



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

Tel.: (+264 61) 287 3061

Fax: (+264 61) 225 076

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

04 JUNE 2024

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

CC: PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. E 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 Sezuni at Margaret.Sezuni@opm.gov.na, not later than the 10th of each month at 14H00. **The Offices/Ministries/Agencies are requested to ensure that only approved funded essential services posts are forwarded for advertising. Approval must be obtained from the Secretary to Cabinet and the posts must be budgeted for.**
2. Offices/Ministries/Agencies must take full responsibility to ensure that any e-mail sent to the Department is not virus infected because it will not be opened and processed. The consequences will be borne by the

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

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 to if the situation so dictates (*vide* PSSR BVII/IX on secondment)

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

- (i) Applications which do not meet the requirements set out in paragraphs 4(a)(i), (ii) and (iii) as well as paragraph 4(b)(i) above, must be returned without further delay to the relevant Office/Ministry/Agency for rectification.
- (ii) Applications are scheduled on form ZO/353(1) according to the prescriptions contained in PSSR B.II/II.
- (iii) The schedule [form ZO/353(1)] as well as the application form and other relevant documents of all scheduled candidates must be submitted to this department together with the letter of nomination. Full motivation must be provided with regard to the candidates not nominated. The last column on the right-hand side of the schedule [form ZO/353(1)] must be used for this purpose.

General

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

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: 04 JULY 2024

Signed by Tuyakula Haiping
TUYAKULA HAIPINGE
DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE
OFFICE OF THE PRESIDENT
DEPARTMENT: STATE HOUSE AND ADMINISTRATION

Post designation	:	Deputy Executive Director Grade 2
1xPost	:	Windhoek
Salary Scale	:	N\$ 600, 319 –N\$ 637, 063
Motor Vehicle Allowance	:	N\$ 149, 351 per annum
Housing Allowance	:	N\$ 142, 104 per annum

Minimum requirements: A B Degree at NQF L7 plus 9 years appropriate experience of which seven 7 years should be at Senior Management level. Additional five (5) years' experience heading HR, Finance, Procurement, Stocktaking, IT, Maintenance and Household. The candidate should have experience handling Political/Public Office Bearers.

Additional Requirements

Candidates with Master's Degree in Business Administration/Management/ Public Administration/Management/HR Management is advantageous. The candidate should have strong Organizational skills, communication skills, Teamwork and Interpersonal skills and problem solving skills.

Enquiries: Ms Martha Kabozu **OR** Ms Wilhelmine Korad Tel 061- 2707111

DIRECTORATE: ADMINISTRATION
DIVISION: REGIONAL GOVERNORS SUPPORT SERVICES

Post Designation	:	Deputy Director Grade 4
14xPosts	:	1x Windhoek
	:	1x Mariental
	:	1x Keetmanshoop
	:	1x Otjiwarongo
	:	1x Swakopmund
	:	1x Omuthiya
	:	1x Oshakati
	:	1x Eenhana
	:	1x Rundu
	:	1x Nkurenkuru
	:	1x Katima Mulilo
	:	1x Opuwo
	:	1x Outapi
	:	1x Gogabis
Salary Scale	:	N\$ 517, 195 –N\$ 543, 728
Motor Vehicle Allowance	:	N\$ 110, 917 per annum
Housing Allowance	:	N\$ 121, 560 per annum

Minimum requirements: A B Degree at NQF L 7 plus 9 years appropriate experience.

Additional requirements: Candidates with A B Degree in Business Administration, Public Administration/Management is advantageous. The candidates should have writing skills, Communication skills and able to work with Political/Public Office Bearers.

Enquiries: Ms Alma Nambundunga **OR** Ms Wilhelmine Korad Tel 061- 2707111

**DEPARTMENT: EXECUTIVE POLICY SERVICES, RESEARCH AND MEDIA LIAISON
DIVISION: SPEECH WRITING**

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

Minimum requirements: A B Degree at NQF L7 plus 9 years appropriate experience of which seven 4 years should be at supervisor/Middle management level.

Additional requirements: A Master's Degree in English Communication, Journalism, Public Policy and Administration, Political Science will be serve as advantage. The candidates should have a knowledge and understanding the protocol standards of working with Political/Public Office Bearers.

Additional Skills

- Professional writing skills
- Report writing skills
- Analytical skills
- Research skills
- Leadership skills

Enquiries: Ms Maria Petrus **OR** Ms Wilhelmine Korad Tel 061- 2707111

NB: *Candidates reaching the final stage of selection must be prepared to undergo a vetting process.*

Note must be taken that Public Servants must have completed their probation. **Applicants who fail to attach the required documents will not be considered. Only shortlisted candidates will be contacted, and no personal documents will be returned.**

FAXED APPLICATIONS WILL NOT BE CONSIDERED.

Foreign qualifications must be evaluated by the Namibia qualification Authority (NQA) and proof of evaluation of qualification should be attached.

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

A completed application form (form 156043 obtainable at all Government Offices) with **confirmation letter of probation in the current position, a comprehensive curriculum vitae, original certified copies of educational qualifications and proof of citizenship must be addressed to:**

ADDRESS:

**The Executive Director
Office of the President
Private Bag 13339**

WINDHOEK

For attention: Human Resources Office

**MANAGEMENT CADRE
OFFICE OF THE PRIME MINISTER**

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

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

Minimum requirements: An appropriate Bachelor Degree at NQF Level 7 in Public Administration, Social Sciences and Economics plus nine (9) years appropriate experience.

Key Performance Area:-

- Monitoring progress on the implementation of Cabinet Decisions by Offices/Ministries/Agencies (O/M/As) and report to Secretary to Cabinet through the Director: Policy Implementation, Monitoring and Evaluation.
- Analysis of feedback reports on the implementation of Cabinet Decisions from O/M/As), and prepare comprehensive Implementation Feedback Reports for Cabinet consideration;
- Monitoring the Implementation of Cabinet Decision by O/M/As in collaboration with Cabinet Liaison Officers.
- Spearhead the compilation and submission of Feedback Reports on the Implementation of Cabinet Decisions.
- Coordinate with the Directorate Inter-Governmental Coordination on the implementation of major policy decisions and ensure timely submission of feedback Reports by O/M/As;
- Monitor compliance to the implementation monitoring instrument by O/M/As;
- Undertake visits to key Government projects, in collaboration with the National Planning Commission for purpose of monitoring implementation thereof;

Application for employment be made on form 156043 obtainable at all Government offices and attach a comprehensive curriculum vitae as well as certified copies of education qualifications. All foreign qualifications must be submitted together with evaluation letter from Namibian Qualification Authority (NQA). Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application and no documents will be returned.

NB: Appointment to this position will be subjected to security vetting

Enquiries: Ms Josephine Kafunga / Breda Muyatwa Tel: 061-287 2144/ 2128

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT

**DIRECTORATE: SOLUTIONS ARCHITECTURE
DIVISION: APPLICATION AND ARCHIVE SUPPORT**

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

Advertisement requirements: A B-degree (at NQF Level 7) in the field of combination of Records/Archival Management, Knowledge or Information Systems Management, Computer Science, Computing, Software Engineering Information System Management or equivalent qualification plus 9 years of appropriate ICT and or Records/Archival Management experience, with 5 years at Chief level (Public Service) or equivalent level of experience with a focus in Software Development/ICT Project/Implementation/Records Management best practices and Support Management;

Key Performance Areas: (incumbent will be responsible for:)

- The day to day operations of the Division by promoting team spirit and good work practice for the administration of the Software applications and the rendering of Support Services
- Liaising and collaborating with the Consultancy Project Team of the CS&S-CA Beijing Technology Co. Ltd on project aspects, to ensure compliance with the project targets and facilitate the Annual Maintenance Services.
- Liaising and collaborating with the National Archives of Namibia, to ensure compliance and implementation of best practices towards Records Management practices.
- Interacting with the division of Enterprise and Portal Development for timely resolution of issues registered on the software applications;
- Inculcating a culture of Customer Care and monitoring service delivery as per support service charter;
- Enforcing standards, methodologies and practices across the division for consistency in the provision of support services.
- Ensure all issues are logged onto the central help desk for proper monitoring and the
- Knowledge Management System is used and updated regularly;

Application for employment be made on form 156043 obtainable at all Government offices and attach a comprehensive curriculum vitae as well as certified copies of education qualifications. All foreign qualifications must be submitted together with evaluation letter from Namibian Qualification Authority (NQA). Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application, and no documents will be returned.

Enquiries: Mr Stefanus Van Staden Tel: 061-205 6248, Ms Ernstine Dama Tel: 061-2872477

All completed application forms for employment of the above mentioned posts be directed to:-

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

OR hand deliver to Division Human Resources, 5th floor, Theo Ben Gurirab Building

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

**MANAGEMENT CARDE
HARDAP REGIONAL COUNCIL**

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Director Grade 3
1xPost	:	Mariental
Salary Scale	:	N\$ 554, 603- N\$ 588,548
Housing Benefit	:	N\$ 131,280-00 per annum
Motor Vehicle Allowance	:	N\$123,633-00 per annum

Appointment requirement: A B. Degree on NQF L7 plus 9 years' appropriate experience

Additional requirements:

- Preference will be given to candidates with Master's Degree in Education or Finance & Administration or Public Management on NQF Level 9.
- Candidate must have four (4) years appropriate experience at the functional level of Grade 4/similar or higher in the above field and contactable references must be furnished.
- Must have planning and analytical skills and have passion for education and be able to adopt to challenges in the region.
- The post requires a high level of management in strategic planning, education planning and management, budget planning analysis (Public Finance Management), Procurement Management and Public Service Performance Management Systems implementation.
- Must be computer literate and should possess a valid driver's license.

The ideal candidate would be one with the following virtues, embracing regional and national education vision and mission; cultivate community and communication; being open minded and adaptive to change; using data for greater development; demonstrating honesty and integrity: leading by example; being persuasive; self-motivated and self-starter: high level of ethics and professionalism: problem solving: dedication and commitment. Should be able to instill the culture that ensures that all teaching and non-teaching personnel, including the learner are collaborating toward a common goal while improving standards and opportunities for the region

Duty sheet:

- Compliance and Interpretation of the Public Service Act, Education Act, Public Service Staff Rules and other relevant Acts and Regulations
- Responsible for managing and directing Educational activities including HIV / AIDS in the Region
- Planning strategies and identify needs in Education
- Supervising and monitoring the curriculum implementation and managing of schools and hostels; promoting and extending the educational services to learners with special needs and abilities; the promotion and enhancing the major goals of MoEAC: access, equity, quality, efficiency, democracy and life-long learning.
- Liaise with donor agencies and stakeholders
- Implement the life-long learning educational programme; managing and extending library services to the communities
- Administering of the budget which is allocated to the Region, Personnel administering, procurement and managing of stock and rendering of technical and Support services
- Evaluate performance of subordinates
- Any other work related duties assigned

Enquiries: Mr. Julian Engelbrecht, Tel: 063- 245800 /Mr. Gerald G. Campbell, Tel: 063-245700

NB:

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

- All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable from any Government Offices.
- Failure to complete all items of the application for employment form and not attaching all the necessary documents will disqualify the application.
- Originally certified copies of Highest Educational Qualifications, Identity Document (ID), Curriculum Vitae (CV), certificate of service from the previous employers/ testimonials must be attached to the applications. Proof of successful completion/confirmation of probation must be attached
- All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA).
- In terms of Affirmative Action Plan, suitably qualified persons from designated groups are encouraged to apply.
- Only shortlisted candidates will be contacted. No documents will be returned.

Address:

**Hardap Regional Council
Directorate of Education, Arts and Culture
Private Bag 2122
MARIENTAL**

Or

**Hand delivery at:
Hardap Regional Office Reception**

MANAGEMENT CADRE

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: DEVELOPMENT PLANNING SERVICES

DIVISION: PLANNING AND DEVELOPMENT

Post Designation	:	Deputy Director Grade 4 (Re-advertisement)
1xPost	:	Omutiya
Salary Scale	:	N\$492,567 –N\$ 517,836
Salary Notch	:	N\$ 492, 567 per annum
Housing Allowance	:	N\$68, 188.00 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$76, 950.00 per annum
Running Cost	:	N\$25, 751.00 per annum

Minimum requirements: An appropriate Bachelor Degree in Planning related fields at NQF Level 7 (or equivalent qualification) plus nine (9) years appropriate experience. Five (5) years should have been served at the level of Chief Development Planner Grade 6 or equivalent.

