



REPUBLIC OF NAMIBIA
OFFICE OF THE PRIME MINISTER

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

Enquiries: Mr Samuel Guruseb

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

Department Public Service Management

BPI House, Independence Avenue

PO Box 1117

WINDHOEK

08 MAY 2025

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

CC: PUBLIC SERVICE COMMISSION

PSM CIRCULAR NO. D OF 2025

VACANCIES IN THE PUBLIC SERVICE OF NAMIBIA

The vacancies contained in the annexure currently exist on the establishments of various Offices/Ministries/Agencies. You are herewith requested to timeously bring this circular to the attention of all staff members who may qualify within your Office/Ministry/Agency. Candidacy is not limited to Public Servants. Preference will be given to Namibian Nationals.

INSTRUCTIONS

1. All requests for internal advertisements are to be forwarded by e-mail to Ms Eelu at Pombili.Eelu@opm.gov.na not later than the 10th of each month at 14H00. **The Offices/Ministries/Agencies are requested to ensure that only approved funded essential services posts are forwarded for advertising. Approval must be obtained from the Secretary to Cabinet and the posts must be budgeted for.**
2. Offices/Ministries/Agencies must take full responsibility to ensure that any e-mail sent to the Department is not virus infected because it will not be

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

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

3. Offices/Ministries/Agencies who have decentralized their human resources functions retain the responsibility of co-coordinating their recruitment and advertising efforts. This office will only deal with the headquarters.
4. All Offices/Ministries/Agencies are urged to 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.

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

6. CLOSING DATE: 05 JUNE 2025

Signed by Joyce. W. Mukubi

JOYCE. W. MUKUBI

DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DEPARTMENT: VETERANS AFFAIRS
DIRECTORATE: PLANNING AND DEVELOPMENT
DIVISION: REGIONAL COORDINATION

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|--------------------------------|---|--------------------------------------------------|
| Post Designation | : | Deputy Director Grade 4 |
| 1x Post | : | Windhoek |
| Salary Scale | : | N\$517,195 – N\$543,728 |
| Housing benefits | : | N\$121,560 per annum |
| Motor Vehicle Allowance | : | N\$110,917 (Capital and Running costs) per annum |

Minimum Requirements: A B-Degree in Business Administration, Development Planning, Project Management or Community Development on NQF Level 7 plus nine (9) years appropriate experience, with at least five (5) of those years at a supervisory or middle management level.

Job Description:

- Ensure the sensitization programmes for veterans and dependents of veterans are implemented in all regions of the country;
- Establish the linkage between regional and national level planning concerning veterans and dependents of veterans;
- Ensure that communication channels are working well between regional representatives and the Ministerial Directorates and Divisions;
- Responsible for the organization and co-ordination of activities of regional centers concerning veterans and dependents of veterans issues, programmes and projects;
- Participate in the designing and implementation of policies on veterans activities in consultation with all stakeholders, private and public institutions, individuals and other institutions;
- Provides advice to the Director on planning and development issues needed for the planning of Ministerial and veterans' programmes and projects;
- Interpret national policy and guide his/her staff accordingly;
- Design and implement the relevant participation mechanisms and approaches for involving veterans in regional and national level public affairs;
- Statistical Analysis of demographic patterns of veterans across different regions and advise the Director and Executive Director for decision making;
- Ensure good governance principles are applied by his/her subordinators;
- Manage personnel and activities of the division;
- Periodically assess progress and review plans where necessary;
- Present Divisional reports to the Director of Planning and Development on monthly, quarterly and annual basis;
- Accountable for Divisional Physical Assets

Enquiries: Mr. Nelson W. Meroro, Tel: 061-296 3008 or Mr. Josia-Reesing Halweendo, Tel: 296 3083

DIRECTORATE: POLICY, HERITAGE AND SOCIAL AFFAIRS
DIVISION: SOCIAL AFFAIRS

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|--------------------------------|---|--------------------------------------------------|
| Post Designation | : | Deputy Director Grade 4 |
| 1x Post | : | Windhoek |
| Salary Scale | : | N\$517,195 – N\$543,728 |
| Housing benefits | : | N\$121,560 per annum |
| Motor Vehicle Allowance | : | N\$110,917 (Capital and Running costs) per annum |

Minimum Requirements: Registration as a Social Worker OR satisfactory proof that the requirements for registration as a Social Worker with the Health Professionals Council of Namibia (HPCN) have been met plus nine (9) years appropriate working experience, with at least five (5) of those years at a supervisory or middle management level.

Supplementary Requirements: Knowledge & experience in health & social services management. Understanding of the history of the National Liberation Struggle of Namibia. Excellent oral and written skills, ability to perform under pressure and advanced computer literacy.

Job Descriptions:

Operational level –

- Identification of psycho-social problems, needs and circumstances in individual, family or group context which might lead to social dis-functioning.
- Planning, drafting and application of therapeutic programmes to enhance the quality of life of people and to promote stable communities.
- Execution of functions stipulated by law
- Provision of access to health care and treatment, including rehabilitation
- Supervisory support and guidance to student interns where applicable.

Advanced operational level –

- Development of policy, standards and guidelines in line with legislative provisions
- Strategic planning and budgeting for targeted initiatives
- Execution of financial and social support programs
- Professional advice and guidance in handling complicated problems and advanced statutory work
- Coordination of stakeholder engagements in the social services sector
- Facilitation of educational and skills development programs access,
- PMS implementation and overall management support to achieve Divisional mandate

Duty Sheet:

- Compliance with - and interpretation of the Constitution of the Republic of Namibia, Public Service Act, State Finance Act, Veterans Act as Amended, Labour Act, Public Service Staff Rules and all other Acts & Regulations governing the Public Service of Namibia.
- Participate as member of Management in formulating policies, plans and strategies, and monitor implementation thereof, to ensure attainment of Ministerial objectives
- Provide technical support, guidance, training and supervision to subordinates concerning social welfare activities,
- Oversee implementation of Performance Management System

- Ensure that subordinates are informed and well acquainted with relevant legal frameworks, organizational objectives, Work plans, and operational Guidelines and procedures,
- Review and develop Guidelines for social welfare support programs for the veterans
- Initiate and develop appropriate strategies and interventions aimed at addressing needs of veterans,
- Coordinate the provision of psychosocial support and counselling services to veterans
- Facilitate capacity building of staff in line with NHPCN requirements
- Assess staff adequacy at regional level in relation to volume of work, client accessibility to services, and regular revision of job descriptions,
- Promote participation in sectoral collaboration in the social welfare sector Submit periodic reports as required.

Enquiries: Ms. L.P. Eises, Tel: 061 296 3009 or Mr. Josia-Reeing Halweendo, Tel: 061-296 3083

Important Clauses in the submission of an application:

- Security vetting will be conducted on the first three highest scorers of the posts after the oral interviews.
- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment. Those applying from outside the Public Service are required to provide a certificate of service or testimonials from previous and current employers to verify their work experience.
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- Women and people with disabilities meeting the advertisement requirements are encouraged to apply.
- Applications must be made on the latest revised Application for Employment **Number 156043** and Health Questionnaire Form **Number156094** which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in an automatic disqualification of the application.
- Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.
- Application for Employment together with a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; confirmation of probation letter, testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship must be submitted to the following address:

**The Executive Director
Ministry of Defence and Veterans Affairs
Private Bag 13407
Windhoek**

Or hand delivered at:

**The Ministry of Defence and Veterans Affairs,
Erf 215, Hoanib Property One Building
Independence Avenue (Opposite NAMPOST Head Office)**

MANAGEMENT CADRE

MINISTRY OF FINANCE

DIRECTORATE: BUDGET MANAGEMENT AND CONTROL

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|--------------------------------|---|-------------------------------------------------------------|
| Post Designation | : | Director Grade 3 |
| 1x Post | : | Windhoek |
| Salary Scale | : | N\$554,603.00 – N\$588,548 |
| Housing Benefits | : | N\$131,280 per annum |
| Motor Vehicle Allowance | : | N\$123,633 per annum (Capital and Running costs) per annum, |

Minimum Requirements: A B-Degree in Finance and/or Accounting and/or Economics, plus at least 9 years working experience in a financial environment.

