahtisaari Primary School
	:	Social Sciences Department [Social Studies and Design and Technology 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

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

Post Designation	:	Head of Department Grade 6, Re-advertisement
1xPost	:	Windhoek Technical High School
	:	Technical Subjects 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

Post Designation	:	Head of Department Grade 6, Re-advertisement
1xPost	:	Delta Secondary 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`

Post Designation : Head of Department Grade 6
1xPost : Gammams Primary School
: Junior Primary Languages Department: English and Afrikaans
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
1xPost : Chairman Mao Zedong High School
: Commerce Department: Business Studies and Economics 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
1xPost : Auas Primary School
: Junior Primary Languages Phases: 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

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

Post Designation : Head of Department Grade 6, **Re-advertisement**
1xPost : Highline Secondary School School
: Languages Department: English and Afrikaans Grade 8 -11
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.

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**

KUNENE REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Head of Department Grade 6 Languages: Khoekhoegowab and English (Senior-Primary) Grade 4 -7
1xPost	:	D.F. Uirab Primary School
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
Incentive Allowance	:	N\$ 9,000 per annum

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

OR

An appropriate recognised 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus 6 years teaching experience.

Supplementary Selection Requirements: Candidates must ensure that copy of their confirmation of probation in their current position is attached. Candidates must have a teaching qualification that would enable him/her to teach at Senior Primary Phase, Area of Specialization Khoekhoegowab/English

DIVISION: LIFE LONG LEARNING, ARTS AND CULTURE SUB DIVISION: ADULT AND CONTINUING EDUCATION

Post Designation	:	Education Officer Grade 8
1xPost	:	Outjo District (Outjo)
Salary scale	:	N\$ 238, 825 – N\$ 285, 420
Salary Notch	:	N\$ 238, 825 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate Degree on NQF Level 7 or equivalent qualification.

Supplementary requirements: Candidates must be in possession of an appropriate Degree in Adult Education/Lifelong learning/ Community Development. Preference will be given to candidates with Honours degree in Adult Education/Lifelong Learning and Community Development. Proof must be attached of appropriate qualification. Candidates must have a valid driver's license. Computer literacy will be an added advantage.

NOTE: 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. **Incomplete application forms will lead to automatic disqualification.** Originally certified copies of Qualifications, Identity Document (ID), Curriculum Vitae (CV), service certificate/ two testimonials (not older than 2 years) must be attached to the applications. All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA). In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted. No documents will be returned.

Applications must be sent to:

**Human Resource Office
Kunene Regional Council
Directorate of Education, Arts & Culture
Private Bag 2007
Khorixas**

Or hand delivered at:

**Directorate of Education, Arts and Culture
Human Resource Office
Khorixas**

Enquiries: Mr. J.J.Mapanka /Ms. K.N Itewa, Tel: 067-335000

OHANGWENA REGIONAL COUNCIL

**DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT OKONGO**

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Okongo
Scale of Salary	:	N\$354,883 –N\$ 424,119
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 Level 6 in the field of Public Administration, Public Management or Business Administration, plus 6 years appropriate experience of which three (3) years should be at the level of Chief Administrative Officer Grade 8 level in the Public Sector or equivalent in the Private Sector. A valid driver's license will be an added advantage.

**DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES
SECTION: OFFICE SUPPORT**

Post Designation	:	Private Secretary Grade 9
1xPost	:	Eenhana
Scale of Salary	:	N\$195, 216 –N\$ 234, 144
Housing Allowance	:	N\$13, 944 per annum
Transport Allowance	:	N\$10,512 per annum

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

Additional requirements: Candidates with qualifications in Office Administration/Management or Related Secretarial field of study and appropriate experience will enjoy preference. Proof of such experience must be attached to the application.

**DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES
SECTION: TRANSPORT**

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Eenhana
Scale of Salary	:	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 on NQF Level 6 plus 1-year appropriate experience or Grade 12 Certificate (NQF Level 3) plus 3-years appropriate experience.

Additional Requirements: Preference will be given to candidates with experience in Transport/Fleet Management and Valid Driver's License Code CE. Proof of such experience must be attached to the application.