Key performance areas:

- Facilitate the process of proclamation and the development of the settlement areas.
- Identification of staff training needs.
- Assist in the formulation, implementation, Monitoring & Evaluation of strategic plans.
- Initiating feasibility studies of Regional Capital Projects.
- Implement, review and appraise progress of the implementation of Regional Capital Projects and Programmes.
- Liaise with relevant line ministries and the National Planning Commission Secretariat.
- Interpret and ensure implementation of policy frameworks at regional and local authorities in line with approved legislations.
- Provide technical input in Directorate and Divisional operational planning ensuring that outcomes support the strategic plan.
- Responsible for the development and implementation of management plans.
- Review progress against individual and divisional plans and against budgets on a monthly, quarterly and annual basis.
- Coordinate the planning process and consult the Constituency Development Committees and other development partners in respect of planning and capital projects.
- Provide strategic guidance and leadership to the division.
- Responsible for coordination and implementation of public participation mechanisms and approaches for involving citizens in regional planning.
- Promote local economic development programmes.
- Review regional statistical data and relevant information and provide technical advice to the Regional Council.
- Compile monthly, quarterly and annual reports of the Division to the Director, Planning and Development Services within defined time frame.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr Petrus Ndawendwa, Tel 065 -244 820 or Mr. Abiatar Shangula Tel: 065 – 244 814

Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by certified copies of qualifications, Transcript of Academic record, ID document together with comprehensive Curriculum Vitae. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA) to determine their level. Failure to answer or omission of any question on the application form may lead to automatic disqualification from the interview process.

Note: Public Servants are requested to apply through their Human Resources Offices and no faxed documents will be accepted.

Address:

**The Chief Regional Officer
Oshikoto Regional Council
P.O. Box 19247
Omuthiya**

OFFICE OF THE PRESIDENT

DIVISION: REGIONAL GOVERNORS SUPPORT SERVICES SUBDIVISION: KUNENE REGION

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

Minimum requirements: National Diploma or equivalent qualification (NQF Level 6) plus four (4) years appropriate experience. Candidates with Bachelor Degree in Business Administration/Management or Public Administration/Management is advantageous. The candidates should have strong Organizational skills, communication skills, teamwork and interpersonal skills and problem solving skills.

DIVISION: GENERAL SERVICES SUBDIVISION: HUMAN RESOURCES

Post Designation	:	Senior Human Resources Practitioner 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: A National Diploma majoring in Human Resources on NQF L6 plus six (6) or more years appropriate experience in Human Resources.

Additional Requirements: The candidate must have obtained 4 years' experience, knowledge understanding and protocol standards of working with Public/Political Office Bearers.

Enquiries: Ms Wilhelmine Korad **OR** Ms Martha Kabozu Tel 061- 2707111

DEPARTMENT: GOVERNMENT AIR TRANSPORT SERVICES SECTION: OFFICE SERVICES

Post Designation	:	Chief Administrative Officer 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: National Diploma or equivalent qualification (NQF Level 6) plus five (5) years appropriate experience of which three (3) years should be at Senior Administrative level. Candidates with Bachelor Degree in Business Administration/Management or Public Administration/Management is advantageous. The candidates should have strong Organizational skills, communication skills, teamwork and interpersonal skills and problem solving skills.

Enquiries: Ms Bertha Tjiundje 061- **OR** Ms Wilhelmine Korad Tel 061- 2707111

NB: Candidates reaching the final stage of selection must be prepared to undergo a vetting process.

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

Note must be taken that Public Servants must have completed their probation. **Applicants who fail to attach the required documents will not be considered. Only shortlisted candidates will be contacted, and no personal documents will be returned.**

FAXED APPLICATIONS WILL NOT BE CONSIDERED.

Foreign qualifications must be evaluated by the Namibia qualification Authority (NQA) and proof of evaluation of qualification should be attached.

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

A completed application form (form 156043 obtainable at all Government Offices) with **confirmation letter of probation in the current position, a comprehensive curriculum vitae, original certified copies of educational qualifications and proof of citizenship must be addressed to:**

ADDRESS:

**The Executive Director
Office of the President
Private Bag 13339
WINDHOEK**

For attention: Human Resource Office

OFFICE OF THE PRIME MINISTER

DIRECTORATE OF PUBLIC SERVICE INNOVATION AND REFORM

Post Designation	:	Policy Analyst Grade 7
3xPosts	:	Windhoek
Salary Scale	:	N\$277,264 – N\$ 331,358
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512.00 per annum

Minimum requirements: A B. Degree in Social Sciences: Economics / Population Studies / Statistics; Innovation and Design / Thinking / Knowledge Management/ Public Management/Research, Communication and Media Studies at Level 7 plus three (3) years appropriate experience in Economics; Population Studies / Statistics/ Knowledge Management, Research and Development, Governance, Innovation and Design Thinking at NQF Level 7 plus three (3) years of appropriate experience in policy analysis; public sector innovation; research and development; citizens' and stakeholder engagement; and institutional development and organisational strengthening, monitoring and evaluation; project management; and organisational psychology will serve as an added advantage.

Key Performance Area:

Public service innovation (coordinating the unearthing, incubation and replication of innovations); public service reform; citizen engagement (viz. conducting periodical surveys; focus groups and reviews); policy analysis; knowledge management; institutional development and organisational strengthening; research and development; monitoring and evaluation; impact assessment studies and development of remedial actions.

Enquiries: Mr Licius Mbaindjikua / Mr. Alan Hansen / Ms. Rosina Marenga Tel: +264 61 287 2182/2180/2186 / Tel: +264 61 287 2036

DEPARTMENT: ADMINISTRATION AND INFORMATION TECHNOLOGY MANAGEMENT
DIRECTORATE: HUMAN RESOURCES, ADMINISTRATION AND FINANCE
DIVISION: HUMAN RESOURCES
SUBDIVISION: HUMAN RESOURCES ADMINISTRATION AND WELLNESS

Post Designation	:	Human Resource Practitioner Grade 8
1xPost	:	Windhoek
Salary scale	:	N\$220,828 –N\$ 263, 911
Housing Allowance	:	N\$13,080 per annum
Transport Allowance	:	N\$7,680 per annum

Minimum requirements: A National Diploma in Human Resource Management or an equivalent qualification majoring in Human Resource Management on NQF level 6.

Key Performance Areas:

- Interpretation and application of the Public Service Act, Public Service Regulations and Staff Rules, Personnel Administrative Measures, Labour Act, Affirmative Action Act, Social Security Act, Delegated powers and other relevant Acts, Rules and Regulations.
- Processing and obtaining approval for advertisements, appointments, transfers, resignations, abscondments, demises, retirements, pension admissions/withdrawals, progress reports, confirmation/ extension of probation, salary increments/adjustments, overtime claims, service bonus, medical aid scheme membership, departmental debts, removal of furniture and retirements etc.

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

- Calculation of leave gratuity, house loans/subsidies/rent and housing allowance and other allowances, service bonus/prorate bonus.
- Ensure that all staff movements (appointments, transfers, promotions, demotions, discharges, etc) are properly recorded and relevant information transmitted to the Office of the Prime Minister.

Enquiries: Mr. Nelson Kashinduka Tel: 061 – 2872141/ Ms Chrissie Kaakunga 061-287 2412

**DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT
DIRECTORATE: TECHNICAL SUPPORT AND NETWORK SERVICES
DIVISION: DATA CENTRE AND NETWORKS
SUBDIVISION: SECURITY & NETWORKING**

Post Designation	:	Systems Administrator Grade 9
3xPosts	:	Windhoek
Scale of Salary	:	N\$263,683-N\$ 296,950 (P)
Transport Allowance	:	N\$10,512.00 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: A B-degree NQF L7 in System Administration/Network Engineering/Computer Science/Cyber Security or equivalent qualification.

Key Performance Areas:-

The incumbent will perform the following activities:

- Implementing the networking requirements of the GRN and participate in the acquisition of the services of Telecommunication service providers to install, extend and commission the Government Wide Networks with redundant and failover facility.
- Monitoring, maintaining, troubleshooting and upgrade the different components of the GRN network, including Local area Networks (LAN), Wide area networks (WAN), Virtual LANs, firewalls, IP addressing, DNS, load balancing, and related networking technologies.
- Supporting Domain and LAN/WAN services. Configure and maintain DHCP services. Plan, test, and maintain Access Policies.
- Troubleshooting network devices that include PCs, printers, tablets and other mobile devices, routers and switches; desktop operating systems and virtual machines.
- Collect data in order to evaluate and optimize network or system performance.
- Interpret and solve problems when a user or an automated monitoring system alerts them that one exists.
- Add and remove users to the network, resetting passwords and update security permissions on the network.
- Responsibility for documenting the configuration of the networking components.
- Maintaining systems Security, identify and resolve known vulnerabilities across the GRN ICT Infrastructure and networks.
- Monitoring penetration testing and vulnerability scans. Install/Maintain enterprise security solutions.
- Implementing, tracking, and controlling the security services staffing, and operations, and ensure that facilities, premises, and equipment adhere to all applicable laws and regulations.

Enquiries: Mr. Samuel Amutenya Tel: 061-205 6233, Ms Ernstine Dama Tel: 061-2872477

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT
DIRECTORATE: TECHNICAL SUPPORT AND NETWORK SERVICES
DIVISION: DATA CENTRE AND NETWORKS
SUBDIVISION: DATA CENTRE AND DISASTER RECOVERY

Post Designation	:	Systems Administrator Grade 9
2xPosts	:	Windhoek
Scale of Salary	:	N\$263,683-N\$ 296,950 (P)
Transport Allowance	:	N\$10,512.00 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: A B-degree NQF L7 in System Administration/ Network Engineering/ Computer Science / Cyber Security or equivalent.

Key Performance Areas:-

The incumbent will perform the following activities:

- Installing, testing and relocating of computer systems and network components to ensure that all systems are operating correctly.
- Provide support services to OMAs to resolve their Hardware and Network related issues, in the form of analysis, troubleshooting and repair or replacement of parts.
- Monitoring of user connection on the server, attempt of connection from unidentified users, network connections and traffic level, and Backup as per schedule of backup
- Administering servers, desktop computers, printers, routers, switches, firewalls, mobile devices, software deployment, security updates and patches. Review logs, administer user access, issues and problems and take appropriate corrective action and provide root cause analysis. Detects, diagnoses, and reports related problems on servers and equipment.
- Administer the operations of the Disaster Recovery Centre by administering the servers at the DR Centre, Monitoring the status of resource (CPU, MEMORY, RAID and STORAGE) usage and availability and synchronizing the databases of the Production environment and the Disaster Recovery Centre.
- Providing advisory services to OMAs and assistance for the design, setting up and operations of their Data Centres, Local Area Networks and integration of their ICT systems with other OMAs system.
- Implementing ICT upgrade plan, including servers, desktop, laptops, mobile devices, cablings, routers, switches, data storage and proposing upgrades on a regular basis.
- Implement, maintain, and oversee enforcement of policies, procedures and associated plans for disaster recovery administration and business continuity based on industry-standard best practices.
- Keep abreast of latest happening in the field of ICT to provide recommendation for the subdivision to stay up-to-date with the latest trends and happening in the fields of ICT for the Public Sector operations.

Enquiries: Mr. Samuel Amutenya Tel: 061-205 6233, Ms Ernstine Dama Tel: 061-2872477

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT
DIRECTORATE: QUALITY ASSURANCE, STANDARDS, SKILLS
DEVELOPMENTS&COORDINATION
DIVISION: RESEARCH, SKILLS DEVELOPMENT AND COORDINATION
SUBDIVISION: PROGRAM/PROJECTS COORDINATION

Post Designation	:	Systems Analyst Grade 9
2xPosts	:	Windhoek
Scale of Salary	:	N\$263,683-N\$ 296,950 (P)
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements – A B-degree (at NQF Level 8) in Software Engineering / Management Information System / Project Management / Monitoring and Evaluation or equivalent.

Key Performance Areas:

The incumbent will be responsible to carry out the following activities:

- Assisting OMAs in conducting Business Process Re-Engineering.
- Assisting OMAs in the identification and formulation of e-Government projects.
- Work with the OMAs to compile Requirement Documents for their project.
- Interact with the Teams of Solution Architect Directorate to decide whether the solution will be developed within the DPSITM or will be outsourced through a Tender process.
- Provide assistance in the compilation of Request for Proposal documents.
- Coordinate the implementation of the projects.
- Provide guidance to Project Management practice to OMAs.
- Provide assistance in the adoption of standards and methodologies and practices defined by the subdivision of Standards and Quality Assurance.
- Provide assistance in the adoption of Frameworks defined for Project implementation and Operation Management.
- Receiving and coordinating project progress and resource utilization.
- Undertaking any other duties which may be assigned by the Supervisor.