Additional Requirements

Candidate must have: -

- at least 5 years supervisory/ managerial experience in a financial environment.
- practical experience and knowledge of public sector budgeting and financial management.
- knowledge of the Microsoft Excel and/or related budget systems.

Purpose of The Position: The main purpose of this position is to ensure the preparation, formulation and the execution of the national budget in accordance with the relevant laws and regulations, as well as to oversee the efficient payment of the government.

Key Performance Areas:

- Formulation of budget policies, guidelines and procedures;
- Appraise requests for funding;
- Coordinate the preparation and timely formulation of the annual government budget and medium term expenditure framework (MTEF);
- Monitor the execution of the budget on regular basis;
- Maintain a sound and reliable budget management, control and payments systems (modules/ templates) and ensure enhancement to optimal standards;
- Assess the O/M/A's financial, budgetary and related requests for Treasury consideration;
- Manage the Directorate's resources and activities and ensure optimal capacity within the Directorate;
- Formulate the Directorate's strategic and annual plans;
- Perform any such tasks as may be assigned and/or delegated.

NB: Candidates will be subjected to Security Clearance Process/Vetting

DIRECTORATE: BUDGET MANAGEMENT AND CONTROL: DIVISION: BUDGET MANAGEMENT

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|-------------------------|---|----------------------------|
| Post Designation | : | Deputy Director Grade 4 |
| 1x Post | : | Windhoek |
| Salary Scale | : | N\$517,195.00 – N\$543,728 |
| Housing Benefits | : | N\$121,560.00 per annum |

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

Motor Vehicle Allowance : N\$110,917 (Capita and Running costs) per annum

Minimum Requirements: A B-Degree in Finance and/or Accounting and/or Economics, plus at least 9 years working appropriate experience in a financial environment of which five (5) years should be at Overhead supervisor /Grade 6 or equivalent level.

Key Performance Areas:

- Advisor to the Director on all sectors of Budget Formulation and Execution issues and prepare briefings on developments of the Budget execution and draft possible policy interventions for consideration by the Director.
- Technical Advisory to the allocated sector budgeting development and provide proper advice.
- Overall supervision, coordination and monitoring of all activities of the Sub-Division of allocated sector
- Coordinate the analysis, evaluation and discussion of the Budget Proposals with O/M/As from the allocated sector.
- Carryout staff capacity assessment and identify training needs in the Division to improve the performance of staff members.
- Oversee the formulation of budget books for presentation in Parliament.
- Ensure department managers meet budget submission deadlines.
- Participate in all Technical and Ministerial Budget Hearings for Mid-term National Budget Review and Annual National Budget for the allocated Sector.
- Perform any other activities as assigned by the Director and other senior officials.
- Monitor, regularly, the budget execution of the allocated sector and advise the Director accordingly for the allocated sector and advise the Director.
- Participate in all Technical and Ministerial Budget Hearings for Mid-term National Budget.
- Review and Annual National Budget for allocated O/M/As.

NB: CANDIDATES WILL BE SUBJECTED TO SECURITY CLEARANCE PROCESS/VETTING

Enquiries: Ms. Taina Nankela Deputy Executive Director: Treasury/State Account Tel No. 061 – 209 2908 E-mail: Taina.Nankele@mfpe.gov.na

DEPARTMENT: ECONOMIC POLICY, DIRECTORATE: ECONOMIC POLICY ADVISORY SERVICES, DIVISION: MACROECONOMIC ANALYSIS AND PROJECTIONS

Post Designation : Deputy Director Grade 4
1x Post : Windhoek
Salary Scale : N\$517,195 – N\$543,728
Housing Benefits : N\$121,560 per annum
Motor Vehicle Allowance : N\$110,917 (Capital and Running costs) per annum

Minimum Requirements: An appropriate B. Degree or equivalent qualification on NQF L7 with one or more of the following major subjects: Economics, Econometrics, Development Economics and Regional Economic Integration; plus, nine (9) years appropriate experience in economic policy analysis and forecasting, with five (5) years at supervisory level (Grade 6) or equivalent level of experience with a focus in Economics policy analysis and modelling. A valid Driver's License.

Required Skills and Competencies:

- Ability to direct the work of Economists in conducting analyse and modelling of the economy.
- Strong organizational skills, high performance culture, effectiveness and communication skills with experience at supervisory level.
- Good knowledge and experience in economic policy analysis.

Duties and Responsibilities:

- Manage activities of the Division Macroeconomic Analysis and Projections by scheduling work assignments, setting priorities and directing the work of Chief Economist, Senior Economists and Economists.
- Supervise and evaluates performance of Economists through quarterly review report of completed activities as agreed in the performance agreements.
- Identifies staff development and training needs, ensures that staff in the Division are capacitated appropriately to perform their duties.
- Directs the research, compilation, analyses, economic projections and preparation of data for policy briefs and macroeconomic framework for the Fiscal Strategy and Medium Term Expenditure Framework (MTEF).
- Organise the production and timely distribution of the highlights of the National Budget.
- Manage the production and timely distribution of the Citizen guide to the Budget.
- Lead the production and timely distribution of Quarterly Economic Update reports.
- Coordinate the production and distribution of ad hoc reports and articles on contemporary economic issues.
- Manage the production and timely submission of Namibia's annual SADC Macroeconomic Convergence report.
- Organise the collation and timely submission of data and information that is required by the international credit rating agencies and surveillance missions.
- Coordinate the production and timely submission of National Climate Change Strategy & Action Plan quarterly matrices.
- Lead the production and timely submission of the Global Competitiveness Quarterly reports of the world Economic Forum (WEF).
- Chair the inter-agency Macroeconomic Working Group responsible for macroeconomic projections and analysis and ensure of appropriate presentation in the group.

NB: CANDIDATES WILL BE SUBJECTED TO SECURITY CLEARANCE PROCESS/VETTING

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

Application Procedures:

- Applicants must be Namibian Citizens.
- 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 fails to complete all items on the application form (incomplete applications) and failure to attach the necessary and aforementioned documents will disqualify their applications.

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

- Candidates employed in the Public Service must attach letter of confirmation of probation and those employed outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).
- Only short-listed candidates will be notified, and no documents will be returned.
- Applications must be addresses to:

**The Executive Director
Ministry of Finance
Private Bag 13295
Windhoek**

Or hand delivered at:

Ground Floor East Wing Fiscus Building.

Enquiries: Mr. Festus Nghifenwa Director of Economic Policy Advisory Services Tel no. 061 – 209 2131 E-mail: Festus.Nghifenwa@mfpe.gov.na

MANAGEMENT CADRE

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATE: IMMIGRATION AND BORDER CONTROL
DIVISION: OMUSATI AND KUNENE REGIONS

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|--------------------------------|---|---------------------------------------------------------------|
| Post Designation | : | Deputy Director Grade 4 |
| 1x Post | : | Omusati |
| Salary Scale | : | N\$517,195 – N\$543,728 |
| Salary Notch | : | N\$492,567 per annum |
| Housing Benefit | : | N\$121,560 per annum |
| Motor Vehicle Allowance | : | N\$110,917 per annum (Capital and Running Costs) per annum |

Minimum Requirements: Bachelor's Degree on NQF Level 7 in Immigration Management/border or Public Administration/ Political Science/ Police Management/ Laws/Legal or International Relations/Diplomacy or Security related fields or Business Administration/Studies plus (9) years appropriate experience in Immigration or related fields.

Interested candidates in the Public Service should attach their copy of confirmation of probation letters.

Appointment to these positions will be subjected to security vetting.