Enquiries: Ms. Olivia N. Kamhulu or Ms. Anna-Katri Mwandingi @ Tel. No.: 065 264300

**DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES
DIVISION: TECHNICAL SERVICES
SUBDIVISION: TECHNICAL SERVICES**

Post Designation	:	Engineer Grade 6
1xPost	:	Eenhana
Scale of Salary	:	N\$354,883– N\$ 424, 119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: Registration as Professional Engineer/Incorporated Engineer with the Engineering Council of Namibia

Additional Requirements: A B Degree on NQF Level 7 in Engineering **(Civil)** plus appropriate experience and a valid driver's license.

**DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES
DIVISION: DEVELOPMENT AND PLANNING
SUBDIVISION: DEVELOPMENT PLANNING**

Post Designation	:	Economist Grade 8
1xPost	:	Eenhana
Scale of Salary	:	N\$238,825 –N\$ 285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 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 and Accountancy or Cost Accounting and certified copy of academic record/transcripts.

Additional Requirements: A valid driver's license

Enquiries: Mr. Etuhole I Haimbili or Ms. Anna-Katri Mwandingi @ Tel. No.: 065 264300

Foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached. Applicants who fail to attach such proof will not be considered for short listing. 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.

NB! Applicants must use one application form for each position applied for.

Applicants who are/were employed somewhere else must attach their testimonials or certificate of service as proof of previous experience gained.

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

In terms of the Affirmative Action Act, 1998 (Act 29 of 1998), women and people with disabilities who meet the advertised requirements are encouraged to apply.

Application forms for employment (form 156043) and Health questionnaire (form 156094) with a confirmation letter of probation in the current position, comprehensive curriculum vitae with comprehensive details of work-related experience and exposure, original certified copies of Certificate/s of Service from previous employer/s if any, original certified copies educational qualifications, as well as academic records and all necessary documents should be addressed to:

**The Chief Regional Officer
Ohangwena Regional Council
Private Bag 88011
EENHANA**

OR

**Hand delivery to:
Human Resources Division
Ohangwena Regional Council
108 Church Street
EENHANA**

OMAHEKE REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE HUMAN RESOURCE PUBLIC RELATIONS, INFORMATION AND REGISTRY DIVISION: PROGRAMMES AND QUALITY ASSURANCE

Job Designation	:	Chief: Education Officer Grade 4
1 xPost	:	Regional Office: Gobabis
Scale of Salary	:	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: A B Degree at NQF Level 7 plus 9 years' appropriate experience.

Supplementary selection requirement: Preference will be given to candidates with a Master Degree in Education Management. At least six (6) years appropriate experience at Grade 5 level or similar or higher level. Must have planning and analytical skills and have passion for education and be able to adapt to challenges in the region.

The post requires key skills and experience in supervising and monitoring of curriculum, implementation and management of schools/hostels, promoting and extending the Educational Services to learners with special needs and abilities, the promotion and enhancement of major goals of the Ministry of Education, Arts and Culture (MoEAC), namely, access, equity, quality, efficiency, democracy and life-long learning.

Emphasis is put on someone able to monitor assessment process in schools to ensure effective implementation of positive learner centered education and successful achievement of programme objectives.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SUBDIVISION: PROFESSIONAL DEVELOPMENT SECTION: ADVISORY SERVICES

Job Designation	:	Senior Education Officer Grade 6 (Commerce: Accounting and Economics Grade 8-AS)
1xPost	:	Gobabis
Scale of Salary	:	N\$ 354, 883 – N\$ 424,119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum appointment requirements: An appropriate Degree or equivalent qualification on NQF L8 plus three (3) years appropriate experience. OR An appropriate Degree or equivalent qualification on NQF L7 plus an educational qualification plus five (5) years appropriate experience.