Enquiries: Ms. Ennethe Murotua, Tel: 061-205 6243, Ms Ernstine Dama Tel: 061-2872477

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT
DIRECTORATE: QUALITY ASSURANCE, STANDARDS, SKILLS
DEVELOPMENTS&COORDINATION
DIVISION: STANDARDS AND QUALITY ASSURANCE
SUBDIVISION: AUDIT AND COMPLIANCE

Post Designation	:	Chief System Analyst Grade 6
1xPost	:	Windhoek
Scale of Salary	:	N\$354,883-N\$ 424,119
Transport Allowance	:	N\$10,512.00 per annum
Housing Allowance	:	N\$17,424 per annum

Advertised requirements: A B-Degree in Computer Science/Management Information System/ Business Computing, Information System Auditing at NQF Level 8 or equivalent, plus five (5) years of appropriate ICT experience, with a focus in Project Management.

Key Performance Areas:-

The incumbent will be responsible for:

- Performing reviews and audit work for e-Government projects of different Ministries to verify compliance to defined standards at the stage of Project definition, Implementation, governance & management.
- Operation Management (Access Control, Internal Audit Practice, Security and Access Control).
- Screening of Terms of Reference for any ICT and e-government projects of Government Ministries.
- Screening of specifications for Hardware and Equipment.
- Participating in Project review / audit activities with the OMA teams and implementation partner engaged by the OMA.
- Conducting internal audit and quality assurance exercise on the operations and deliveries from the division of Solution Architecture and the division of Infrastructure and Support of the DPSITM and development units within the Public Service.
- Working with the Office of the Auditor General to conduct audit for project implementations by private companies for Government Ministries and providing consistent and timely updates to leadership of the DPSITM on assigned projects.

Enquiries: Mr. Petrus Kanana Tel: 061-205 6210, Ms Ernstine Dama Tel: 061-2872477

**DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT
DIVISION: DATA CENTRE AND NETWORKS
SUBDIVISION AUXILLIARY SUPPORT SERVICES**

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 Requirement: A National Diploma in Office Administration on NQF Level 6 or equivalent qualification.

Key Performance Area:

- Managing office of the director on daily basis.
- Follow up on action items for director, schedule and coordinate appointment
- Draft letters, emails and capture important documents electronically
- Maintain incoming, outgoing calls, organize the Office
- File all correspondences in a hard/soft copies
- Ensure reservations for meetings and trips are made and update contact lists

Enquiries: Ms Ernstine Dama Tel: +264 61 287 2477

**DEPARTMENT: PUBLIC SERVICE MANAGEMENT
DIRECTORATE: ORGANIZATIONAL DEVELOPMENT & GRADING**

Post Designation	:	Human Resources Policy Analyst Grade 6
2xPosts	:	Windhoek
Salary Scale	:	N\$354,883 – N\$424,119
Transport Allowance	:	N\$10,548 per annum
Housing Allowance	:	N\$17,424per annum

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

Minimum requirement: A Bachelor Degree in Human Resources Management / Public Administration or equivalent qualification majoring in Human Resources Management at NQF Level 7 plus three (3) years' experience on the level of a Senior in Human Resources field.

Key Performance Area: -

- Assist in creation of the Personnel Administration Measures (PAM's) and Grade functional levels of different job categories.
- Analyse and Process requests from OMAs/RCs for creation of structures/units with posts.
- Conduct research, analysis and develop proposals to OMAs/RCs for a possible change on organization and establishments.
- Assist OMAs/RCs in reviewing organizations and establishments to achieve greater organizational efficiency.
- Analyse and processing of requests from OMAs/RCs for farming-out/contracting of work/outsourcing of work.
- Consult and advise on the grading and job evaluation system.

Enquiries Ms. Jecinta Matengu (061 287 3178) and or Ms, Geneva Tshelakgosi (061 287 2145)

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

All completed application forms for employment of the above mentioned posts be directed to:-

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

Or

Hand deliver to Division Human Resources, 5th floor, Theo Ben Gurirab Building

OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL MANAGEMENT

DIRECTORATE: ADMINISTRATION

DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

SUBDIVISION: HUMAN RESOURCE MANAGEMENT

Post designation	:	Human Resource Practitioner Grade 8
1xPost	:	Windhoek
Scale of salary	:	N\$ 238, 825 – N\$ 285, 420
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

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

Additional requirements: An appropriate Bachelor's Degree majoring in Human Resources (or equivalent qualification) on NQF Level 7;

Key accountabilities:

- To conduct recruitment and selection processes;
- To administer conditions of service and employee benefits;
- To attend to employee grievances and misconduct;
- To process employee leave records;
- To advise staff members on HR processes and systems;
- To assist line supervisors with performance agreements and assessments;
- To conduct induction of new employees; and
- To execute any other duties assigned by the supervisor or any other authorised person.

APPLICANTS SHOULD NOTE THE FOLLOWING:

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

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

Please further note:

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

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

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

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

OR

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

FAXED APPLICATIONS WILL NOT BE CONSIDERED.

MINISTRY OF EDUCATION, ARTS AND CULTURE

DEPARTMENT OF FINANCE AND ADMINISTRATION DIRECTORATE: PLANNING AND DEVELOPMENT (PAD) DIVISION: CORPORATE PLANNING AND DEVELOPMENT

Post Designation	:	Chief: Education Officer 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: An appropriate Degree or equivalent qualification on NQF L7 or 8 plus 9 years' appropriate experience.

Supplementary Selection Requirements: Master's Degree in the following fields: Business Administration or Economics, Development Studies or Public Management and Information and Communication Technology. Knowledge in project management and monitoring and evaluation, Education Planning, Finance and donor funding coordination will be an added advantage.

Job Description:

- Compliance and interpretation of the Public Service Act, Education Act, Public Service Staff Rules and Regulations and other relevant Acts and Regulations.
- Head an integrated development planning system/process and serve short and long term needs of the Ministry.
- Deliver time bound results in the areas of planning, research and information management in support of the Ministry's planning, policy and strategic formulation.

Development of Strategies:

- Coordination, development and communication of core strategies through to various departments and directorates.
- Overall oversight of strategic implementation.
- Alignment of Ministry's strategies with national strategic frameworks, policies and plans.
- Coordination, development and monitoring of Annual Plan's implementation.

Integrated Planning:

- Coordination of strategic planning and development of medium term plans.
- Short term planning through effective business planning processes, service delivery and budget implementation plans.
- Development and management of the reporting mechanisms.
- Take a lead in the coordination of the development of integrated strategic planning activities of the Ministry as a corporate body.
- Coordination and development of medium and long term plans of the Ministry ensuring MoEAC annual plans are properly coordinated, developed, implemented and monitored.
- Effective coordination and management of donor support and development assistance to education.
- Supervision and coordination of the function of policy analysis and research within the Ministry and provide timely advise to effect necessary policy reviews.
- Carry out policy analysis against the Ministry strategic objectives of quality, equity and efficiency.
- Coordination and development of medium and long term plans of the Ministry.
- Overseeing the financial planning function of the Ministry including foreign aid coordination.
- Coordination of regional and national education planning needs and incorporating such needs into the Ministry's development budget.

- Coordinating a geographical information system including data collection, managing and analysis through effective regional coordination and provide policy advice.
- Coordination, preparation and management of the capital budget including the production of timely reports on the capital budget implementation and ensuring the production of monthly reports for each of the projects.
- Coordination of capital projects planning for institutions of higher learning and statutory bodies supported by the Ministry.
- Plan, coordinate and manage foreign assistance to education and produce timely reports.
- Liaise effectively with relevant government and non-government organizations and teacher's union to ensure effective consultation towards effective partnership in education.

Enquiries: Mr. Cavin Muchila Telephone +264 61 293 3341

Address:

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

Or Hand delivered at the:

**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

DEPARTMENT: NATURAL RESOURCE MANAGEMENT DIRECTORATE OF REGIONAL SERVICES AND PARKS MANAGEMENT DIVISION: WILDLIFE SUPPORT SERVICES SUB-DIVISION: AIR WING

Post Designation	:	Pilot 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

Qualifications, experience and skills: A current Namibian Commercial Pilot license in Helicopters CPL(H) with 500 hours total time, AS 350 B3e (H-125) type rating, a class 1 medical certificate, a level 5 English certificate or higher with valid CRM, DG, SEPT certificates.

Additional requirements: Be able to work and camp in remote areas and National Parks for a longer time with basic infrastructure and rough field conditions, Experience in flying aerial censuses/patrols in remote regions will be an advantage, Game capture operations experience will be an advantage, a degree in biological sciences/nature conservation will be an advantage.

Job description:

To conduct structured aerial patrols of Namibia's National Parks and other protected areas to provide aerial support for Human-Wildlife conflict situations (i.e. Elephants escaping the Park), To provide aerial support for wildlife crime investigation operations, To conduct aerial censuses in conjunction with Scientific Services, To provide aerial support for game capture operations, To produce reports with maps after a mission has been flown, together with track logs flown and waypoints using appropriate software (i.e. S.M.A.R.T. program, To liaise with other law-enforcement agencies and institutions on the effective use of the helicopter within the Directorate, To ensure that the pilots' legal requirements regarding licenses, flight medicals and courses/re-fresher courses are at all times up to date, To plan, facilitate and oversee helicopter fuel logistics (purchasing, distribution etc.) throughout the country, To assist the Chief Pilot in the general running of the Air wing.

Enquiries: Mr. Jose Kaumba, Tel: 061 2842086 or Human Resources, Tel: 061 284 2217

Applicants should note the following:

Applicant must be a Namibian, Applicants within the Public Service must attach proof of confirmation of probation to their application for employment. Applicants who only partially complete and/ or not sign application forms, or who do not attach letters of confirmation of their probation in their current positions, will not be considered. No applications or documents will be returned.

Please Note: 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 must be submitted to:

Address:

**The Executive Director
Ministry of Environment, Forestry and Tourism**

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

**Private Bag 13306
Windhoek**

Or hand delivered 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 FINANCE AND PUBLIC ENTERPRISES

DIRECTORATE: PUBLIC PRIVATE PARTNERSHIPS

DIVISION: CAPACITY BUILDING AND OUTREACH

Post Designation	:	Chief Economist Grade 6
1xPost	:	Windhoek
Scale of salary	:	N\$354, 883–N\$ 424, 119
Housing allowance	:	N\$ 17, 424.00 per annum
Transport allowance	:	N\$ 10,512.00 per annum

Minimum requirements: A relevant four (4) year B-Degree (or Equivalent Qualification at NQF level 7) in one or more of the following major subjects: Economics, Business Economics, Law, Accountancy or Cost Accounting Plus five (5) years relevant experience.

Key performance areas:

- Coordination and interface with various government Ministries / Offices / Agencies (OMAs) with respect to Public Private Partnership (PPP) project initiatives to facilitate PPP capacity building and outreach program needs.
- Research on activities to keep abreast with respect to PPPs' outreach and capacity building.
- Organise and coordinate PPP trainings, investor outreach initiatives, forums to interact with private sector stakeholders and other participants.
- Develop and deliver training programs on PPPs and infrastructure project finance to various government and other stakeholders.
- Collaborate with multilateral and development finance institutions in conceptualizing projects and funding packages targeted at capacity building and related activities.
- Engage with government stakeholders to guide them on best-practices related to feasibility assessments and PPP procurement (including criteria for selection of private sector partner), and documentation of appropriate risk sharing arrangements and safeguards while preparing PPP contracts.
- Assist in the appointment of competent Transaction Advisor.
- Preparing technical and output performance parameters / specifications and monitoring standards for the services to be provided.
- Assess the technical capabilities of the bidders to implement the project (e.g. technical solutions, track record of past projects) from EOI and RFP.
- Empanel and manage a team of professionals (including sector specialists, engineers etc.) to support the functions of the Project Appraisal Department of the PPP Unit.
- Coordinating with and supporting PPP Unit legal experts and financial experts in undertaking various tasks at various stages of PPP project life cycle.
- Quality control, assessment of technical risks and their mitigation measures, and compliance;
- Provide inputs on sensitivity analysis on technical parameters.
- Provide advice on construction, operation and maintenance issues, output, and outcomes.
- Review of project reports and recommendations submitted to the PPP Committee, with respect to a PPP Project, including review of feasibility analysis documentation (technical, financial, and economic evaluation methods/models).
- Compile and update PPP guidance manuals and other reference material on PPPs and actively disseminating such information to relevant stakeholders;
- Assist the PPP Committee/MOF in issuing regulations, circulars and guidance notes pertaining to financial aspects/ feasibility of PPPs;

- Carry out any other duties assigned by Deputy Director or Management of the Ministry of Finance

Competency required;

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

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

Post Designation	:	Senior Economist Grade 7
1xPost	:	Windhoek
Scale of salary	:	N\$291, 128–N\$ 347, 926
Housing allowance	:	N\$ 17, 424.00 per annum
Transport allowance	:	N\$ 10,512.00 per annum

Minimum requirements: A relevant four (4) year B-Degree (or Equivalent Qualification at (NQF level 7) in one or more of the following major subjects: Economics, Business Economics, Law, Accountancy or Cost Accounting Plus four (4) years relevant experience.