Foreign Qualifications should be accompanied by NQA Evaluations. Failure to attach such proof will lead to disqualification of your application. Only shortlisted candidates will be contacted, and no personal documents will be returned.

In terms of the Affirmative Action Act No. 29 of 1998, qualified females and persons with disabilities are encouraged to apply.

No late application will be considered. Failure to complete all items on the application form (156043) and not attaching all necessary certified documents will automatically disqualify the application.

An application on form 156043 as well as a comprehensive curriculum vitae and certified copies of education qualifications must be addressed to:

The Executive Director
Ministry of Home Affairs, Immigration, Safety and Security
Private Bag 13200
WINDHOEK

Or hand delivery to:

The Human Resource Office, 9th Floor, East Wing
Ministry of Home Affairs, Immigration, Safety and Security
Corner Hosea Kutako Drive and Harvey Street,
Erf 6971, Windhoek North
WINDHOEK

Enquiries: Ms. F.N Shilinge Tel: 0819511011

MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DIRECTORATE: PLANNING AND DEVELOPMENT

DIVISION: REGIONAL COORDINATION

SECTION: OSHIKOTO REGION

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|----------------------------|---|----------------------------|
| Post Designation | : | Social Worker Grade 8 |
| 1x Post | : | Omuthiya (Oshikoto Region) |
| Salary Scale | : | N\$238,825 – N\$285,420 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Minimum Requirements: Registration as a Social Worker OR satisfactory proof that the requirements for registration as a Social Worker with the Health Professionals Council of Namibia (HPCN) have been met, plus a valid drivers' license. The ability to speak one or more of the local languages spoken in the regions of deployment.

Supplementary Requirements: Knowledge & experience in health & social services management. Understanding of the history of the National Liberation Struggle of Namibia. Excellent oral and written skills, ability to perform under pressure and advanced computer literacy.

Enquiries: Ms. Monica Stephanus, Tel: 061 296 3029 or Ms. Maria Mwanyekange, Tel: 061-296 3030

DIVISION: REGIONAL COORDINATION

SECTION: KAVANGO WEST REGION

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|----------------------------|---|-----------------------------------|
| Post Designation | : | Community Liaison Officer Grade 9 |
| 1x Post | : | Kavango West Region (Nkurenkuru) |
| 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 on (NQF L6) in Adult Education and Community Development, Public Management, Business Administration or Education for Development or related qualifications.

Additional Requirements: Knowledge of Local Language(s) of the particular Region, Computer literacy and a valid Driver's License (Code 08).

Important Clauses in the submission of an application:

- Security vetting will be conducted on the first three highest scorers of the posts after the oral interviews.
- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment. Those applying from outside the Public Service are required to provide a certificate of service or testimonials from previous and current employers to verify their work experience.

- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- Women and people with disabilities meeting the advertisement requirements are encouraged to apply.
- Applications must be made on the latest revised Application for Employment **Number 156043** and Health Questionnaire Form **Number156094** which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in an automatic disqualification of the application.
- Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.
- Application for Employment together with a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; confirmation of probation letter, testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship must be submitted to the following address:

**The Executive Director
Ministry of Defence and Veterans Affairs
Private Bag 13407
Windhoek**

Or hand delivered at:

**The Ministry of Defence and Veterans Affairs,
Erf 215, Hoanib Property One Building
Independence Avenue (Opposite NAMPOST Head Office)**

Enquiries: Mrs. Nahenda Nangaku, Tel: (061) 296 3027 or Ms. Maria Mwanyekange, Tel: 296 3030

**MINISTRY OF EDUCATION INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE
(HQ)**

**DEPARTMENT FINANCE AND ADMINISTRATION
DIVISION: INFORMATION TECHNOLOGY (IT)
SUB-DIVISION: SYSTEMS ADMINISTRATION AND ITC INFRASTRUCTURE**

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

Minimum Requirements: A Degree in Information Technology on NQF L7

Supplementary Selection Requirements:

- Preference to be given to applicants with a Master's Degree in Information Technology, Computer Science, Information System Management/ Cyber security, System Administration, Network Engineering or equivalent, plus 6 years appropriate experience.
- Candidate with CCNA/CCNP. Netapp, Veam certification will receive preference.

Enquiries: Ms. Grace Kashima Tel: (061) 2933152

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| Post Designation | : | Senior System Administrator Grade 7 |
| 1x Post | : | Windhoek |
| Salary Scale | : | N\$302,890 - N\$347,926 (P) |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Minimum Requirements: A Degree in Information Technology on NQF L7

Supplementary Selection Requirements:

- Preference to be given to applicants with a Degree on NQF L7 in Information Technology, Computer Science, Information System Management/ Cyber security, System Administration, Network Engineering or equivalent, plus 3 years appropriate experience.
- Candidate with CCNA/CCNP. Netapp, Veam certification will receive preference.

Enquiries: Ms. Grace Kashima Tel: (061) 2933152

**DEPARTMENT: LIFELONG LEARNING
DIRECTORATE: ARTS
DIVISION: COLLEGE OF THE ARTS
SUB-DIVISION: DEPARTMENT OF MEDIA ARTS AND TECHNOLOGY STUDIES (MATS)**

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|-------------------------|---|----------------------------|
| Post Designation | : | Head of Department Grade 6 |
| 1x Post | : | Windhoek |
| Salary Scale | : | N\$354,883 - N\$424,119 |

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

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

Minimum Requirements: An appropriate Degree on NQF L7

Supplementary Selection Requirements: A Bachelor Degree or equivalent qualification (NQF L7) in Media Studies with a specialization in Radio Production and/or Television Production and three years of teaching experience in Radio Production and /or Television Production.

Note: All interested applicants should complete the necessary Application Forms 156043 and Health Questionnaire 156094 (obtainable at any government office), attach a detailed comprehensive Curriculum Vitae (CV), **original certified** copies of qualification (s) with **transcript of qualification (s)**, Identity Document, testimonials and confirmation of probation if applicable. All foreign qualification (s) must be accompanied by an evaluation from Namibia Qualification Authority (NQA). In terms of Affirmative Action Plan, suitably qualified racially disadvantaged persons, persons with disabilities and women are encouraged to apply.

Applications should be addressed to:

Ministry of Education, Innovation, Youth, Sports, Arts & Culture
Human Resource Office
Private Bag 13186
Windhoek

Or hand delivered to:

Ministry of Education, Innovation, Youth, Sports, Arts & Culture
Government Office Park, Luther Street
Human Resource Office, 2ND Floor,
East Wing, Room No. 275

Enquiries: Ms. Angelika Schroeder Tel: (061) 374100/0811446

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND FORESTRY DIRECTORATE OF ENVIRONMENTAL AFFAIRS

DIVISION ENVIRONMENTAL INFORMATION AND NATURAL RESOURCE ECONOMICS

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

Advertisement Requirement: A Bachelor's Degree at NQF L7 or equivalent in the following fields: Natural Resource Management, Environmental Education, Education for Sustainable Development, Applied Environmental Ecology, Environmental Geography. Five (5) years' experience in communication and environmental education and public awareness. Applicant should be in a possession of a valid Driver's license which is three (3) years old and older.

Additional Requirements:

- Solid understating of the principles of environmental education and education for sustainable developments.
- Exceptional presentation and communication skills both written and verbal.
- Working knowledge of the principles, techniques, practices, and terminology related to Environmental education, public awareness, communication and data management.
- Good knowledge of environmental issues, policies and legislations.
- Good knowledge of research, sampling, data collection and analytical methods used in environmental education and education for sustainable development.
- Exceptional report writing skills and production of awareness materials.