Supplementary Requirements:

- Candidate must possess appropriate teaching experience in Accounting and Economics Grade 8 – AS
- (Proof must be attached).
- Candidate must possess appropriate teaching qualification in the following Commerce subjects: Accounting and Economics in terms of the minimum appointment requirements (Proof must be attached).
- Candidates who have served as a member of National Institute for Educational Development (NIED)Curriculum Panel in one of the above mentioned subjects 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 subjects will have an added advantage (Proof must be attached).
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**DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: PROFESSIONAL DEVELOPMENT
SECTION: ADVISORY SERVICES**

Job Designation	:	Senior Education Officer Grade 6 (Social Sciences: Geography & History Grade 8-AS)
1xPost	:	Gobabis
Scale of Salary	:	N\$ 354, 883 – N\$ 424,119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum appointment requirements: An appropriate Degree or equivalent qualification on NQF L8 plus three (3) years appropriate experience. OR An appropriate Degree or equivalent qualification on NQF L7 plus an educational qualification plus five (5) years appropriate experience.

Supplementary Requirements:

- Candidate must possess appropriate teaching experience in Social Sciences: Geography & History Grade 8 – AS (Proof must be attached).
- Candidate must possess appropriate teaching qualification in History and Geography in terms of the minimum appointment requirements (Proof must be attached).
- Be able to monitor Social Science Grade 4-7
- Candidates who have served as a member of National Institute for Educational Development (NIED)Curriculum Panel in one of the above mentioned subjects will have an added advantage (Proof must be attached).
- Candidates who possess experience in Marking at National External Examination level in the above mentioned subjects will have an added advantage (Proof must be attached).

Job Designation	:	Senior Education Officer Grade 6 (Mathematics Grade 8-AS)
1xPost	:	Gobabis
Scale of Salary	:	N\$ 354, 883 – N\$ 424,119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum appointment requirements: An appropriate Degree or equivalent qualification on NQF L8 plus three (3) years appropriate experience OR An appropriate Degree or equivalent qualification on NQF L7 plus an educational qualification plus five (5) years appropriate experience

Additional Selection Requirements:

- Candidate must possess appropriate teaching experience in Mathematics Grade 8 – AS (Proof must be attached).
- Candidate must possess appropriate teaching qualification in (Mathematics Grade 8 – AS)in terms of the minimum appointment requirements (Proof must be attached).
- Be able to monitor Mathematics Grade 4-7.
- Candidates who have served or a member of National Institute for Educational Development (NIED)Curriculum Panel in one of the above mentioned subjects will have an added advantage (Proof must be attached).
- Candidates who possess experience in Marking at National External Examination level in the above mentioned subjects will have an added advantage (Proof must be attached)

Job Designation	:	Senior Education Officer Grade 6 (Afrikaans Grade 8 AS)
1xPost	:	Gobabis
Scale of Salary	:	N\$ 354, 883 – N\$ 424,119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum appointment requirements: An appropriate Degree or equivalent qualification on NQF L8 plus three (3) years appropriate experience. OR An appropriate Degree or equivalent qualification on NQF L7 plus an educational qualification plus five (5) years appropriate experience.

Supplementary Requirements:

- Candidate must possess appropriate teaching experience in Afrikaans Grade 8 – AS (Proof must be attached).
- Candidate must possess appropriate teaching qualification in (Afrikaans Grade 8 -AS in terms of the minimum appointment requirements (Proof must be attached).
- Be able to monitor Afrikaans Grade 4-7
- Candidates who have served or a member of National Institute for Educational Development (NIED)Curriculum Panel in one of the above mentioned subjects will have an added advantage (Proof must be attached).
- Candidates who possess experience in Marking at National External Examination level in the above mentioned subjects will have an added advantage (Proof must be attached).

Job Designation	:	Senior Education Officer Grade 6 (Setswana Grade 8 AS)
1xPost	:	Gobabis

Scale of Salary	:	N\$ 354, 883 – N\$ 424,119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum appointment requirements: An appropriate Degree or equivalent qualification on NQF L8 plus three (3) years appropriate experience OR An appropriate Degree or equivalent qualification on NQF L7 plus an educational qualification plus five (5) years appropriate experience

Additional Selection Requirements:

- Candidate must possess appropriate teaching experience in Setswana Grade 8-AS (Proof must be attached).
- Candidate must possess appropriate teaching qualification in Setswana Grade 8-AS in terms of the minimum appointment requirements (Proof must be attached).
- Be able to monitor Setswana from Pre- primary to Grade 7
- Candidates who have served as a member of National Institute for Educational Development (NIED)Curriculum Panel in one of the above mentioned subjects will have an added advantage (Proof must be attached).
- Candidates who possess experience in Marking at National External Examination level in the above mentioned subjects will have an added advantage (Proof must be attached).