Key performance areas:

- Organize and coordinate capacity building training programs on Public Private Partnership (PPP) and infrastructure project finance to various stakeholders.
- Undertake research and other economic analysis to keep abreast with PPPs outreach and capacity building programs.
- Appraising the project feasibility from the technical point of view.
- Technical Evaluation of proposals and bids.
- Assessment of the capacity of private sector bidders to deliver the project and subsequently operate and manage it.
- Identify technical and demand/revenue-related risks of the project and quantify their potential financial impact (e.g. risks related to the project design, construction, tariffs including regulatory regime, operation, maintenance, life cycle, changes in technology, etc.).
- Propose criteria regarding the technical and economic aspects of the project: quality of the design, technical robustness, relevance of technical solutions, demand, performance targets.
- Contribute to the drafting of parts of the tender documentation (e.g. information memorandum, instructions to bidders regarding the technical aspects, technical selection criteria including scoring system).
- Contribute to updating the tender documentation regarding technical issues as required after each internal and external discussion.
- Compiling and updating PPP guidance manuals and other reference material on PPPs and disseminating such information to relevant stakeholders.
- Coordinate and engage with government Offices/Ministries /Agencies (OMAs) and other stakeholders to develop PPP project concepts, guide them on best-practices related to PPP.

- Collaboration with multilateral and development finance institutions in conceptualizing projects and funding packages targeted at PPP project development, capacity building and other related activities.
- Facilitate quarterly provision of PPP project information and provide updates on the Ministerial websites and other platforms.
- Compile analytical briefs on projects under review and respond to queries from the PPP Committee.
- Perform any other duty as directed by the supervisor and other seniors in the Directorate.
- Perform secretariat duties for the PPP Committee i.e. prepare documents, take minutes etc.

Competency required:

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

In terms of the affirmative/ action plan of the Ministry of Finance and Public Enterprises, qualifying females and persons with disabilities who meet the prescribed advertisement requirements are encouraged to apply.

Enquiries to be directed to:

Mrs. Hileni Stefanus

Deputy Director: Capacity Building and Outreach

Public Private Partnerships

Ministry of Finance and Public Enterprises

Tel no. 061 – 209 2921

E-mail: Hileni.Stefanus@mfpe.gov.na

DIRECTORATE: BUDGET MANAGEMNT AND COTROL

DIVISION: BDGET CONTROL:

SUBDIVISION: PAYMENT SERVICES

Post Designation	:	Senior Accountant Grade 7
1xPost	:	Windhoek
Scale of salary	:	N\$291, 128–N\$ 347, 926
Housing allowance	:	N\$ 17,424.00 per annum
Transport allowance	:	N\$ 10,512.00per annum

Minimum requirements: A relevant four (4) year B-Degree in Accounting and Finance (or Equivalent Qualification at (NQF level 7) Majoring in Accounting and Finance Plus four (4) years relevant experience.

Key performance areas:

- The positions incumbent will be responsible for the subdivision Payment Services, Accounts Payable Help Desk which is responsible for daily processing all Government Accounts Payable EFT payments below N\$ 5 million.
- Assist all Ministries with queries related to Accounts Payable function.

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

- Updating and Maintenance of GRN Supplier Database.
- Supervision of accounts of EFT processed on daily basis.
- Ensure that payments are forwarded to Bank of Namibia timeously each day.
- Evaluate all treasury submissions in accordance with the relevant sections of the state finance act, act 31 of 1991) and treasury instructions and ensure that all submissions are completed within 7 working days for Expenditure authorization, settlement of civil claims, determination of tariffs, write offs of debt owed to and by the GRN, virementation of funds, recovery of debts owed to the state, suspension of funds, waiver of claims
- Ensure that continuation authorization is disseminated to all OMA's.
- Verification and posting of original budget and budget split on the system.
- Study budget/expenditure forward plans/procure plans of OMAs's to ensure conformity with the monthly releases.
- Ensure that TAW ceilings are issued to the OMA's on time and that TAW requests are scrutinize and processed/posted on the system, before the 1st day of the month.
- Monitor the budget execution rate on a weekly basis for OMA's.
- Analyze all external virementation before posting/processing on the system for all OMA'S

Competency required:

- Strong Analytical and Assessment skills.
- Skills in analysis, statistics, and data interpretation.
- A self-starter who pays attention to details.
- Computer literate with strong emphasis on MS Excel and Microsoft word.
- Good interpersonal and communication skills.

Enquiries to be directed to:

Ms. Secilia Hiskia

Deputy Director: Budget Control and Payment Services

Ministry of Finance and Public Enterprises

Tel no. 061 – 209 2924

E-mail: Secilia.Hiskia@mfpe.gov.na

**DEPARTMENT: PROCUREMENT POLICY UNIT
DIVISION: MONITORING AND EVALUATION**

Post Designation	:	Chief Policy Analyst Grade 6
2xPosts	:	Windhoek
Scale of salary	:	N\$354, 883–N\$ N\$ 424,119
Housing allowance	:	N\$ 17,424.00 per annum
Transport allowance	:	N\$ 10,512.00 per annum

Minimum requirements: A B-Degree in Economics, Accounting/Auditing, or equivalent qualification on NQF L 7, plus 5 years's experience in Monitoring and Evaluation or auditing. A Master Degree in any of the above areas and a valid Driver's Licence will be an added advantage.

NB: Candidate will be subjected to a Security clearance process.

Supplementary requirements:

Preference will be given to candidates with knowledge or experience in Public Procurement, data analysis and reporting, compliance monitoring, contracts and performance auditing.

- To monitor, report on the performance of the Public Procurement Systems in Namibia, including preparing an annual report.

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

- To monitor and evaluate compliance with the Public Procurement Act, 2015, directives, code of procedures and guidelines issued under this Act.
- To develop, update and implement the Monitoring and Evaluation Framework for the Procurement Policy Unit and Public Procurement System.
- To assess the impact of Procurement System on the socio-economic policy objectives of the Government.
- To Review, monitor, and assess methods of disposal of assets.
- Perform any other activities as assigned by the supervisor (s)

Enquiries to be directed to:

Mr. Phineas Nsundamo

Acting DED: Department Procurement Policy Unit

Ministry of Finance and Public Enterprises

Tel no. 061 – 209 9405

E-mail: Phineas.Nsundamo@mfpe.gov.na

In terms of the Affirmative Action Plan of the Ministry of Finance and Public Enterprises, qualifying females and persons with disabilities who meet the prescribed advertisement requirements are encouraged to apply. Application forms 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must). Please Note: Only short-listed candidates will be notified, and no documents will be returned.

Applications must be addresses to:

The Executive Director

Ministry of Finance and Public Enterprises

Private Bag 13295

Windhoek

Or hand delivered at: Ground Floor East Wing Fiscus Building

MINISTRY OF FISHERIES AND MARINE RESOURCES

DIRECTORATE: OPERATIONS DIVISION: TECHNICAL SERVICES SUBDIVISION: VESSELS

Post Designation	:	Senior Aircraft Maintenance Engineer Grade 7
1xPost	:	Arandis
Salary Scale	:	N\$ 291, 128–N\$ 347, 926
Transport allowance	:	N\$ 10,512.00 per annum
Housing allowance	:	N\$17,424 per annum
Danger allowance	:	N\$ 46, 780 per annum

Appointment requirements: A valid F406 type rating License endorsed by the Namibian Civil Aviation Authority (NCAA) to enable the candidate to carry out maintenance on both Fisheries patrol Aircraft.

Additional requirements: An appropriate completed apprenticeship plus a valid Aircraft Maintenance Engineer License endorsed with one or more of the following Categories of Ratings: Category A and C; or Category B; or Category D; or Category W or X rating in the following: AC and DC electrical system; Aircraft instruments; Flight path and air data computation; Auto pilot; Radio communication and navigation equipment, radar or pulse FM and remote and direct reading compasses. .

Enquiries: Mr. Steven Ambabi, Tel 064 201 6202/ Mr. Fabian Nghiulivali, Tel, 061 205 3054

DIVISION: GENERAL SERVICES SUBDIVISION: AUXILIARY SERVICES SECTION: STORES

Post Designation	:	Senior Administrative Office Grade 10
1xPost	:	Windhoek
Salary Scale	:	N\$ 159, 505–N\$ 191, 312
Transport allowance	:	N\$ 10,512.00 per annum
Housing allowance	:	N\$ 13, 944 per annum

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

OR

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

Enquiries: Ms. Agnes Negongoh, Tel: 061 205 3008/ Ms. Jessica Soja, Tel: 061 205 3044

NOTES TO CANDIDATES:

- **Applicants must be Namibian citizens.**
- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**
- Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
- Faxed applications will not be considered.
- **Only shortlisted candidates will be contacted and no documents will be returned.**

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

- Applications (on form 156043 obtained at all Government Offices) together with a comprehensive Curriculum Vitae and **originally certified copies by the Namibian Police** of educational qualifications must be submitted to:

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

OR

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

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: KUNENE REGION

DIVISION: REHABILITATION & SOCIAL WELFARE SERVICES SUBDIVISION: REHABILITATION

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

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

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OPUWO

Post Designation	:	Specialist Grade 4 (Obstetrics and Gynaecology)
1xPost	:	Opuwo
Scale of Salary	:	N\$ 517, 195–N\$ 543, 728
Fixed Overtime	:	N\$ 258, 600 per annum
Housing Benefit	:	N\$ 68,188 per annum
Motor Vehicle Allowance	:	N\$ 110, 917 per annum

Minimum Requirements: Registration as a Specialist in obstetrics and gynaecology with the Medical and Dental Council of Namibia.

SECTION: PROFESSIONAL SERVICES SUBSECTION: PHARMACEUTICAL SERVICES

Post Designation	:	Senior Pharmacist Grade 6
1xPost	:	Opuwo (Regional Office)
Salary scale	:	N\$ 354, 883–N\$ 424, 119
Fixed Overtime	:	N\$ 189, 882 per annum
Transport Allowance	:	N\$10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: Registration as a Pharmacist with a Health Professional Council of Namibia, plus 3 years' appropriate experience.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OPUWO SUBDIVISION: DISTRICT HOSPITAL OPUWO

Post Designation	:	Medical Officer Grade 5
2xPosts	:	Opuwo
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 Requirements: Registration as a Medical officer with the Medical and Dental Council of Namibia. Must have a valid driver's license.

Enquiries: Dr. M. Barongo, 065 – 272841 or Dr. M. Rutakulemberwa, 065 – 272856

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES KHORIXAS
SUBDIVISION: DISTRICT HOSPITAL KHORIXAS**

Post Designation : Medical Officer Grade 5
3xPosts : 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 Requirements: Registration as a Medical officer with the Medical and Dental Council of Namibia. Must have a valid driver's license.

Enquiries: Dr. M. Barongo, 065 – 272 841 / Dr. Ali Mbuyi, Tel: 067 – 335 100

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OUTJO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE KAMANJAB**

Post Designation : Medical Officer Grade 5
1xPost : Kamanjab
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 Requirements: Registration as a Medical Officer with the Medical and Dental Council of Namibia. Must have a valid driver's license.

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OUTJO
SUBDIVISION: DISTRICT HOSPITAL OUTJO**

Post designation : Medical Officer Grade 5
3xPosts : 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 Requirements: Registration as a Medical Officer with the Medical and Dental Council of Namibia. Must have a valid driver's license.