Key Performance Areas

- Plan and organize environmental education and education for sustainable development and public awareness events.
- Carry out research tasks as required and present findings on Environmental Education and Public Awareness activities impacts.
- Review and summarize environmental research reports, conventions, policies and legislations and develop environmental education and public awareness materials on priority environmental issues for schools and the general public.
- Collect, analyze, store, and retrieve data derived from research carried out on environmental issues.
- Provide environmental education and education for sustainable development technical extension services to schools.
- Establish and maintain database of schools with and without environmental Clubs and gardens as required and enter new data (School Environmental Clubs information) as received.
- Undertake general administrative functions to accomplish duties.
- Deal with customer requests and complaints and seek advice of superiors in this regard.
- Perform other related tasks as assigned by supervisor.

Enquiries: Mr. Olimpio Nhuleipo Tel. 061 284 271 OR Ms. Sirkka Ndakalako: Tell: 061 2842217

**DIRECTORATE OF WILDLIFE AND NATIONAL PARKS
DIVISION: NORTH CENTRAL REGION**

| | | |
|----------------------------|---|-------------------------|
| Post designation | : | Chief Warden Grade 7 |
| 1x Post | : | Omuthiya |
| Salary Scale | : | N\$291,128 – N\$347,926 |
| Salary Notch | : | N\$291,128 per annum |
| Transport Allowance | : | N\$10,512 per annum |
| Housing Allowance | : | N\$17,424 per annum |

Advertisement Requirements: A National Diploma at NQA level 6 in the following field of studies: Nature Conservation, Wildlife Management, Protected Areas Management, Conservation Biology, Environmental Management or related wildlife management fields, plus three (3) years appropriate experience. Serving staff members must have their probation confirmed at the level of Warden Grade 9 plus three (3) years in that position.

Additional Requirements:

- A valid Code BE Driver's License which is three (3) years and older.
- Should have no criminal record (provide Police clearance), no pending misconduct cases, or other cases relating wildlife crimes.

Job Description:

- Conservation and care of wildlife and management of protected areas.
- Manage and regulate the use of wildlife resources and strive for biodiversity conservation, maintenance and restoration.
- Manage human wildlife conflict and support the provision of mitigation and preventative measures.
- Provide supervision, administration, coordination and management of staff.
- Monitor and evaluate effective implementation of programs and advise accordingly.
- Carry out routine inspections, meetings at stations under his/her jurisdiction.
- Drafting, summarizing and submitting various reports as expected by the reporting system in the directorate.
- Provide support to the community based natural management program
- Compulsory keeping of books and registers and make returns thereof.
- Supply of wildlife conservation, utilization and biodiversity-oriented information and necessary assistance to game farmers and communities where required.
- Carry out any official duties as assigned by the supervisor and other rightful persons.

Enquiries: L.N Ndeiweda – 065 230805 or HR Tell: 061 2842217

**DIRECTORATE OF WILDLIFE AND NATIONAL PARKS
DIVISION: CENTRAL REGION**

Post Designation : Chief Warden, Grade 7

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

| | | |
|----------------------------|---|-------------------------|
| 1x Post | : | Windhoek |
| Salary Scale | : | N\$291,128 – N\$347,926 |
| Transport Allowance | : | N\$10,512 per annum |
| Housing Allowance | : | N\$17,424 per annum |

Advertisement Requirements: A National Diploma at NQA level 6 in the following field of studies: Nature Conservation, Wildlife Management, Protected Areas Management, Conservation Biology, Environmental Management or related wildlife management fields, plus three (3) years appropriate experience. Serving staff members must have their probation confirmed at the level of Warden Grade 9 plus three (3) years in that position.

Additional Requirements:

- Able to lead a team and flexible
- A valid Code BE Driver's License which is three (3) years and older.
- Should have no criminal record (provide police clearance), no pending misconduct cases or any other cases relating to wildlife crimes.

Job Description:

- Conservation and care of wildlife, management of protected areas and implement protected areas management plans.
- Manage and regulate the use of Wildlife resources and strive for biodiversity conservation,
- maintenance and restoration.
- Manage human wildlife conflict and support the provision of mitigation and preventative measures. Co-ordinate the Conservancies administration under Regional Services with other outside Windhoek offices.
- Provide for proactive planning and adaptive management for law enforcement and wildlife protection.
- Ensure that there is effective and immediate incidence deterrence and response for wildlife crime.
- Provide supervision, administration, coordination and management of the parks and their staff.
- Monitor and evaluate effective implementation of programs and advice accordingly.
- Carry out routine inspections, meetings at stations under his/ her jurisdiction.
- Drafting, summarizing and submitting various reports as expected by the reporting system in the Directorate.
- Compulsory keeping of books and registers and make returns thereof.
- Supply of wildlife conservation, utilization and biodiversity-oriented information and necessary assistance to game farmers and rural communities where required.

Enquiries: Mr. Marthin Kasaona 061 2842521, OR Ms. Inotila E. Ampueja: Tell: 061 2842846.

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

| | | |
|-------------------------|---|------------------------------------|
| Post designation | : | Security Operation Officer Grade 8 |
| 1x Post | : | Windhoek |
| Salary Scale | : | N\$238,825 - N\$285,420 |
| Salary Notch | : | N\$238,825 per annum |
| Housing Benefits | : | N\$17,424 per annum |

Transport Allowance : N\$10,512 per annum

Advertisement Requirements: A National Diploma in Security Management, Police Science, Correctional Service and or Military Science on NQF level 6 plus six (6) years appropriate experience.

Additional Requirements:

- Experience in CCTV and Access Control Systems
- Possession of driver's license is a prerequisite.

Main Duties:

- To provide necessary assistance to the Chief/Senior Security Operations Officers;
- To organize, direct, coordinate, supervise and control the implementation of physical security program in the MEFT;
- To implement physical security programs, plans and compile security incidence reports;
- To conduct daily patrol and inspection on the MEFT's infrastructure or installations;
- To manage and control access points/sites at the MEFT precinct;
- To supervise and monitor contracted security service provider (personnel);
- Investigate the contravention of security directives/breaches and advise as per findings;
- Oversee and manage the performance of Security Operations Assistants
- To advice the Security Operations Office on mitigating measures with regards to risk identified.

Please take note that: This position is strictly subjected to vetting.

Enquiries: Ms. Sara Serogwe- 061 2842143 / or Human Resources Ms. Frieda Mbabi - Kayoo, Tell. 061284 2202

**DIRECTORATE OF ADMINISTRATION, FINANCE AND HUMAN RESOURCE
DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES**

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

Minimum Requirements: A National Diploma (NQA level 6) in the following fields: Business Administration, Public Administration, Business Management, and Public Management plus three-(3) year working experience or Grade 12 Certificate (NQF level 3) plus 6 years working experience. Applicants must be in possession of a valid Driver's License which is three years old and older.

Job description:

- Coordinate the provision of Staff Accommodation within MEFT and ensure proper handling of office keys
- Facilitation of Allocation of parking lots.
- Managing and renewal Minitrials Contracts and Lease Agreements.

- Managing of Ministerial accounts and processing of invoices in relation to all miscellaneous accounts
- Facilitating telecommunication devices purchases.
- Supervising Registry office, Switchboard, Hygiene Management and photocopier Technicians.
- Ensure the implementation of the Ministerial File Plan and EDRMS, and managing the functions of switchboard
- Ensure the cleanness and tidiness of the Ministerial building and surrounding areas.
- Management of Nampost and Nam courier accounts
- Maintaining of the contract registers for the Ministry
- Responsible for the upkeep of Fixed Asset Register for Immovable Government properties
- Responsible for the conducting of inspections on Fixed Assets (buildings. Houses and offices across the country
- Responsible for the compilation of the Annual Report on all fixed Properties of the Government.
- Perform any other duties as may be delegated by the supervisor(s).