Job Designation	:	Senior Education Officer Grade 6
(Khoekhoegowab Grade 8 AS)		
1xPost	:	Gobabis
Scale of Salary	:	N\$ 354, 883 – N\$ 424,119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum appointment requirements: An appropriate Degree or equivalent qualification on NQF L8 plus three (3) years appropriate experience OR An appropriate Degree or equivalent qualification on NQF L7 plus an educational qualification plus five (5) years appropriate experience

Additional Selection Requirements:

- Candidate must possess appropriate teaching experience in Khoekhoegowab Grade 8 – AS (Proof must be attached).
- Candidate must possess appropriate teaching qualification in Khoekhoegowab Grade 8 – AS in terms of the minimum appointment requirements (Proof must be attached).
- Be able to monitor Khoekhoegowab from Pre- primary to Grade 7
- Candidates who have served or a member of National Institute for Educational Development (NIED)Curriculum Panel in one of the above mentioned subjects will have an added advantage (Proof must be attached).
- Candidates who possess experience in Marking at National External Examination level in the above mentioned subjects will have an added advantage (Proof must be attached).

Job Designation	:	Senior Education Officer Grade 6 (English Grade 8 AS)
1xPost	:	Gobabis
Scale of Salary	:	N\$ 354, 883 – N\$ 424,119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum appointment requirements: An appropriate Degree or equivalent qualification on NQF L8 plus three (3) years appropriate experience. OR An appropriate Degree or equivalent qualification on NQF L7 plus an educational qualification plus five (5) years appropriate experience.

Supplementary Requirements:

- Candidate must possess appropriate teaching experience in English Grade 8 – AS (Proof must be attached).
- Candidate must possess appropriate teaching qualification in English in terms of the minimum appointment requirements (Proof must be attached).
- Be able to monitor English from Pre- primary to Grade 7.
- Candidates who have served or a member of National Institute for Educational Development (NIED)Curriculum Panel in one of the above mentioned subjects have an added advantage (Proof must be attached).
- Candidates who possess experience in Marking at National External Examination level in the above mentioned subjects will have an added advantage (Proof must be attached).

Job Designation	:	Senior Education Officer Grade 6 Junior Primary (Khoekhoegowab)
1xPost	:	Gobabis
Scale of Salary	:	N\$ 354, 883 – N\$ 424,119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum appointment requirements: An appropriate Degree or equivalent qualification on NQF L8 plus three (3) years appropriate experience. OR An appropriate Degree or equivalent qualification on NQF L7 plus an educational qualification plus five (5) years appropriate experience.

Supplementary Requirements:

- Candidate must possess appropriate teaching experience in Khoekhoegowab Pre- primary – Grade3 (Proof must be attached).
- Candidate must possess appropriate teaching qualification in Khoekhoegowab in terms of the minimum appointment requirements (Proof must be attached).
- Be able to monitor English from Pre- primary to Grade 3.
- Candidates who have served or a member of National Institute for Educational Development (NIED)Curriculum Panel in one of the above mentioned subjects will have an added advantage (Proof must be attached).
- Candidates who possess experience in Marking at National External Examination level in the above mentioned subjects will have an added advantage (Proof must be attached).

Job Designation	:	Senior Education Officer Grade 6 (Textbooks)
1xPost	:	Gobabis
Scale of Salary	:	N\$ 354, 883 – N\$ 424,119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum appointment requirements: An appropriate Degree or equivalent qualification on NQF L8 plus three (3) years appropriate experience OR An appropriate Degree or equivalent qualification on NQF L7 plus an educational qualification plus five (5) years appropriate experience

Additional Selection Requirements:

- Candidate must possess appropriate experience in handling textbook (Proof must be attached).
- Computer Literacy will be an added advantage.
- Candidates in possession of foreign qualifications must submit their applications together with an evaluation report from the Namibia Qualification Authority (NQA).
- Preference will be given to Namibian Nationals
- A detailed and comprehensive Curriculum Vitae (CV);
- Originally certified copies of all educational qualifications/certificates;
- Certificate of service/ testimonials (s) from former and current employers for any appropriate work experience; and
- Certified copy of Namibian ID. (Proof of citizenship).
- Candidates who have served as textbook officer will have an added advantage (Proof must be attached).
- Broad knowledge of National Curriculum (Proof must be attached).
- Vested knowledge of the procurement management and auditing of textbooks (Proof must be attached).