Enquiries: Dr. M. Barongo, 065 – 272 841 or Dr. J. Sanyiswa, Tel: 067 – 313 7051

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

Post designation : Chief Administrative Officer Grade 8
1xPost : Khorixas
Salary scale : N\$ 238, 825 –N\$ 285, 420

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

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

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

Enquiries: Dr. Ali Mbuyi, Tel: 067 – 335 100 or Human Resource Management Office 065 – 272 823/808

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

Post designation : Human Resource Practitioner Grade 8
1xPost : Opuwo (Regional Office)
Salary scale : N\$ 238, 825 –N\$ 285, 420
Transport Allowance : N\$ 10, 512 per annum
Housing Allowance : N\$ 17, 424 per annum

Minimum Requirements: A National Diploma majoring in human resources on NQF L6

Enquiries: Ms. T. Nghitotelwa, 065 – 272 808 or Human Resource Management Office 065 – 272 823/10

**DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OPUWO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE & DISTRICT HOSPITAL OPUWO
SECTION: PRIMARY HEALTH CARE, & NURSING SERVICES**

Post Designation : Registered Nurses Grade 8
Duty Station(s): Opuwo District Hospital and/or
Clinic Onjuva and/or
Clinic Otuani and/or
Clinic Ombombo and/o
7xPosts : 4x Nursing Services
1x Clinic Onjuva
1x Clinic Otuani
1x Clinic Ombombo
Salary scale : N\$ 238, 825 –N\$ 285, 420
Housing Allowance : N\$ 17,424 per annum
Transport Allowance : N\$ 10,512 per annum
Remoteness Allowance : N\$ 21, 000 per annum (Onjuva, Otuani and Ombombo Clinics)

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

Enquiries: Mrs. K. Tjiveze, Tel: 065 – 272 858 / Mr. W. Tjumbua, Tel: 065 – 272 843

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTJO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE & DISTRICT HOSPITAL OUTJO
SECTION: EMPLOYEE WELLNESS & CLINIC QUEEN SOPHIA AND CLINIC ERWEE

Post Designation	:	Registered Nurses Grade 8
Duty Station(s)	:	1x Outjo District Hospital, 1x Erwee 1x Queen Sophia
3xPosts	:	1x Employee Wellness 1x Erwee 1x Queen Sophia
Salary scale	:	N\$ 238, 825 –N\$ 285, 420
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	Clinic Erwee N\$ 9, 000 per annum Clinic Queen Sophia N\$ 21, 000 per annum

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

Enquiries: Ms. E. Lungameni, Tel: 067 – 313 250 / Mr. M. Muteze, Tel: 067 – 313 7000

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: KHORIXAS
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE & DISTRICT HOSPITAL KHORIXAS
SECTION: KHORIXAS CLINIC & NURSING SERVICES

Post Designation	:	Registered Nurses Grade 8
Duty Station(s)	:	1x Khorixas Hospital 1x Khorixas Clinic
3xPosts	:	1x Nursing Services 2x Clinic Khorixas
Salary scale	:	N\$ 238, 825 –N\$ 285, 420
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

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

Enquiries: Ms. T. Kongoro, Tel: 067 – 335 166/ Ms. A. Day, Tel: 065 – 335 100

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 Regional Director
Mr. Tomas Shapumba
Ministry of Health and Social Services
Directorate Kunene Region
Hospital Premises
Private Bag 3003
Opuwo

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OSHIKUKU
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES

Post Designation	:	Medical Officer Grade 5
2xPosts	:	Okalongo Health Centre
Salary Scale	:	N\$ 432, 601 –N\$ 517, 195
Motor Vehicle Allowance	:	
Capital costs	:	N\$ 60, 943.00 per annum
Running costs	:	N\$ 24, 120.00 per annum
Total Allowance	:	N\$ 85, 063.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Fixed Overtime	:	N\$ 231, 513.00 per annum
Remoteness Allowance	:	N\$ 9,000.00 per annum

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OKAHAO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES

Post Designation	:	Medical Officer Grade 5
1xPost	:	Indira Gandhi Health Centre
Salary Scale	:	N\$ 432, 601 –N\$ 517, 195
Motor Vehicle Allowance	:	
Capital costs	:	N\$ 60, 943.00 per annum
Running costs	:	N\$ 24, 120.00 per annum
Total Allowance	:	N\$ 85, 063.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Fixed Overtime	:	N\$ 231, 513.00 per annum
Remoteness Allowance	:	N\$ 9,000.00 per annum

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

DIRECTORATE: OMUSATI REGION
DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI
SUBDIVISION: DISTRICT HOSPITAL TSANDI

Post Designation	:	Medical Officer Grade 5
1xPost	:	Tsandi
Salary Scale	:	N\$ 432, 601 –N\$ 517, 195
Motor Vehicle Allowance	:	
Capital costs	:	N\$ 60, 943.00 per annum
Running costs	:	N\$ 24, 120.00 per annum
Total Allowance	:	N\$ 85, 063.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Fixed Overtime	:	N\$ 231, 513.00 per annum
Remoteness Allowance	:	N\$ 9,000.00 per annum

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

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

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

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

Forward applications to:

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

Or

**Hand delivery at:
Hospital Premises
Tsandi Road
Outapi**

DIRECTORATE: OMAHEKE REGION

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

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

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

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

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

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

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

Address:

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

Enquiries: Mr. Jeremia Shikulo or Ms. Edla Maiseuanaani, Tel: 062-577000

**DIRECTORATE: OSHIKOTO REGION
DIVISION: INTERMEDIATE HOSPITAL ONANDJOKWE
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES**

Post Designation : Senior Medical Officer Grade 4 (Paediatric)
1xPost : Intermediate Hospital Onandjokwe
Scale of Salary : N\$ 517, 195 – N\$ 543, 728
Motor Vehicle Allowance : N\$ 110, 917 per annum
Housing Benefit : N\$ 121, 560 per annum
Fixed Overtime : N\$ 258, 600 per annum

Minimum Requirements: Registration as a Medical Officer with the Medical and Dental Council of Namibia. Candidates should have three (3) years appropriate experience as Medical Office.

NB. The post will be fill with effect from 01 February 2025.

Post Designation : Senior Medical Officer Grade 4 (Surgery)
1xPost : Intermediate Hospital Onandjokwe
Scale of Salary : N\$ 517, 195 – N\$ 543, 728
Motor Vehicle Allowance : N\$ 110, 917 per annum
Housing Benefit : N\$ 121, 560 per annum
Fixed Overtime : N\$ 258, 600 per annum

Minimum Requirements: Registration as a Medical Officer with the Medical and Dental Council of Namibia. Candidates should have three (3) years appropriate experience as Medical Office.

NB. The post will be fill with effect from 03 March 2025.

Post Designation : Senior Medical Officer Grade 4 (Family Medicine)
1xPost : Intermediate Hospital Onandjokwe
Scale of Salary : N\$ 517, 195 – N\$ 543, 728
Motor Vehicle Allowance : N\$ 110, 917 per annum
Housing Benefit : N\$ 121, 560 per annum
Fixed Overtime : N\$ 258, 600 per annum

Minimum Requirements: Registration as a Medical Officer with the Medical and Dental Council of Namibia. Candidates should have three (3) years appropriate experience as Medical Office.

NB. The post will be fill with effect from 27 March 2025.

DIRECTORATE: OSHIKOTO REGION
DIVISION: INTERMEDIATE HOSPITAL ONANDJOKWE
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: DENTAL SERVICES

Post Designation	:	Dentist Grade 5
1xPost	:	Intermediate Hospital Onandjokwe
Scale of Salary	:	N\$ 432,601 – N\$ 517,195
Motor Vehicle Allowance	:	N\$ 85,063 per annum
Housing Allowance	:	N\$ 17,424 per annum
Fixed Overtime	:	N\$ 231,513 per annum

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

Enquiries: Dr. Saad S Rwehumbiza Tel: 065 – 280 400 or Mr. D. N. Kamati Tel: 065 –280515

Address:

The Medical Superintendent
Intermediate Hospital Onandjokwe
Private Bag 2016
Ondangwa

Or hand delivery at Administration Block department Human Resource Management
Intermediate Hospital Onandjokwe

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

DIRECTORATE: PRINT MEDIA AFFAIRS

DIVISION: MEDIA LIAISON SERVICES

SUBDIVISION: INFORMATION GATHERING AND DISSEMINATION

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

Minimum Requirements: An appropriate B-Degree on NQF L7 in Journalism, Media Studies or Mass Communication plus 3 years' appropriate experience. **Candidates will be subjected to a written test.**

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

DIRECTORATE: ICT DEVELOPMENT

DIVISION: INSTITUTIONAL POLICY REGULATING AND MONITORING (IPRM)

Post Designation	:	Policy Analyst Grade 7
1xPost	:	Windhoek
Scale of Salary	:	N\$ 291, 128 –N\$ 347, 926
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: A Bachelor Degree on NQF Level 7 in Public Policy/ Economics/ Law/ Public Administration plus 3 years' appropriate experience in Policy formulation and Analysis.

Additional Requirements: Candidate must have the ability to conduct comprehensive professional research; good policy analytical skills, reasonable knowledge of the Namibian ICT Policies and Laws, good oral and written communication skills; proficient in Microsoft Office products (Word, Excel, PowerPoint).

Main Responsibilities:

- Assist the implementation of ICT related Policy and Laws in Namibia.
- Monitor the impact of the ICT Laws and Policies implementation.
- Analyse various public initiatives regarding ICT infrastructure and services.
- Conduct Research in the field and propose the possible solution to the problems.
- Facilitate bilateral and multilateral agreements related to ICT.
- Design innovative strategies to enhance information and communication services provisioning in Namibia.
- Coordinate various initiatives with the Communications Regulatory Authority of Namibia (CRAN) and industry role players.
- Attend and provide support at events and meetings and execute projects and assignments consistent with the Ministerial mandate.
- Participate in national, regional and international ICT policy related conferences, workshops, symposia and seminars.
- Prepare written reports, analysis, briefings and memoranda as required.
- Assist with the development of directorate plans, budget priorities and initiatives.

Enquiries: Dr. Elizabeth Kamutuezu, Tel. 061 283 2399 OR Mr. Edward Ndjamba, Tel. 061-283 2385

DIRECTORATE: AUDIOVISUAL MEDIA, COPYRIGHT SERVICES & REGIONAL OFFICES
DIVISION: AUDIOVISUAL PRODUCTION AND COPYRIGHT SERVICES
SUB-DIVISION: REGIONAL OFFICES
SECTION: //KHARAS REGIONAL OFFICE

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

Minimum Requirements: An appropriate B-degree qualification on NQF L7 in Journalism, Media Studies or Mass Communication. **Candidates will be subjected to a written test.**

Enquiries: Mr. Mervin Kazapua, Tel. 063-223 220 OR Mr. Edward Ndjamba, Tel. 061-283 2385

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

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

The application forms must be addressed to:

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

OR HAND DELIVERY AT:

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

Enquiries: Mr. Edward Ndjamba, Tel No: 061 – 283 2385

MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION

DIRECTORATE: ADMINISTRATION

DIVISION: HUMAN RESOURCE PLANNING AND DEVELOPMENT

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

Minimum requirement: A B-Degree in the Human Resource field on NQF Level 7, or equivalent qualification majoring in Human Resource plus six (6) years appropriate experience, of which four (4) years must be at the level of Senior Human Resource Practitioner Grade 7.

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Ms. Espine Kambungu Tel: 061-282 2343

DEPARTMENT: BILATERAL RELATIONS AND COOPERATION

Post Designation	:	Chief Foreign Relations Officer Grade 6
2xPosts	:	Windhoek
Salary	:	N\$ 354, 883-N\$ 424, 119
Transport Allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 17, 424 per annum

Minimum Requirements: An appropriate B-degree on NQF Level 7 or equivalent qualification in Diplomatic Studies/Politics/International Relations/Laws/ Economic, plus six (6) years appropriate experience.

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Ms. Joseph Gumbo Tel: 061-282 2013

DEPARTMENT: MULTILATERAL RELATIONS AND COOPERATION

Post Designation	:	Chief Foreign Relations Officer Grade 6
2xPosts	:	Windhoek
Salary	:	N\$ 354, 883-N\$ 424, 119
Transport Allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 17, 424 per annum

Minimum Requirements: An appropriate B-degree on NQF Level 7 or equivalent qualification in Diplomatic Studies/Politics/International Relations/Laws/ Economic, plus six (6) years appropriate experience.