Enquiries: Stanley N. Halifeli, Telephone +264 61-284 2212 or Ms. Inotila Ampueja Tel. +264 61 - 284 2846

**DIRECTORATE OF PLANNING AND TECHNICAL SERVICES
DIVISION: PLANNING AND COORDINATION
SUBDIVISION STRATEGIC PLANNING, MONITORING AND EVALUATION**

| | | |
|----------------------------|---|------------------------|
| Post Designation | : | Policy Analyst Grade 7 |
| 1x Post | : | Windhoek |
| Salary Scale | : | N\$291,128 – N\$47,926 |
| Salary Notch | : | N\$291,128 per annum |
| Transport Allowance | : | N\$10,512 per annum |
| Housing Allowance | : | N\$17,424 per annum |

Advertisement Requirements: A B. Degree in Economics; Population Studies; Statistics; Knowledge Management at Level 7 plus three (3) years appropriate experience in policy analysis; public sector innovation; research and development; citizen's engagement; and institutional development and organizational strengthening. Expertise and credentials in monitoring and evaluation and project management will serve as an added advantage.

Additional Requirements: Preference will be given to applicants with a Code B valid driver's license which is three (3) years old.

Main Duties:

- Monitoring and analysing of governmental legislation and policies in areas assigned;
- Coordinating the development of new policies and legislation and provide technical assistance and evaluation for projects;
- Development and designing of proposal and projects;
- Identifying and conceptualising project topics and opportunities that advance the organisation's program and political agenda;
- Directing processes for complex proposals;

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

- Developing research and policy questions, timelines and work plans including analytical/evaluation approaches for complex projects and allocation of resources;
- Participating and advising in strategic planning and review meetings;
- Establish and maintaining relations with local, regional and national researchers, policy makers and customers.
- Undertaking any other duties which may be assigned by the Supervisor.

Enquiries: Mr. Albinus Indongo Tell: 061 284 2203 or HR: Tell: 061 2842217

Applicants should note the following:

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

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

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

Or hand delivered at:

**Ministry of Environment Forestry and Tourism
Troskie Building, Corner of Robert Mugabe and Dr. Kenneth Kaunda Street,
Windhoek.**

Enquiries: Stanley N. Halifeli, Telephone +264 61-284 2212 or Ms. Inotila Ampueja Tel. +264 61 - 284 2846

MINISTRY OF FINANCE

DIRECTORATE: BUDGET MANAGEMENT AND CONTROL: DIVISION: BUDGET CONTROL AND PAYMENT SERVICES

| | | |
|----------------------------|---|------------------------|
| Post Designation | : | Economist Grade 8 |
| 2x Posts | : | Windhoek |
| Salary Scale | : | N\$238,825– N\$285 420 |
| Housing Allowance | : | N\$17,424.00 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Minimum Requirements: A Bachelor Degree in Economics or Commerce at NQF L7 with the following subjects;

- Economics I and II,
- Econometrics I and II,
- Economic Statistics I and II and
- Microeconomics and Macroeconomics I and II

Duties and Responsibilities:

- Assist the Deputy Director, Budget Management with establishment of the database on all SOE and Extra budgetary in accordance with the Government Finance Statistics, GFSM2014.
- Modalities/approach of the main Budget and mid- term review, the Mid-term National Budget Review Bill, for tabling in National Assembly.
- Running of National Budget Scenarios for the formulation of the National Budget and Mid Term National Budget Review.
- Assist in the compilation of the Medium Term Expenditure Framework and detailed estimates of revenue, income and expenditure framework and detailed estimates of revenue, income and expenditure for presentations to Parliament;
- Conduct Research on Budget Reforms in line with International Standards, best practices;
- Serving as a desk Officer for Ministries, Offices and Agencies (OMAs).
- Participate in both Main budget and Mid- year Budget Review and prepare draft budget Circular, calendar and memos as may be required.
- Train OMAs with regards to budget guidelines and procedures;
- Management of contingency provision in terms of payment process as well as reconciliation thereof;
- The Successful candidate will be assigned to Division: Budget Management.

Additional Requirements:

- Computer Literate (special attention to Microsoft word & Excel, Power Point and Access)
- A Driving Licence will be an added advantage.
- Good Analytical Skills

Enquiries: Mr. Ananias Abner Tel No. 061 209 2912 Email: Ananias.Abner@mfpe.gov.na

DIRECTORATE: BUDGET MANAGEMENT AND CONTROL: DIVISION: BUDGET CONTROL AND PAYMENT SERVICES; SUBDIVISION: BUDGET CONTROL

Post Designation : Chief Accountant Grade 6

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

| | | |
|----------------------------|---|--------------------------------------|
| 1x Post | : | Windhoek |
| Salary Scale | : | N\$354,883.00 – N\$424,119 per annum |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Minimum Requirements: A National Diploma in Accounting or Finance at NQF L 6, plus six (6) years appropriate experience in finance, candidate should be at the level of Senior Accountant Grade 7 for three (3) years.

Key Performance Areas:

- Receive and respond to Treasury Authorisations from all OMAS.
- Prepare all Treasury approvals from funds requests, write offs, acceptance of donations, virements, recovery of debt and losses, authorisations for payment outstanding invoices from prior years, waiver of claims, request for deviations in contract.
- Loaded budget and revenue appropriate as well as any reallocations throughout the year.
- Ensure that the GRN collects all due amount.
- Responsible for supervising all Senior Accountants.

Enquiries: Ms. Secilia Hisikia Tel: 061 2092924 Email: Secilia.Hiskia@mfpe.gov.na

DEPARTMENT: ECONOMIC POLICY UNIT, DIRECTORATE: ECONOMIC POLICY ADVISORY SERVICES, DIVISION: FINANCIAL EDUCATION AND CONSUMER PROTECTION

| | | |
|----------------------------|---|--------------------------|
| Post Designation | : | Senior Economist Grade 7 |
| 2x Posts | : | Windhoek |
| Salary Scale | : | N\$291,128 – N\$347,926 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Minimum Requirements: An appropriate B. Degree or equivalent qualification on NQF L7 with one or more of the following major subjects: Economics, Business Economics, Accountancy, Cost Accounting Financial Management, Banking and Finance or Development Finance; plus, three (3) years appropriate or relevant experience at level (Grade 8) or equivalent level of experience with a focus in Economics, plus a valid Driver's License.

Required Skills and Competencies:

- Ability to to develop and implement the Annual Training Plan of the Division (not for the staff but the beneficiaries).
- Ability to represent the Division on policy, regulatory and legal level whenever financial inclusion (Financial Education and Consumer Protection) is part of the agenda or affected.
- Strong organizational effectiveness and communication skills.
- Good knowledge and experience in Economics.

Duties and Responsibilities:

- Offering training and educational interventions at workshops, conferences, trainings, Training of Trainers,
- Liaise with relevant stakeholders.
- Monitoring & Evaluation of those activities,

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

- Organising trainings, workshops, conferences, public talks, wellness programs including all logistics,
 - Coordinating trainers and service providers needed for the training,
 - Working with the Media Officer with regards to marketing,
 - Sourcing participants to train,
 - Working with the monitoring and evaluation officer to conduct impact assessments and other research related projects,
 - Stakeholder management and buy-in,
 - Advising the team on training initiatives,
 - Support or drive the development of training materials and content,
 - Reporting and where necessary and capacity allows offer training, and will be required to travel country wide.
 - Reporting to the relevant bodies, including within the Ministry of Finance
 - Representing the Division at relevant bodies,
 - Benchmarking the Division with international similar units for improvement or mutual collaboration,
 - Advise on and contribute to the development of new policies, regulations and laws,
 - Where requested drive the development of new policies, regulations and laws,
 - Advising the team,
 - Other administrative matters as might be required,
 - Advising the Deputy Director on Financial Inclusion matters.
-

**DEPARTMENT: ECONOMIC POLICY UNIT, DIRECTORATE: ECONOMIC POLICY
ADVISORY SERVICES,
DIVISION: FINANCIAL EDUCATION AND CONSUMER PROTECTION**

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

Minimum Requirements: An appropriate B. Degree or equivalent qualification on NQF L7 with one or more of the following major subjects: Economics, Business Economics, Accountancy or Cost Accounting, Financial Management, Banking and Finance or Development Finance.