**DIVISION: PROGRAMS AND QUALITY ASSURANCE
SUBDIVISION: PROFESSIONAL DEVELOPMENT
SECTION: TEACHERS RESOURCE CENTRE**

Job Designation	:	Senior Education Officer Grade 6 (TRC Manager)
1xPost	:	Gobabis
Scale of Salary	:	N\$ 354, 883 – N\$ 424,119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum appointment requirements: An appropriate Degree or equivalent qualification on NQF L8 plus three (3) years appropriate experience OR An appropriate Degree or equivalent qualification on NQF L7 plus an educational qualification plus five (5) years appropriate experience

Additional Selection Requirements:

- Computer Literacy will be an added advantage.
- Candidates in possession of foreign qualifications must submit their applications together with an evaluation report from the Namibia Qualification Authority (NQA).

- Preference will be given to Namibian Nationals
- A detailed and comprehensive Curriculum Vitae (CV);
- Originally certified copies of all educational qualifications/certificates;
- Certificate of service/ testimonials (s) from former and current employers for any appropriate work experience; and
- Certified copy of Namibian ID. (Proof of citizenship).
- Bachelor’s Degree in Educational Technology/ Curriculum Design will be an added advantage
- Administration of School Link Program.

**DIVISION: PROGRAMS AND QUALITY ASSURANCE
SUBDIVISION: PROFESSIONAL DEVELOPMENT
SECTION: TEACHERS RESOURCE CENTRE**

Job Designation	:	Education Resource Officer Grade 8
1xPost	:	Gobabis
Scale of Salary	:	N\$ 238, 825 –N\$ 285, 420
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum appointment requirements: An appropriate Degree or equivalent qualification on NQF L8 plus three (3) years appropriate experience OR An appropriate Degree or equivalent qualification on NQF L7 plus an educational qualification plus five (5) years appropriate experience

Additional Selection Requirements:

- Computer Literacy will be an added advantage.
- Candidates in possession of foreign qualifications must submit their applications together with an evaluation report from the Namibia Qualification Authority (NQA).
- Preference will be given to Namibian Nationals
- A detailed and comprehensive Curriculum Vitae (CV);
- Originally certified copies of all educational qualifications/certificates;
- Certificate of service/ testimonials (s) from former and current employers for any appropriate work experience; and
- Certified copy of Namibian ID. (Proof of citizenship).
- Post graduate Diploma in Educational Technology will be an added advantage.

**DIVISION: LIFELONG LEARNING
SUBDIVISION: ADULT AND CONTINUING EDUCATION**

Job Designation	:	Senior Education Officer Grade 6
1xPost	:	Gobabis
Scale of Salary	:	N\$ 354, 883 – N\$ 424,119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum appointment requirements: An appropriate Degree or equivalent qualification on NQF L8 plus three (3) years appropriate experience OR An appropriate Degree or equivalent qualification on NQF L7 plus an educational

qualification plus five (5) years appropriate experience

Additional Selection Requirements:

- Computer Literacy will be an added advantage.
- Candidates in possession of foreign qualifications must submit their applications together with an evaluation report from the Namibia Qualification Authority (NQA).
- Preference will be given to Namibian Nationals
- A detailed and comprehensive Curriculum Vitae (CV);
- Originally certified copies of all educational qualifications/certificates;
- Certificate of service/ testimonials (s) from former and current employers for any appropriate work experience; and
- Certified copy of Namibian ID. (Proof of citizenship).
- Bachelor 's Degree in Adult Education or Lifelong Learning will be given preferences

**DIVISION: LIFELONG LEARNING
SUBDIVISION: CULTURE & HERITAGE**

Job Designation	:	Senior Culture Officer Grade 8
1xPost	:	Gobabis
Scale of Salary	:	N\$ 238, 825 – N\$ 285, 420
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

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

Additional Selection Requirements:

- Computer Literacy will be an added advantage.
- Candidates in possession of foreign qualifications must submit their applications together with an evaluation report from the Namibia Qualification Authority (NQA).
- Preference will be given to Namibian Nationals
- A detailed and comprehensive Curriculum Vitae (CV);
- Originally certified copies of all educational qualifications/certificates;
- Certificate of service/ testimonials (s) from former and current employers for any appropriate work experience; and
- Certified copy of Namibian ID. (Proof of citizenship).
- An appropriate National Diploma in Culture Studies/Tourism, Community Development/ Communication and Linguistics, History and Sociology or Education for Development plus 3 years appropriate experience.

**DIVISION: GENERAL SERVICES
SECTION: BUILDING AND MAINTENANCE**

Job Designation	:	Work Inspector Grade 9 (Mechanical or Electrical)
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1xPost	:	Gobabis
Scale of Salary	:	N\$ 195, 216 – N\$ 234, 144
Transport Allowance	:	N\$ 7, 680. 00 per annum
Housing Allowance	:	N\$ 13, 080.00 per annum

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

OR

An appropriate N3 (or equivalent) plus completed apprenticeship or the passing of a trade test plus 4 years appropriate experience.

OR

An appropriate N1 (or equivalent) plus completed apprenticeship or the passing of a trade test plus 6 years appropriate experience.

Additional Selection Requirements:

- 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.
- Candidates in possession of foreign qualifications must submit their applications together with an evaluation report from the Namibia Qualification Authority (NQA).
- Preference will be given to Namibian Nationals
- A detailed and comprehensive Curriculum Vitae (CV);
- Originally certified copies of all educational qualifications/certificates;
- Certificate of service/ testimonials (s) from former and current employers for any appropriate work experience; and
- Certified copy of Namibian ID. (Proof of citizenship).
- Preference will be given to candidates specialized in Mechanical or Electrical trades.

**DIVISION: INFORMATION, ADULT AND LIFELONG LEARNING
SECTION: LIBRARIES AND INFORMATION SERVICES**

Job Designation	:	Librarian Grade 9
3xPosts	:	Talismanus Library, User Services: Gobabis,
Business Section: Gobabis		
Scale of Salary	:	N\$ 195, 216 – N\$ 234, 144
Transport Allowance	:	N\$ 7, 680. 00 per annum
Housing Allowance	:	N\$ 10, 464. 00 per annum

Minimum appointment requirements: A B. degree (or equivalent qualification) on NQF L7.

Additional Selection Requirements:

- Preference will be given to applicants with a Degree in Information and Library Services and (2) years working experience.
- Advanced Library and Information services skills, knowledge of electronic and digital information services as well as e-learning and e- governance are required.
- Experience in monitoring and evaluation including statistical analysis is an advantage.

- Candidates in possession of foreign qualifications must submit their applications together with an evaluation report from the Namibia Qualification Authority (NQA).
- Preference will be given to Namibian Nationals
- A detailed and comprehensive Curriculum Vitae (CV);
- Originally certified copies of all educational qualifications/certificates;
- Certificate of service/ testimonials (s) from former and current employers for any appropriate work experience; and
- Certified copy of Namibian ID. (Proof of citizenship).

**DIVISION: INFORMATION, ADULT AND LIFELONG LEARNING
SECTION: LIBRARIES AND INFORMATION SERVICES**

Job Designation	:	Assistant Librarian Grade 10
3xPosts	:	Adult Education: Regional Library, Talismanus,
Section: Schools (Gobabis)	:	
Scale of Salary	:	N\$ 159, 505 – N\$ 191, 312
Transport Allowance	:	N\$ 7, 680. 00 per annum
Housing Allowance	:	N\$ 10, 464. 00 per Annum

Minimum appointment requirements: An appropriate National Diploma on NQF L6.

Additional Selection Requirements:

- Preference will be given to applicants with a Degree in Information and Library Services
- Advanced Library and Information services skills, knowledge of electronic and digital information services as well as e-learning and e- governance are required.
- Experience in monitoring and evaluation including statistical analysis is an advantage.
- Candidates must have staff development and supervision skills.
- Candidates in possession of foreign qualifications must submit their applications together with an evaluation report from the Namibia Qualification Authority (NQA).
- Preference will be given to Namibian Nationals
- A detailed and comprehensive Curriculum Vitae (CV);
- Originally certified copies of all educational qualifications/certificates;
- Certificate of service/ testimonials (s) from former and current employers for any appropriate work experience; and
- Certified copy of Namibian ID. (Proof of citizenship).