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Ms. Joseph Gumbo Tel: 061-282 2013

DEPARTMENT: PROTOCOL AND CONSULAR AFFAIRS

Post Designation	:	Chief Foreign Relations Officer Grade 6
2xPosts	:	Windhoek
Salary	:	N\$ 354, 883-N\$ 424, 119
Transport Allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 17, 424 per annum

Minimum Requirements: An appropriate B-degree on NQF Level 7 or equivalent qualification in Diplomatic Studies/Politics/International Relations/Laws/ Economic, plus six (6) years appropriate experience

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

Enquiries: Ms. Emily Shifula Tel: 061-282 2432/ Mr. Joseph Gumbo Tel: 061-282 2013

NB: All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable from any Government Offices. **Failure to complete all items of the application for employment form including part B.11/12 and not attaching all the necessary documents will disqualify the application.**

All Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation must be attached. The confirmation of probation letter should accompany the application form. Only shortlisted candidate will be contacted and No application form and document will be returned.

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

Application forms should be hand-delivered or addressed to:

**Executive Director
MIRCO
Private Bag 13347
WINDHOEK**

Or

**Hand delivered at:
Human Resource Office
MIRCO
Office No. 304
3rd Floor, East wing**

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DEPARTMENT: HUMAN SETTLEMENT DEVELOPMENT

DIRECTORATE: RURAL DEVELOPMENT

DIVISION: SECTOR DEVELOPMENT COORDINATION

SUBDIVISION: OKASHANA RURAL DEVELOPMENT CENTRE

Post designation	:	Administrative Officer Grade 12
1 x Post	:	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 on (NQF Level 3) with 20 points in 5 subjects and E symbol in English.

Additional requirements:

Preference will be given to applicants with two (2) years working experience in Business/Public Administration environment, Procurement and/or related field.

SUBDIVISION: ONGWEDIVA RURAL DEVELOPMENT CENTRE

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

Minimum requirement:

National Diploma or equivalent qualification on NQF Level 6 plus appropriate working experience.

Additional requirements:

Preference will be given to applicants with three (3) years working experience in Business Administration environment, Office Administration, Procurement, Fleet Management and/or related field. Possession of a Code B Driving License will be an added advantage.

SUBDIVISION: BEN HUR RURAL DEVELOPMENT CENTRE

Post designation	:	Chef Grade 12
1 x Post	:	Gobabis
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 on (NQF Level 3) with 20 points in 5 subjects and E symbol in English.

Additional requirements:

Preference will be given to applicants with two (2) years working experience as a chef in a hospitality environment, Hotel Management, Culinary Arts, and/or related field.

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

Enquiries: Mr. T Endjala, Tel: 061 297 5225

NOTES TO CANDIDATES:

- 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.
- 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.**
- The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed and together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

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

OR

Hand delivers to:

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

ERONGO REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION

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

Minimum Requirement: National Diploma at NQF L6 majoring in Accounting or Finance plus four (4) years appropriate experience.

Main Duties:

- Assist with the compilation of Annual Plan of the Division.
- Assist with the compilation of financial management reports.
- Assist with the compilation of Annual Financial Statements.
- Ensure adherence to management procedures and processes relevant to the Finance Division.
- Responsible for checking and controlling of all payments done by the accountants and ensure timeous payment.
- Perform monthly reconciliations.
- Carry out financial inspections to the sub- receivers of revenue at the Settlements Offices.

Enquiries: Ms MJ Nicolao/ Mr AP Abner Tel: 064-410 5758/5726

To candidates:

- **Applications must be accompanied by comprehensive curriculum vitae, testimonials and original certified copies of educational qualifications, academic records/transcripts.**
- **All foreign qualifications must be accompanied by an evaluation of qualification by the Namibia Qualifications Authority (NQA).**
- **Applicants who only partially complete and /or do not sign application forms (latest revised) will be disqualified. Hence, applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable.**
- **Only shortlisted candidates will be considered and no personal documents will be returned.**
- **NB: In terms of the Affirmative Action Act, Act 29 of 1998, women and people with disabilities who meet the advertised requirements are encouraged to apply.**

Application must be submitted to:

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

Or Hand delivery at:

**Erongo Regional Council
Human Resources Department
Acacia Building, Tobias Hainyeko Street
Swakopmund**

HARDAP REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: LIFE-LONG LEARNING

SUBDIVISION: ADULT AND CONTINUING EDUCATION, LIBRARIES, ARCHIVES AND ARTS & CULTURE

Post Designation	:	Chief Education Officer Grade 5
1xPost	:	Mariental
Salary scale	:	N\$ 412, 001 – N\$ 492,567
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: A B. Degree at NQF Level 7 plus years of appropriate experience.

Supplementary Requirement: Candidates must have 5 years' experience as Senior Education Officer Grade 6, A B. Degree majoring in Adult Education. Computer literacy and a valid driver's license will be an added advantage.

Enquiries: Ms. Kathleen Gowases, Tel (063) 245700, Mr. G. Campbell, Tel (063) 245719

SUB-SECTION: ADULT AND CONTINUING EDUCATION

Post Designation	:	Education Officer Grade 8
1xPost	:	Mariental
Salary Scale	:	N\$238, 825 –N\$ 285, 420
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: A B. Degree at NQF Level 7 or equivalent qualification on NQF Level 7

Supplementary Requirements: Candidates who have a valid driver's license will serve as an added advantage

Enquiries: Ms. E. Kamati, Tel: (062) 523123, Ms. Anel Beukes, Tel: (063) 245749

DIVISION: ARTS & CULTURE

Post Designation	:	Culture Officer Grade 9
1xPost	:	Mariental
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 Level 6.

Supplementary Requirement: Candidates with three (3) years of appropriate experience in the Arts and Culture Sector are encouraged to apply.

Enquiries: Ms. Kathleen Gowases, Tel (063) 245700, Tel (063) 245705, Ms. Anel Beukes, Tel (063) 245749

SUBSECTION: ARCHIVES

Post Designation	:	Archivist Grade 9
1xPost	:	Mariental
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 Degree on NQF L7 (or equivalent qualification)

Supplementary Requirement: Candidates should have a strong understanding of the Archives Act. Knowledge and experience of archival software will be an added advantaged.

Enquiries: Ms. Kathleen Gowases, Tel (063) 245700, Tel (063) 245705, Ms. Anel Beukes, Tel (063) 245749

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

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

Minimum Requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years of appropriate experience or an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years of appropriate experience

Supplementary Requirement: Specialization and proven experience in English in senior secondary education will be an added advantage.

Enquiries: Ms. Juanita Motinga, Tel (063) 245705, Ms. Anel Beukes, Tel (063) 245749

SECTION: HIV/AIDS PREVENTION AND WELLNESS

Post Designation	:	Senior Education Officer Grade 6
1xPost	:	Mariental
Salary Scale	:	N\$354, 883 –N\$ 424, 119
Housing Allowance	:	N\$14, 520 per annum
Transport Allowance	:	N\$10,512 per annum

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

Supplementary Requirements: Candidates probation should be confirmed and a valid driver's license will serve as an added advantage.

Enquiries: Ms. A.S. Kaoseb, Tel: (063) 245 700, Ms. Anel Beukes, Tel (063) 245749

SUBDIVISION: PLANNING AND DEVELOPMENT

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

Minimum Requirements: An appropriate Degree (or equivalent) at NQF Level 7 plus five (5) years of appropriate experience or an appropriate Degree (or equivalent) at NQF Level 8 plus three (3) years of appropriate experience

Enquiries: Dr. Gervasius Stephanus, Tel (063) 245713, Ms. Anel Beukes, Tel (063) 245749

SUBDIVISION: FINANCIAL MANAGEMENT

Post Designation	:	Chief Accountant Grade 6
1xPost	:	Mariental
Salary scale	:	N\$ 354,883 –N\$ 424,119
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 plus experience.

Supplementary Requirements: A Bachelor's Degree on NQF Level 7 or 8 in Accounting or Financial Management. Proven experience in SAGE evolution plus four (4) years' experience in modules of the Integrated Financial Management System (IFMS), DSA, Accounts Payable, Accounts Receivable, General Ledger), budgeting, compilation of financial statements, reconciliation of suspense accounts, computer literacy and a valid driver's license will serve as advantages

SECTION - BUDGET CONTROL, REVENUE AND CREDITORS

Post Designation	:	Senior Account Grade 7
1xPost	:	Mariental
Salary Scale	:	N\$291, 128 –N\$ 347, 926
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirement: An Appropriate Diploma on NQF L6 majoring in Accounting plus five (5) experience

Supplementary Requirements: A Bachelor's Degree majoring in Accounting. Candidates who have a valid driver's license plus 5 years' experience will serve as advantage

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

Minimum Requirements: An Appropriate Diploma on NQF L6 majoring Accounting

SUBDIVISION: HUMAN RESOURCES

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

Minimum Requirements: A National Diploma majoring in Human Resources on NQF L6 plus experience.

Supplementary Requirement: A Bachelor's Degree majoring in Human Resource on NQF Level 6 or 7. Experience in applying policies on Misconduct and Disciplinary Action, the Performance Management System, Project Management and General Human Resource Administration.

Enquiries: Mr. Gerald G Campbell, Tel (063) 245719, Ms. Anel Beukes, Tel (063) 245749

OANOB CIRCUIT

Post Designation	:	Principal Grade 5
1xPost	:	Rehoboth
	:	/Anes Secondary School Grades Pre Primary 8 - 12
Salary Scale	:	N\$ 412,001 –N\$ N\$492,567
Housing Allowance	:	N\$ 17, 424 per annum if applicable
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An Appropriately recognized 3 –year tertiary teaching qualification on NQF Level 6 (or equivalent) plus seven (7) years teaching experience, OR an Appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1 – year teaching qualification plus seven (7) years teaching experience.

Supplementary Requirements: Probation should be confirmed if applicable.

Post Designation	:	Head of Department Grade 6
4xPosts:	:	(a) Piet Diergaardt P/S: Junior Primary Phase Grades Pre Primary Grade 3: MOI Khoekhoegowab, Tsumis Farm (b) Oanob P/School: Mathematics & NSHE or Agriculture Grades 4-7 (c)/Anes S/School:Languages (English & Afrikaans or Khoekhoegowab) Grades 8-12 (d)/Anes S/School: Social Sciences Grades 4-9 (History, Geography or Development Studies, Rehoboth
Salary Scale	:	N\$354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum if applicable
Transport Allowance	:	N\$10, 512.00 per annum

Minimum Requirements: An Appropriately recognized 3 –year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience, OR an Appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1 – year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: Probation should be confirmed if applicable. Appropriate Qualifications within the correct phases indicated will be an added advantage. Candidates should be qualified and experienced in at least two (2) subjects/languages in a given

Enquiries: Mr. George P Dax, Tel (062) 523120, Ms. R. Kaoseb (for Secondary Schools), Tel (062) 523120, Ms. T. Onesmus (For Primary Schools), Tel (063) 245 700

AUOB CIRCUIT

Post Designation	:	Head of Department Grade 6
4xPosts	:	(a) Mariental P/School: Senior Primary: Grades 4-7: Social Sciences
		(b) Mariental P/School: Junior Primary: Pre-Primary – Grade 3 (MOI) Afrikaans, Mariental
		(c) Stampriet C/ School: Grades 8-9: Mathematics & Natural Science (Mathematics & Physical Science or Life Sciences), Stampriet
		(d) Cambridge P/School: Grades 4-7: Languages (English and Afrikaans), Cambridge
Salary Scale	:	354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17,424.00 per annum if applicable
Transport Allowance	:	N\$10, 512.00 per annum

Minimum Requirements: An Appropriately recognized 3 –year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience, OR an Appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1 – year teaching qualification plus six (6) years teaching experience.

Supplementary Requirements: Probation should be confirmed if applicable. Appropriate Qualifications within the correct phases indicated will be an added advantage. Candidates should be qualified and experienced in at least two (2) subjects/languages in a given subject combination.

Enquiries: Mr. Lawrence Moller, Tel (063) 246780, Ms. E. Boois, Tel (063) 245722

NAUKLUFT CIRCUIT

Post Designation	:	Head of Department Grade 6
1xPost	:	Kalkrand
	:	A.A. Denk P/School: Senior Primary: Grades 4-7: Mathematics & Natural Science and Health Education or Agriculture
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$17, 424.00 per annum if applicable
Transport Allowance	:	N\$10, 512.00 per annum

Minimum Requirements: An Appropriately recognized 3 –year tertiary teaching qualification on NQF Level 6 (or equivalent) plus six (6) years teaching experience, OR an Appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1 – year teaching qualification plus six (6) years teaching experience.