Additional Requirements:

- Possession of a valid Driver's License will be an added advantage.
- Candidates with one (1) year experience are advantageous.

Duties and Responsibilities:

- Organising trainings, workshops, conferences, public talks, wellness program, including all logistics,
- Facilitation and presentation of workshop/training;
- Coordination of trainers and service providers needed for the training;
- Coordination and mobilisation of participants in the trainings;
- Working with the media subdivision to develop marketing materials for trainings;
- Working with the monitoring and evaluation officers to conduct impacts and other research related projects;
- Other administrative matters as might be required by the Supervisor.

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

- Advising the Senior Economist on Training and Coordination matters.

Enquiries: Mr. Josef Ihemba Deputy Director of Financial Education and Consumer Protection Tel no. 061 – 209 2295 E-mail: Josef.Ihemba@mfpe.gov.na

DIRECTORATE: ADMINISTRATION, DIVISION: GENERAL SERVICES

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 in Office Administration or Office Management, related Secretarial field of study plus three (3) years appropriate experience.

Duties and Responsibilities:

- Coordinate and managing the calendar of the Director.
- Coordinate appointment and Follow up on action schedule.
- Draft letters, emails and capture important documents electronically.
- Maintain incoming, outgoing calls, organize the Office.
- File all correspondences in a hard/soft copies and management of records.
- Ensure reservations for meetings and trips are made and update contact list.

Enquiries: Mr. Festus Nghifwenwa Director of Economic Policy Advisory Services Tel no. 061 – 209 2908 E-mail: Festus.Nghifwenwa@mfpe.gov.na

DIVISION: INFORMATION TECHNOLOGY

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

Minimum Requirements: A Degree or higher qualification in software engineering/computer science/business computing or any equivalent qualification at NQF level 7 or higher, plus at least 5 appropriate years of experience. Be proficient in databases, programming and modelling languages. Oracle PL/SQL skills, knowledge in Java programming would be an advantage.

Job Description:

- Technical lead in analysing, assessing and modifying existing or develop new business systems based on the needs of the business units.
- Research and collaborate with stakeholders to identify end-user requirements and specifications, and conceptualising and development of new software programs and systems.
- Producing efficient and elegant code based on requirements.
- Testing and deploying programs and applications
- Troubleshooting, debugging, maintaining and improving existing applications.

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

- Compiling and assessing user feedback to improve software performance.
- Maintenance of Oracle custom designed applications and others.
- Extraction of data and development of reports for end users.
- Manage supplies of software versions and licenses and, planning for software acquisitions.
- Write programming scripts to enhance functionality and/or performance of applications as necessary.
- Develop and maintain systems user manuals and guidelines.
- Developing quality assurance procedures.
- Ensure systems are interoperable.
- Working closely with other developers, UX designers, business and systems analysts.
- Train end users to operate new or modified programs and systems.
- Develop and maintain the Ministry's website and the intranet.
- Develop and test technical documentation of systems.
- Provide technical lead in support and maintenance of systems.
- Performance management of subordinates.

Enquiries: Mr. Darrell Muyendekwa Tel: 061 209 2533 or Human Resources Office Tell No: 061 -2092632.

**DEPARTMENTAL: ECONOMIC POLICY, DIRECTORATE: TAX POLICY ADVISORY SERVICE,
DIVISION: CUSTOMS AND EXCISE POLICY DESIGN, REGIONAL AND INTERNATIONAL
AFFAIRS**

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|----------------------------|---|----------------------------------------------------------|
| Post Designation | : | Chief Policy Analyst Grade 6 (Re-advertisement) |
| 1x Post | : | Windhoek |
| Salary Scale | : | N\$354,883 - N\$424,119 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Minimum Requirements: LLB Degree (equivalent to NQF level 7) obtained in a legal environment including a minimum of five (5) years 'relevant experience in Commercial law, Taxation law, Contract law, and Constitutional law.

Duties and Responsibilities:

- Establishing and maintaining effective stakeholder coordination mechanisms, information sharing platforms and analysis of and tax proposals and policies on international affairs,
- Assess and monitor policy cohesion in the administration continuum of tax policy and proposes redress of any adverse developments or policy erosion over time interrelated to international best practices;
- Formulates, reviews and advocate the national tax policies on regional and international tax matters;
- Assess the policy implications of international and regional tax treaties;
- Participate at regional and international tax forums;
- Provide policy and exchange of information for tax purpose with relevant regional and international bodies in collaboration with the tax administration;
- Conduct research on international tax affairs and gathers information necessary for the negotiation of tax treaties for strengthening tax compliance;
- Monitor the progress on Namibia's benefit from Double Taxation Agreement and participation in international arrangements on domestic tax matters;

- Develop and monitoring the tax system to manage treaty renewals or rectification that may arise because of domestic legislative changes;
- Create and administer the national repository of all regional and internationally ratified tax treaties and conventions and facilitate the exchange of information for tax purposes; and
- Performing any work-related function as may be assigned to the incumbent by the Supervisor.

Enquiries: Ms. Anita Beukes Director: Tax Policy Unit Tel: 061 209 2445 Email: Anita.Beukes@mfpe.gov.ng

**DEPARTMENT: PROCUREMENT POLICY UNIT
SUBDIVISION: ADMINISTRATION SERVICES**

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

Minimum Requirements: A National Diploma or equivalent qualification at (NQF Level 6) plus three (3) years appropriate working experience in procurement.

Additional Requirement: Good knowledge and understanding of the Public Procurement Act, 2015, Electronic Government Procurement (E-GP) and traceable working experience in the field of public procurement. A qualification in procurement will be an added advantage.

NB: CANDIDATES WILL BE SUBJECTED TO SECURITY CLEARANCE PROCESS/VETTING

Key Performance Areas:

The incumbent, under the overall guidance and supervision of the Control Administrative Officer Grade 6 will carry out the following tasks:

- Receive and record the internal organisational structures amendment request from public entities.
- Verify whether the amendment request letters are dully signed by authorised officers and the correctness of the excel sheet in compliance with instruction note and other requirements.
- Seek clarity from the head of PMUs and Accounting Officers in respect of the internal organisational structures amendment request.
- Do follow up and advise on the correct format of the submissions.
- Ensure correct capturing of data of internal organisational structures on the database and registry.
- Administer the e-GP system.
- Arrange transport and internal requisitions for stationery for the department in consultation with the supervisor.
- Assist with the Development and implementation of the Annual Plan.
- Maintain proper record keeping for all internal structures.
- Ensure safe keeping of all office keys and safety of the equipment.
- Supervise cleaners and maintain of hygiene in the building

- Assist with conducting training on the public procurement act.
- Ensure replenishing of stationery and refreshments.
- Ensure that assets are properly kept and maintained.
- Implement the Performance Management System by developing, signing, reviewing and appraising staff Performance Agreements
- Perform any other activities as assigned by the supervisor.

Additional Skills:

- Excellent communication skills, both written and oral.
- Excellent interpersonal skills
- Presentation skills
- Initiative
- Microsoft excel and PowerPoint and attention to detail

Enquiries: Dr. Jafet Nelongo Tel: +264 61 209 9413 or Human Resources Office Tel No: 061 -2092632.

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

Application Procedures:

- Applicants must be Namibian Citizens.
- 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 fails to complete all items on the application form (incomplete applications) and failure to attach the necessary and aforementioned documents will disqualify their applications.
- Candidates employed in the Public Service must attach letter of confirmation of probation and those employed outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).
- Only short-listed candidates will be notified, and no documents will be returned.
- Applications must be addresses to:

**The Executive Director
Ministry of Finance
Private Bag 13295
Windhoek**

Or hand delivered at:

Ground Floor East Wing Fiscus Building

Enquiries: Dr. Jafet Nelongo Tel: +264 61 209 9413 or Human Resources Office Tel No: 061 -2092632.