Job Designation	:	Assistant Archivist Grade 10
1xPost	:	Omaheke Regional Library: Gobabis
Scale of Salary	:	N\$ 159, 505 – N\$ 191, 312
Transport Allowance	:	N\$ 7, 680. 00 per annum
Housing Allowance	:	N\$ 10, 464. 00 per annum

Minimum appointment requirements: An appropriate Diploma on NQF L6 (or equivalent qualification).

Additional Selection Requirements:

- Preference will be given to applicants with a Diploma in Archive and Records Management
- Knowledge in registry procedure and filing plan
- Knowledge in preservation, cataloguing, classification, organizing, repairing and digitization of records
- ICT literate
- Candidates in possession of foreign qualifications must submit their applications together with an evaluation report from the Namibia Qualification Authority (NQA).
- Preference will be given to Namibian Nationals
- A detailed and comprehensive Curriculum Vitae (CV);
- Originally certified copies of all educational qualifications/certificates;
- Certificate of service/ testimonials (s) from former and current employers for any appropriate work experience; and
- Certified copy of Namibian ID. (Proof of citizenship).

Job Designation	:	Chief Hostel Matron Grade 12
4xPosts	:	Goeie Hoop Primary School Hostel
	:	Nossob Combined School Hostel
	:	Traugott Kandorozi Primary School Hostel
	:	Izak Buys SS Hostel
Scale of Salary	:	N\$ 107,753–N\$ 129, 240
Transport Allowance	:	N\$ 7, 680. 00 per annum
Housing Allowance	:	N\$ 10, 464. 00 per annum

Minimum appointment requirements: A Grade 10 certificate on NQF L2 or equivalent qualification.

Additional Selection Requirements:

- Knowledge of the Hostel Guide will serve as an advantage.
- Candidates in possession of foreign qualifications must submit their applications together with an evaluation report from the Namibia Qualification Authority (NQA).
- Preference will be given to Namibian Nationals.
- A detailed and comprehensive Curriculum Vitae (CV);
- Originally certified copies of all educational qualifications/certificates;
- Certificate of service/ testimonials (s) from former and current employers for any appropriate work experience; and
- Certified copy of Namibian ID (Proof of citizenship).

Kindly submit a separate application for employment form 156043 and Health Questionnaire 156094 for each post applied for with original certified copies of qualification (s) and academic records/transcript of qualification (s), ID and CV to the address listed below. All foreign qualifications must be accompanied by an evaluation report from NQA. Failure to complete all items on the application form for employment and not attaching necessary documents will disqualify the application. Please note that

only shortlisted candidates will be contacted, and NO DOCUMENTS WILL BE RETURNED.
NB: Government application form for employment has been amended, make use of the new Government application form to apply for these posts.

Interested applicants should forward their application forms to:

**Omaheke Regional Council
Directorate of Education, Arts and Culture
Private Bag 2004
GOBABIS**

**Or Hand delivery to Human Resource Registry, 1ST Floor, 83 President Streets,
Directorate of Education Building**

Enquiries: Mrs. C.D. Wantenaar or, Mr. Hastings S. Ndwalume
Tel: (062) 577000/ 577695

OMUSATI REGIONAL COUNCIL

OFFICE OF THE CHIEF REGIONAL OFFICER

DIRECTORATE: GENERAL SERVICES

DIVISION: ADMINISTRATION

SUBDIVISION: AUXILIARY SERVICES

SECTION: PROCUREMENT AND STOCK CONTROL

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

Minimum Requirement: A National Diploma or equivalent qualification on NQF Level 6 majoring in Public Management or Public Administration or Business Management plus four (4) Years appropriate experience. Proven two (2) years' experience in Procurement and Stock Control.

Supplementary requirements: Preference will be given to applicants in possession of a valid code B Driver's license (Manual Transmission) which is at least one (1) year old.