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

Supplementary Requirements: Probation should be confirmed if applicable. Appropriate Qualifications within the correct phases indicated will be an added advantage. Candidates should be qualified and experienced in at least two (2) subjects/languages in a given subject combination.

Enquiries: Ms. M. Kalola, Tel (063) 246780, Ms. E. Van Rhy, Tel (063) 245717

Note:

All foreign qualifications must be evaluated (attach NQA evaluation report)

Complete a prescribed application form in full. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. Candidates should forward their application forms with a cover letter from their respective Human Resource Offices. Testimonials with experience specifications is a must.

The possibility is not excluded that errors might have been made in compilation of the request for advertising of these vacancies, or that a post has been advertised, which should not have been advertised. If such errors occurred and later discovered, the Ministry reserves the right not to fill such posts. Applicants within the Public service applying for promotional posts must attach letters of confirmation of probation in current positions.

Perspective applicants who do not meet the appointment requirements as outlined above are advised not to apply. Only candidates who meet the prescribed appointment requirements will be considered for possible shortlisting and will notified accordingly.

Please note that applications posted should reach this office before the closing dates to avoid delaying recruitment processes.

Applications must be forwarded to:

The Regional Director
Directorate of Education, Arts and Culture
Hardap Regional Council
Subdivision Human Resources
Private Bag 2122
MARIENTAL

OR

Hand Delivered to:
Hardap Regional Council
Directorate of Education, Arts and Culture
Subdivision Human Resources
MARIENTAL

KAVANGO WEST REGIONAL COUNCIL

OFFICE OF THE CHIEF REGIONAL OFFICER SECTION: INTERNAL AUDIT

Post designation	:	Internal Auditor Grade 8
1xPost	:	Nkurenkuru
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

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

Additional requirements: Candidate must have a valid driver's license.

DIRECTORATE: GENERAL SERVICES DIVISION: ADMINISTRATION SECTION: TRANSPORT

Post designation	:	Senior Administrative Officer Grade 10
1xPost	:	Nkurenkuru
Salary Scale	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

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

Additional Requirement: Candidate must be computer literate with a valid driver's license.

Enquiries: Mrs. Eveline Nambahu, Ms. Eva H Shefike, Mr. Joseph K Kandjimi, Tel: 066-264875/6

Notes to candidates:

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applicants are reminded to attach **certified copies** of: Identity document, educational qualifications, and curriculum vitae.
- Confirmation letter **must be** attached in current post.
- All foreign qualifications must be evaluated (attach NQA evaluation report).

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". The possibility is not excluded that errors might have been made in compilation of this request for advertising of these vacancies, or that posts has been advertised, which should not have been so advertised. If such errors occurred and later discovered the Council reserves the right not to fill such post.

Please send application on prescribed forms to:

The Chief Regional Officer (acting)

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

**Kavango West Regional Council
Private Bag 6294,
Nkurenkuru**

Or

Hand deliver at:

**Kavango West Regional Council
HR Division Office No. 6
Nkurenkuru Plaza
Nkurenkuru**

//KHARAS REGIONAL COUNCIL

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

Post designation	:	Senior Archivist Grade 7
1xPost	:	Keetmanshoop Regional Office
Salary Scale	:	N\$ 291,128 –N\$ 347,926
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An appropriate Degree on NQF L7 (or equivalent qualification).

Additional Requirement: A Degree in Archives and Records Management and/or Information. Applicants must be Archivists Grade 9 level and their probation is confirmed. Probation letter must be attached on the application form.

Enquiries: Mr Simon Ipinge/Ms Emilia N Mbalili, Tel: 063 -227000/29/73

Address:

**Acting Chief Regional Officer
//kharas Regional Council
Directorate of Education, Arts and Culture
Private bag 2160
Keetmanshoop**

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION SECTION: ADULT AND CONTINUING EDUCATION

Post Designation	:	Senior Education Officer Grade 6 (Adult Education)
1xPost	:	Windhoek
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

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

Or

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

Additional Selection Requirements:

- Candidate must possess appropriate qualification on NQF L7/NQF L8 majoring in Adult Education
- Candidate must be in possession of a valid Driver's License or be willing to obtain such within a reasonable time frame.
- Computer Literacy will be an added advantage.

SUBDIVISION: HUMAN RESOURCES

Post Designation	:	Senior Human Resource Practitioner Grade 7
1xPost	:	Windhoek 1
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Appointment Requirements: An appropriate Diploma on NQF Level 6 (or equivalent qualification).

Supplementary Selection Requirements:

- Candidate must possess at least 5 years appropriate experience in handling / dealing with industrial relations / misconduct at the level of a Human Resource Practitioner Grade 8 (or higher) (Proof must be attached).
- Candidates in possession of an appropriate Degree on NQF Level 7 or higher majoring in Human Resource Development/ Management will have an added advantage.
- Competition is limited. Staff members must have completed their probation successfully as a Human Resource Practitioner Grade 8 and may only compete for a vacancy, which is on the next higher grade.

SECTION: BUILDINGS AND MAINTENANCE SERVICES

Post Designation	:	Works Inspector Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$ 195, 216 –N\$ 234, 144
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

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

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

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

CIRCUIT 2

Post Designation	:	Head of Department Grade 6
1xPost	:	Ella Du Plessis High School Mathematics and Science Department: (Mathematics and Science 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

CIRCUIT 3

Post Designation	:	Head of Department Grade 6
1xPost	:	Michelle Mclean Primary School Junior Primary Department Grade 0-3, MOI: Afrikaans
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 DIVISION: PROGRAMMES AND QUALITY ASSURANCE SUBDIVISION: PLANNING AND DEVELOPMENT

Post Designation	:	Chief Education Officer - Grade 5
1xPost	:	Regional Office - Khorixas
Salary scale	:	N\$ 432, 601– N\$ 517, 195
Salary Notch	:	N\$432, 601 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: An appropriate Degree or equivalent qualification on NQF Level 7 or NQF level 8, plus eight (8) years appropriate experience.

Supplementary Selection Requirements:

- Candidates should have their probation confirmed at level of Grade 6 or equivalent.
- Preference will be given to candidates with Degree specializing in the field of Planning, Mathematics/ Statistics or Economics.
- Candidates should be Computer literate and ICDL certification will be an added advantage. A candidate must be in possession of a valid driver's licence or be willing to obtain such within a reasonable time frame.

Post Designation	:	Senior Education Officer - Grade 6 Biology Grade 10 - 12
1xPost	:	Regional Office - Khorixas
Salary scale	:	N\$ 354, 883 –N\$ 424, 119
Salary Notch	:	N\$ 354, 883 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

OR

An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Selection Requirements: Candidate must be able to provide CPD for Biology 10 - 12 Life Science 8 – 9 and NSHE 4 – 7. Candidate must have taught Biology at Advanced Subsidiary (AS) at least for two (2) years.

Post Designation	:	Senior Education Officer - Grade 6 Physics & Chemistry Grade10 - 12
1xPost	:	Regional Office - Khorixas
Salary scale	:	N\$ 354, 883 –N\$ 424, 119
Salary Notch	:	N\$ 354, 883 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

OR

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Selection Requirements: Candidate must be able to provide CPD for Physics & Chemistry 10 – 12, and Physical Science 8 – 9. Candidate must have taught Physics/Chemistry at Advanced Subsidiary (AS) at least for two (2) years.

Post Designation	:	Senior Education Officer - Grade 6 Junior Primary: Mol - Otjiherero
1xPost	:	Opuwo
Salary scale	:	N\$ 354, 883 –N\$ 424, 119
Salary Notch	:	N\$ 354, 883 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

OR

An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Post Designation	:	Senior Education Officer - Grade 6 Mathematics Grade 10 - 12
1xPost	:	Regional Office - Khorixas
Salary scale	:	N\$ 354, 883 –N\$ 42, 119
Salary Notch	:	N\$ 354,883 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

OR

An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Selection Requirements: Candidate must be able to provide CPD for Mathematics 10 – 12. Candidate must have taught Mathematics at Advanced Subsidiary (AS) at least for two (2) years.

Post Designation	:	Senior Education Officer - Grade 6 English Grade 4 - 7
1xPost	:	Regional Office - Khorixas
Salary scale	:	N\$ 354, 883 –N\$ 424, 119
Salary Notch	:	N\$ 354,883 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

OR

An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Post Designation	:	Senior Education Officer - Grade 6 Technical Studies A or B
1xPost	:	Regional Office - Khorixas
Salary scale	:	N\$ 354, 883 –N\$ 424,119
Salary Notch	:	N\$ 354,883 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus five (5) years appropriate experience.

OR

An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Selection Requirements: Candidate must be able to provide CPD for teachers in Metalwork and Welding or Woodwork.

Post Designation	:	Head of Department Grade 6 (Junior Primary) Medium of Instruction: KhoeKhoegowab
1xPost	:	Outjo 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

Appointment requirements: An appropriate recognized 3 year tertiary teaching qualification or equivalent qualification on NQF Level 6 (or equivalent) plus six (6) years appropriate teaching experience.

**DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: HOSTELS ADMINISTRATION**

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Regional Office - Khorixas
Salary scale	:	N\$ 159, 505 –N\$ 191, 312
Salary Notch	:	N\$ 159, 505 per annum
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10, 512 per annum

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

OR

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

Supplementary Selection Requirements: Preference will be given to candidates with Knowledge in Hostel Administration and functions of Hostels Office, National School Feeding Program. Candidates should have probation confirmed at the level of Administrative Officer Grade 12.

SUBDIVISION: GENERAL SERVICES

Post Designation	:	Control Administrative Officer Grade 6
1xPost	:	Regional Office - Khorixas
Salary scale	:	N\$ 354, 883 –N\$ 424, 119
Salary Notch	:	N\$ 354,883 per annum
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate National Diploma on NQF level 6 or equivalent qualification, in the field of Public Administration, Public Management or Business Administration plus six (6) years appropriate experience.

Supplementary Selection Requirements:

- Candidates should be at the level of Chief Administrative Officer Grade 8 or equivalent level, and have their probation confirmed, to be attached.
- Candidates should have experience in General Service Administration, Procurement, Stock Control, Transport Management etc.

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

All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable from any Government Offices. **Failure to complete part B.12 of the application form and all items of the application for employment form correctly and not attaching all the necessary documents will result in immediate disqualification.**

Originally certified copies of Qualifications, Identity Document (ID), Curriculum Vitae (CV), service certificate/ two testimonials (not older than 2 years) must be attached to the applications. All foreign qualifications must be accompanied by an evaluation report from Namibia Qualifications Authority (NQA) and academic records/transcripts of their qualifications. In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply.

Note must be taken that competitions of vacancies in the Public Service have been limited. Staff members must have completed their probation successfully and may only compete for vacancies which are on the next higher grade/post level. Only shortlisted candidates will be contacted. No documents will be returned and no faxed applications will be accepted.

Applications must be send to the following address:

The Regional Director Human Resource Office Kunene Regional Council Directorate of Education, Arts & Culture Private Bag 2007 Khorixas	or	Hand Delivery Directorate of Education, Arts & Culture Human Resource Office Khorixas
---	-----------	--

OHANGWENA REGIONAL COUNCIL

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

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Eenhana
Salary Scale	:	N\$159, 505-N\$ 191, 312
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10, 512 per annum

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

The following will be regarded as an added advantage:

- An appropriate National Diploma (NQF Level 6) in Logistics and Supply Chain Management or Public Management or Business Administration or Procurement Management.
- Three (3) years' appropriate experience in procurement management and stock control at a level of Administrative Officer Grade 12 in Government or equivalent level (proof must be attached thereof)
- Candidates 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).

Main duties:

- Supervision of staff members under Procurement Management Unit (PMU).
- Ensure compliance with the provisions of the Public Procurement Act, 2015 (Act no. 15 of 2015) as amended.
- Prepare Procurement Plans for procurement of goods/services/work.
- Prepare bidding documents.
- Ensure that procurement documents are correctly referenced with the correct file reference numbers and ensure effective records management.
- Coordinate bid evaluation process and prepare submissions for presentation to Procurement Committee (PC) for recommendation of awards.
- Prepare agenda for PC meetings and take minutes thereof.
- Ensure correct processing of data in the Pastel.
- Prepare various procurement reports as required by the Public Procurement Act, 2015 (Act No 15 of 2015) as amended.

DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT EPEMBE

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Epeembe Constituency
Salary Scale	:	N\$159, 505-N\$191, 312
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10, 512 per annum

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

Main duties:

- Implement relevant Regional Council policies, Rules and Regulations,
- Organize community meetings on the requests of the Control Administrative Officer Grade 6;
- Supervise subordinates and provide inputs for the compilation of the Constituency Development Committee monthly reports;
- Provide budgetary inputs to the Control Administrative Officer Grade 6,
- Responsible for minute-taking at Constituency Development Committee meetings on request,
- Assist with procurement at Constituency Office;
- Receive and channel all correspondences timely;
- Responsible for proper filing of official documentation, identify training needs of subordinates and submit proposals to the Control Administrative Officer Grade 6;
- Attend to customer complaints on basic services and responsible for the updating of Constituency office inventory registers

Enquiries: Julia K Joseph @ 065-264327 or Hafeni E Nghifimule @ 065-264301

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

Post Designation	:	Senior Community Liaison Officer Grade 8
1xPost	:	Eenhana
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 on NQF Level 6 with one or more of the following subjects: HIV and AIDS Management, Public Health, Health Economics, Sociology, Counseling, Community Development and Project Management. Plus 3 years appropriate experience in HIV and AIDS programmes. Must be in possession of valid driver's license older than 3 years. **Applicants must attach academic records/ transcript of their qualifications.**

Main duties:

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

Enquiries: Etuhole I Haimbili @ 065-264314 or Hafeni E Nghifimule @ 065-264301

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

Candidates employed in the Public Service must attach a letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Fail to attach confirmation of probation letter or proof of current job level, their applications will not be considered.

NB: Prospective applicants who do not meet the appointment requirements as outlined above are advised not to apply. Only Candidates who meet the prescribed appointment requirements will be considered for possible short listing.

All foreign qualifications must be submitted together with evaluation of qualifications by Namibia Qualification Authority (NQA).

Failure to complete all items on the application form for employment and not attaching the necessary documents (a comprehensive curriculum vitae, originally certified copies of educational qualifications and proof of citizenship) will disqualify the application.

Completed applications should be addressed to:

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

Or

**Hand delivery at the:
The Human Resources Office
Ohangwena Regional Council
113 Church Street
EENHANA**

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

Post Designation	:	Senior Education Officer Grade 6 (Pre-Vocational Subjects Grade 5-12)
1 x post	:	Outapi, Omusati Region
Salary Scale	:	N\$354 883-N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements:

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

OR

An appropriate Degree on NQF L7 or equivalent qualification plus an educational qualification plus 5 years appropriate experience

Supplementary requirements:

- Candidate must have pre-vocational subjects: Home Economics/Home Ecology/Needlework and Clothing/Fashion Fabrics, Design & Technology
- Candidate must be able to provide CPD services for Technical Drawing

SUBDIVISION: PLANNING AND DEVELOPMENT

Post Designation	:	Senior Education Officer Grade 6 (Re-advertisement)
1 x post	:	Outapi, Omusati Region
Salary Scale	:	N\$354,883-N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements:

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

OR

An appropriate Degree on NQF L7 or equivalent qualification plus an educational qualification plus 5 years appropriate experience

Supplementary requirements:

Preference will be given to candidates who specialize in the field of Planning Development /Economics/Applied Mathematics/Statistics on NQF Level 7 or 8

Post designation	:	Chief Hostel Matron Grade 12
2x Posts	:	Onesi Secondary School, Onesi Circuit
	:	Onawa Secondary School, Anamulenge Circuit
Scale of salary	:	N\$107,753 – N\$129,240
Salary notch	:	N\$107,753 per annum
Housing Allowance	:	N\$13,939 per annum

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum

Appointment requirements;

A Grade ten (10) or equivalent Qualification on NQF Level 2

Supplementary requirements;

- Preference will be given to candidates with a Grade ten (10) or equivalent Qualification on NQF Level 2 with twenty-four (24) points in seven (7) subjects including D symbol in English or Standard 8 Certificate. Candidates in possession of Standard 8 Certificate must meet the requirements of F (HG) symbol in English
- Candidates must have three (3) years appropriate experience as a Hostel Matron 13 and **proof must be attached.**

CIRCUIT: ANAMULENGE

Post Designation	:	Head of Department Grade 6 (Mathematics and Integrated Natural Science Grade 4-7)
1 x post	:	Ondeka Combined School
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance:	:	N\$9,000 per annum

Appointment requirements:

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

OR

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

CIRCUIT: ETAYI

Post Designation	:	Head of Department Grade 6 (Languages: English and shindonga Grade 4-9)
1 x post	:	Akayupa Combined School
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum

Appointment requirements:

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

OR

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

NB; Preference will be given to candidates who will be able to teach English and Oshindonga Grade 8-9

CIRCUIT: OKALONGO

Post Designation : Head of Department Grade 6 (Junior Primary Phase Pre-Grade 3) **Mol; Oshikwanyama**
1 x post : Elao Primary School
Salary Scale : N\$354,883- N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum
Remoteness Allowance : N\$9,000 per annum

Appointment requirements:

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

OR

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

CIRCUIT: OKALONGO

Post Designation : Head of Department Grade 6 (Languages: English and Oshindonga /Oshikwanyama Grade 8-12)
1 x post : Haudano Secondary School
Salary Scale : N\$354,883- N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum
Remoteness Allowance : N\$9,000 per annum

Appointment requirements:

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

OR

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

CIRCUIT: OKALONGO

Post Designation : Head of Department Grade 6 (Languages: English and Oshikwanyama Grade 4-9)
1 x post : Oshaaluwata Combined School
Salary Scale : N\$354,883- N\$424,119

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum

Appointment requirements:

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

OR

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

CIRCUIT: ONESI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 4-9)
1 x post	:	Iiyambo Iiyambo Combined School
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum

Appointment requirements:

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

OR

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

NB; Preference will be given to candidates who will be able to teach Physical Science Grade 8-9

CIRCUIT: OSHIKUKU

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshindonga Grade 8-11)
1 x post	:	Oshikuku Junior Secondary School
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Appointment requirements:

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

OR

An appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on

NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience

CIRCUIT: OKALONGO

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase Pre-Grade 3) Mol; Oshikwanyama
1 x post	:	Elao Primary School
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum

Appointment requirements:

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

OR

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

CIRCUIT: OUTAPI

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase Pre-Grade 3) Mol; Oshindonga
1 x post	:	Okanimekwa Combined School
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum

Appointment requirements:

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

OR

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

CIRCUIT: RUACANA

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase Pre-Grade 3) Mol; Oshindonga
1 x post	:	Omudhuwahauwanga Primary School
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$9,000 per annum

Appointment requirements:

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

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

OR

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

CIRCUIT: RUACANA

Post Designation	:	Head of Department Grade 6 (Junior Primary Phase Pre-Grade 3) Mol; Otjiherero
1 x post	:	Otjekua Primary School
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness	:	N\$21,000 per annum

Appointment requirements:

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

OR

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

CIRCUIT: RUACANA

Post Designation	:	Head of Department Grade 6 (Languages: English and Oshindonga Grade 4-7)
1 x post	:	Otjovanatje Primary School
Salary Scale	:	N\$354,883- N\$424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum
Remoteness Allowance	:	N\$21,000 per annum

Appointment requirements:

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

OR

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

NB:

- 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

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

- **Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application**
- **Originally certified copies** of Highest Educational Qualifications, Identity Document (ID), Curriculum Vitae (CV), certificate of service from the previous employers/ testimonials must be attached to the applications. Proof of successful completion/confirmation of probation must be attached
- All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA)
- Only shortlisted candidates will be contacted. No documents will be returned

OR

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

Hand Delivery
Omusati Regional Office Reception

OUTAPI

Enquiries: Ms. Ndiyana Dominikus; **Tel** 065-251700

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE SECTION: BUILDINGS AND MAINTENANCE SERVICES

Post Designation	:	Chief Works Inspector Grade 7
1xPost	:	Otjiwarongo (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 qualification on NQF Level 6 **OR** an appropriate N3 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus four (4) years appropriate experience **OR** an appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years appropriate experience.

Supplementary Requirements: Preference will be given to applicants with a National Certificate at Level 4 or N4 plus four (4) years' experience at a level of Senior Works Inspector Grade 8 or equivalent. The applicant must be computer literate and in possession of a valid Driver's license.

SUBDIVISION: HUMAN RESOURCES ADMINISTRATION

Post Designation	:	Senior Human Resource Practitioner Grade 7
1xPost	:	Otjiwarongo (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: A National Diploma majoring in Human Resources on NQF L6.

Supplementary requirement: An appropriate Degree or equivalent qualification on NQF Level 7 majoring in Human Resources Management plus four (4) years appropriate experience.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (English & Otjiherero Grade 8-12)
1xPost	:	Otjiwarongo Regional Office
Salary Scale	:	N\$ 354, 883 – N\$ 424, 119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** an appropriate Degree or equivalent qualification on NQF Level 8 plus 3 year appropriate experience.

**DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SECTION: ADVISORY SERVICES**

Post Designation	:	Senior Education Officer Grade 6 (Technical Subjects)
1xPost	:	Otjiwarongo (Regional Office)
Salary Scale	:	N\$ 354, 883 – N\$424, 119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** an appropriate Degree or equivalent qualification on NQF Level 8 plus 3 year appropriate experience.

Supplementary Requirements: Preference will be given to candidates with a qualification in Design and Technology plus at least Welding/ Boilermaker/ Motor Mechanics.

CIRCUIT: GROOTFONTEIN

Post Designation	:	Head of Department Grade 6
	:	Languages (English and Afrikaans Grade 4-7)
1xPost	:	Wilhelm Nortier Primary School
Salary Scale	:	N\$ 354, 883 –N\$ 424, 199
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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Post Designation	:	Head of Department Grade 6
	:	Junior Primary: Languages: (English and Rukwangali Pre-Primary – Grade 3)
1xPost	:	Omulunga Primary School
Salary Scale	:	N\$ 354, 883 –N\$ 424, 199
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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Requirements: Candidate must have a tertiary teaching qualification with a combination of English and Rukwangali.

Post Designation	:	Head of Department Grade 6
	:	Commerce (Accounting and Entrepreneurship) Grade 8-12
1xPost	:	Otjiwanda Secondary School
Salary Scale	:	N\$ 354, 883 –N\$ 424, 199
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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

(Candidate must be able to teach Economics Grade 8-11).

CIRCUIT: OKAHANDJA

Post Designation : Head of Department Grade 6
: Physical Science Grade 8-9, Physics and Chemistry
Grade 10-11 and Mathematics Grade 8-11
1xPost : Okahandja Project Secondary School
Salary Scale : N\$ 354, 883 –N\$ 424, 199
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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Post Designation : Head of Department Grade 6
: Junior Primary: Languages: (English and Otjiherero Pre-
Primary – Grade 3)
1xPost : Orua Primary School
Salary Scale : N\$ 354, 883 – N\$ 424, 199
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum
Incentive Allowance : N\$ 9, 000 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Requirements: Candidate must have a tertiary teaching qualification with a combination of English and Otjiherero.

Post Designation : Head of Department Grade 6
: Junior Primary: Languages: (English and Afrikaans Pre-
Primary – Grade 3)
1xPost : Nau-Aib Primary School
Salary Scale : N\$ 354, 883 – N\$ 424, 199
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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Supplementary Requirements: Candidate must have a tertiary teaching qualification with a combination of English and Afrikaans.

CIRCUIT: OTJIWARONGO

Post Designation	:	Head of Department Grade 6
	:	Mathematics and Natural Science & Health Education Grade 4-7
1xPost	:	Otavi Primary School
Salary Scale	:	N\$ 354, 883 – N\$ 424, 199
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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Post Designation	:	Head of Department Grade 6
	:	Languages (English and Afrikaans Grade 8-12)
1xPost	:	Otjiwarongo Secondary School
Salary Scale	:	N\$ 354, 883 – N\$ 424, 199
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 subject to be taught plus a 1-year teaching qualification plus 6 years teaching experience.

Enquiries: Ms. Aune Shiguedha /Mr. Martin. lilonga, Tel: 067-308000

Application Procedures:

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

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

Applications must be addressed to the following address:

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

Or

Hand Delivery at:

PSM CIRCULAR NO.E OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 04 JUNE 2024, CLOSING DATE 04 JULY2024