MINISTRY OF HEALTH AND SOCIAL SERVICES

DEPARTMENT OF HEALTH & SOCIAL WELFARE POLICY SUBSECTION: QUALITY NURSING CARE

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

Minimum Requirement: Registration as Registered Nurse or Midwife at the Nursing Council of Namibia. Sound knowledge of Policy development, Nursing ethics, quality management.

Additional Requirements: Candidate must have a Postgraduate degree in Nursing Management or Administration or Nursing Education plus six (6) years appropriate experience in health-care setting.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Reference checks will be conducted on the first three highest scorers of the post after the oral interview. Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.

Primary Purpose:

- To ensure standards settings and the provision of quality healthcare services nationally.
- Monitoring the adequacy in the provision of nursing/midwifery services, compliance with quality standards, and ensuring Patient Safety.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).

Please take note that only shortlisted candidates will be considered and no personal documents will be returned.

Enquiries: Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.: 061-2032189.

DIRECTORATE: HUMAN RESOURCES
SUBDIVISION: HUMAN RESOURCES INFORMATION
SECTION: HUMAN RESOURCES RECORDS MANAGEMENT

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

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

Additional Requirements: Preference will be given to candidates with three (3) years experience in records management.

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Failure to attach the required confirmation of probation letter or proof of current job level will result in the application not being considered.

Reference checks will be conducted on the first three highest scorers of the post after the oral interview. Previously racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply.

Key Responsibilities: HR Records Management Efficiency: ensuring accurate Human Resources records, Compliance with Regulatory Standards, Team Leadership and Development: Lead and develop subordinates to meet the directorate goals. Process improvement and innovation: Streamline workflows and adopt technology to enhance efficiency.

Applications must be made on the latest revised Application form which is obtainable at all government Offices/Ministries/Agencies and failure to complete the correct form or to attach all required documents will result in automatic disqualification of the application. Must attach a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; testimonials; certificate of service (where necessary) and Identity Document / proof of citizenship. All foreign qualifications must be submitted together with evaluation of qualifications by the Namibia Qualification Authority (NQA).

Please take note that only shortlisted candidates will be considered and no personal documents will be returned. Applications must be addressed to:

The Executive Director
Ministry of Health and Social Services (Head Office)
Private Bag 13198
Windhoek.

Hand delivery to:

Human Resources Management office

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

**Ministerial Building (Head Office) Harvey Street
Windhoek.**

Enquiries: Ms. NT Tauya, Human Resource Management Office, Head office, Tel. No.:
061-2032189.

DIRECTORATE: OSHANA REGION

**DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: NURSING SERVICES
SECTION: INTENSIVE CARE UNIT**

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

Minimum Requirement: Registration as a Registered Nurse and Midwife/ Accoucheur with the Nursing Council of Namibia plus three (3) years appropriate experience. Preference will be given to candidates with post graduate Diploma in Critical Care Science.

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

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

Minimum Requirement: Registration as a Registered Nurse and Midwife/ Accoucheur with the Nursing Council of Namibia plus three (3) years appropriate experience. Preference will be given to candidates with post basic graduate Diploma in Operating Theatre Techniques.

Enquiries: Ms. Helvi N. limbangu (065) 2233367 or Mr. Gerhard Ashipala (065) 2233049

**DIVISION: INTERMEDIATE HOSPITAL OSHAKATI
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: DENTAL SERVICES**

Post Designation : Dental Technician Grade 8
2x Posts : Oshakati
Salary Scale : N\$238,825 – N\$285,420
Housing allowance : N\$17,424 per annum
Transport allowance : N\$10,512 per annum

Minimum Requirement: An appropriate qualification on NQF L7

Additional Requirement: Registration as a Dental Technician with Health Professions Council of Namibia.

Applicants should note the following:

- Applications form for employment **156043 and 156094** obtainable at all Government offices should be fully completed together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and academic records/ transcripts.
- Applicants with foreign qualifications must attach proof of evaluation report from Namibia Qualification Authority (NQA).
- Applicants within the Public Service must attach proof of confirmation of probation
- Faxed and emailed applications will not be considered.
- Only shortlisted candidates will be contacted and no documents will be returned.
- **Failure to complete all items on the application form for employment and not attaching all the required documents will disqualify the application.**

Applications should be submitted to the following address:

**The Medical Superintendent
Intermediate Hospital Oshakati
Private Bag 5501
Oshakati**

Or hand delivery at:

**The Human Resource Office
Intermediate Hospital Oshakati
Administration block, 1st Floor**

Enquiries: Dr. Vaino Shipombo (065) 2233047 or Mr. Gerhard Ashipala (065) 2233049

DIRECTORATE: ERONGO REGION

**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE: USAKOS
SECTION: CLINIC TUBUSIS**

| | | |
|-----------------------------|---|--------------------------|
| Post Designation | : | Registered Nurse Grade 8 |
| 1x Post | : | Tubusis |
| Salary Scale | : | N\$238 825 – N\$285 420 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |
| Remoteness Allowance | : | N\$13,800 per annum |

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

**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE: OMARURU
SECTION: CLINIC OMATJETE**

| | | |
|-------------------------|---|--------------------------|
| Post Designation | : | Registered Nurse Grade 8 |
| 1x Post | : | Omatjette |

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

| | | |
|-----------------------------|---|-------------------------|
| Salary Scale | : | N\$238,825 – N\$285,420 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |
| Remoteness Allowance | : | N\$13,800 per annum |

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

**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE: WALVIS BAY
SECTION: CLINIC NARRAVILLE**

| | | |
|----------------------------|---|--------------------------|
| Post Designation | : | Registered Nurse Grade 8 |
| 1x Post | : | Narraville |
| 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 and Midwifery with the Health Professional Council of Namibia.

**SUBDIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
SECTION: NURSING SERVICES**

| | | |
|----------------------------|---|--------------------------|
| Post Designation | : | Registered Nurse Grade 8 |
| 2x Posts | : | 1x Swakopmund |
| | : | 1x Omaruru |
| Salary Scale | : | N\$238,825 – N\$285,420 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

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

All the above application must be addressed to:

**The Regional Director
Ministry of Health and Social Welfare Services
Private Bag 5004
Swakopmund**

Hand delivery at:

**Ministry of Health and Social Services
Human Resource Management office
Welwitschia Phase 2
C/O Wocker Street
Swakopmund**

Enquiries: Mr. L. Mauha / Ms. F. Ilungu, Tel: 064 –4106109/4106000

DIRECTORATE: OTJOZONDJUPA REGION

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

| | | |
|----------------------------|---|--------------------------------|
| Post Designation | : | Social Worker Grade 8 |
| 2x Posts | : | Grootfontein and Mangetti Dune |
| 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 Social Worker with the Health Professional Council of Namibia

Enquiries: Ms. PN Kalipa, Senior Social Worker Tel: 067-248150 or Ms. WAM Dandu, Senior Health Programme Officer, Tel: 067-248150.

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

| | | |
|----------------------------|---|-------------------------------|
| Post Designation | : | Dental Therapist Grade 8 |
| 1x Post | : | Otjiwarongo (Regional Office) |
| Salary Scale | : | N\$238,825 – N\$285,420 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

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

**DIVISION: GENERAL AND FACILITY MANGEMENT
SECTION HEALTH TECHNOLOGY MANAGEMENT**

| | | |
|----------------------------|---|-------------------------------|
| Post Designation | : | Engineer Grade 6 |
| 1x Post | : | 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 |

Minimum Requirements: Registration as a Professional Engineer/Incorporate Engineer with the Engineering Council of Namibia. **NOTE: Proof of Registration must be submitted with 12 calendar months after date of appointment.**

Enquiries: Mr. GS Timotheus, Director, Tel: 067-300800 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

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

| | | |
|----------------------------|---|-------------------------------|
| Post Designation | : | Chief Social Worker Grade 6 |
| 1x Post | : | 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 |

Minimum Requirements: Registration as a Social Worker with the Health Professions Council of Namibia plus three (3) years appropriate experience. Only candidates on the level of a Senior Social Worker will be considered.