Main Duties:

- Oversee the operation of the procurement and stock control system for Regional Council.
- Supervise and direct administrative functions in the Section.
- Ensure that annual stocktaking exercise is carried out.
- Submission of disposal items in accordance with Treasury Instructions.
- Ensure that Procurement and Stock Control procedures are adhered to.
- Compile all relevant reports for the supervisor.
- Verify the correctness of inventories.
- Ensure the maintenance of Council building and office equipment.
- Ensure the implementation of asset Maintenance Plan.
- Perform any other duties as assigned by the supervisor.

Enquiries: Ms. Hermine N Mungandjela/ Maria K lita @ 065 251019

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES

DIVISION: RURAL SERVICES

Post Designation	:	Senior Community Liaison Officer Grade 8
1xPost	:	Outapi
Scale of Salary	:	N\$ 238,825-N\$ 285, 420
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirement: A National Diploma or equivalent qualification on NQF Level 6 majoring in one of the following fields: Economics or Rural Development.

Supplementary requirements: Preference will be given to applicants in possession of a valid code B Driver's license which is at least one (1) year old.

Main Duties:

- Execute rural development programmes and projects.
- Coordinate rural development programmes and projects in the region.
- Maintain rural development project database.
- Facilitates the transfer of funds.
- Organize and conduct monitoring and evaluation of rural development projects.
- Facilitates the procurement of goods and services.
- Compile and submit reports to supervisor.
- Perform any work-related duties assigned from time to time by the supervisor.

Enquiries: Ms. Hermine N Mungandjela/ Ms Maria Anyolo @ 065 251019

NB!

- Applicant with foreign qualifications must attach evaluation letter of their qualification from Namibia Qualification Authority.
- Failure to complete all items of the application form for employment and not attaching all the necessary documents will disqualify the application.
- Fax, e-mail and late applications will not be considered.

Application must be submitted on a new revised Application Form of Employment 156043 (obtainable from any Government/Public Offices) and should be accompanied by a comprehensive CV and original certified copies of Educational Qualifications (Including transcripts/academic records) Identity documents.

Applications must be hand delivered or addressed to:

**The Chief Regional Officer
Omusati Regional Council
Private Bag 523
OUTAPI**

Or hand deliver at:

**Omusati Regional Council
Erf No. 1080, Namaungu Street
Human Resource Office No. D 3
OUTAPI**

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT ADMINISTRATION

Post Designation	:	Accountant Grade 8
1xPost	:	Onayena Settlement Office
Scale of salary	:	N\$ 238,825 –N\$ 285, 420
Housing Allowance	:	N\$ 14,520.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Remoteness Allowance	:	N\$ 9,000.00 per annum

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

Supplementary requirements: Preferences will be given to candidates with Bachelor's Degree or equivalent qualification at NQF Level 7 majoring in Accounting or Finance.

DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES
SECTION: PROCUREMENT AND STOCK CONTROL

Post Designation	:	Chief Administrative Officer Grade 8
1xPost	:	Omuthiya
Scale of salary	:	N\$ 238,825 –N\$ 285, 420
Housing Allowance	:	N\$ 14,520.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum requirements: National Diploma or equivalent qualification (NQF Level 6) plus three (3) years appropriate experience.

Supplementary Selection requirements: Preferences will be given to candidates with a National Diploma at NQF Level 6 or Bachelor's Degree Public Management/ Administration, Business Management / Administration, Procurement Management, Logistics and Supply Chain Management at (NQF level 7), plus six (6) years appropriate experience **of which three (3) should be at the level of Senior Administrative Officer Grade 10 or equivalent**. Candidate must be currently serving as a member of a Procurement Management Unit (PMU) at their current place of employment (**Certified copy of the appointment letter must be attached**). A valid driving license older than **one (1) year** as per ORC fleet management policy.

Enquiries: HRM, Tel: (065) 244 849/852/853

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:

**The Chief Regional Officer
Oshikoto Regional Council
P O Box 19247
OMUTHIYA**

Or hand deliver at:

**Oshikoto Regional Council Building
Penda YaNdakolo Street
Registry Office (1st Floor, Office No 110) or HR Office
OMUTHIYA**