Enquiries: Dr. F. Mutombo, Acting Chief Medical Officer, Tel: 067-300800 or Mr. A.Swartz, Chief Human Resources Practitioner, Tel: 067-3009045.

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OTJIWARONGO
SUBSECTION: MEDICAL SERVICES

| | | |
|---------------------------------|---|----------------------|
| Post Designation | : | Specialists Grade 4 |
| 2x Posts | : | Otjiwarongo |
| Salary Scale | : | N\$554,603 (P) |
| Motor Vehicle Allowance | : | N\$110,917 per annum |
| Housing Benefit | : | N\$121,560 per annum |
| Fixed Overtime Allowance | : | N\$270,369 per annum |

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

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

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OTJIWARONGO
SUBSECTION: MEDICAL SERVICES

| | | |
|---------------------------------|---|-------------------------------------------|
| Post Designation | : | Senior Medical Officer Grade 4 (OBS &GYN) |
| 1x Post | : | Otjiwarongo |
| Salary Scale | : | N\$517,195 – N\$453,728 |
| Motor Vehicle Allowance | : | N\$110,917 per annum |
| Housing Benefit | : | N\$121,560 per annum |
| Fixed Overtime Allowance | : | N\$258,600 per annum |

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

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

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES OTJIWARONGO
SUBSECTION: MEDICAL SERVICES

Post Designation : Medical Officer Grade 5
2x Posts : Otjiwarongo
Salary Scale : N\$432,601 – N\$517,195
Motor Vehicle Allowance : N\$85,063 per annum
Housing Allowance : N\$14,520 per annum
Fixed Overtime : N\$231,513 per annum

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

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

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

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

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

NB: Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Applicants within the Public Service should attach proof of confirmation of probation. Applicants from outside the Public Service, must attach proof of their current job level. Failure to attach confirmation of probation letter or proof of current job level the application will not be considered.

Applications must be addressed to:

The Regional Director
Directorate: Otjozondjupa Region
Private Bag 2612
Otjiwarongo

Or hand delivery at:

Ministry of Health and Social Services
Human Resource Management Office
Otjiwarongo

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

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

**DIRECTORATE: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATE: IMMIGRATION AND BORDER CONTROL
DIVISION: CENTRAL REGIONS
SUBDIVISION: KHOMAS REGION**

| | | |
|----------------------------|---|-------------------------------------|
| Post Designation | : | Control Immigration Officer Grade 6 |
| 1x Post | : | Khomas Region |
| Salary Scale | : | N\$354, 883 – N\$424,119 |
| Salary Notch | : | N\$354,883 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration Management or Public Administration/ Business Management or Political Science or Security/ Law related fields plus Six (6) years approximate appropriate experience in related fields.

Enquiries: Ms. N. Kakuritjire Tel: 0819510110

**DIRECTORATE: IMMIGRATION AND BORDER CONTROL
DIVISION: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS**

| | | |
|----------------------------|---|-----------------------------------|
| Post Designation | : | Chief Immigration Officer Grade 7 |
| 3x Post | : | Katima Mulilo Border Post |
| | : | Surveillance, Windhoek |
| | : | Zambezi Region |
| Salary Scale | : | N\$291,128 – N\$347,926 |
| Salary Notch | : | N\$ 291,128 |
| Housing Allowance | : | N\$17, 424 per annum |
| Transport Allowance | : | N\$10, 512 per annum |

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration Management/ Public Administration/ Business Management or Political Science or Security/ Law related fields plus Five (5) years approximate appropriate experience in related fields.

NB: Interested candidates in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

Enquiries: Mr. S. Hashipala Tel: 0819510108, and **Ms. N. Kakuritjire** Tel: 0819510110

**DIRECTORATE: IMMIGRATION AND BORDER CONTROL
DIVISION: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS**

| | | |
|--------------------------|---|------------------------------|
| Post Designation | : | Senior Immigration Officer 9 |
| 1x Post | : | Katima Mulilo Border Post |
| Salary Scale | : | N\$195,216 – N\$234,144 |
| Salary Notch | : | N\$195,216 |
| Housing Allowance | : | N\$13,944 per annum |

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

Transport Allowance : N\$10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration Management/ Public Administration/ Business Management or Political Science or Security/ Law related fields plus Five (5) years approximate appropriate experience in related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) approximate years of experience in related field.

NB: Candidates interested in more than one duty station are encouraged to utilise one application form and indicate the duty stations of interest accordingly.

Enquiries: Mr. S. Hashipala Tel: 0819510108

**DEPARTMENT: IMMIGRATION CONTROL AND CITIZENSHIP
DIRECTORATE: IMMIGRATION AND BORDER CONTROL
DIVISION: IMMIGRATION AND BORDER CONTROL FOR THE REGIONS**

Post designation : Immigration Officer Grade 10
4x Posts : Ngoma Border Post
: Kasika Border Post
: Visas and Permits
: Surveillance
Salary Scale : N\$159,505 – N\$191,312
Salary Notch : N\$159,505
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10,512 per annum

Minimum Requirements: A National Diploma on NQF Level 6 in Immigration Management/ Public Administration/ Business Management or Political Science or Security/ Law related fields plus Five (5) years approximate appropriate experience in related fields.

Enquiries: Mr. S. Hashipala Tel: 0819510108

**DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: REFUGEE MANAGEMENT
DIVISION: REFUGEE PROGRAM MANAGEMENT**

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

Minimum Requirements: A National Diploma on NQF Level (6) in Business Administration/ Public Administration/ Refugee Management/Law/ security related fields or political science plus four (4) years approximate appropriate experience in related fields

Enquiries: Ms. V. Shanghala Tel: 081951011

**DIRECTORATE: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION
DIVISION: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION
SUBDIVISIONS: PROCESSING AND CLASSIFICATION; AND INFORMATION CAPTURING
AND PRODUCTION**

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

Minimum Requirements: A National Diploma on NQF Level 6 Public Administration/ Business Management/ Local government or Statistic related fields plus one (01) year approximate appropriate experience in Civil Registration or related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Civil Registration or related fields

Enquiries: Ms. **N. Kakuritjire** Tel: 0819510110

**DIRECTORATE: NATIONAL CIVIL REGISTRATION
REGIONAL DIVISIONS: NATIONAL CIVIL REGISTRATION
SUB-DIVISIONS: REGIONAL OFFICES**

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

Minimum Requirements: A National Diploma on NQF Level 6 Public Administration/ Business Management/ Local government or Statistic related fields plus Six (6) years approximate appropriate experience in Civil Registration or related fields.

**DIRECTORATE: NATIONAL CIVIL REGISTRATION
REGIONAL DIVISIONS: NATIONAL CIVIL REGISTRATION
SUB-DIVISIONS: REGIONAL OFFICES**

| | | |
|----------------------------|---|--------------------------------------|
| Post Designation | : | Chief Administrative Officer Grade 8 |
| 4x Posts | : | Ohangwena Regional Office |
| | : | Kavango East Regional Office |
| | : | Kavango West Regional Office |
| | : | //Kararas Regional Office |
| Salary Scale | : | N\$238,825 – N\$285,420 |
| Salary Notch | : | N\$238,825 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Minimum Requirements: A National Diploma on NQF Level6 in Public Administration/ Business Management/ Local government or Statistic related fields plus four (4) years approximate appropriate experience in Civil Registration or related fields

Enquiries: Ms. **V. Shanghala**, Tel: 0819510115, and Mr. **S. Hashipala**, 0819510108

DIRECTORATE: NATIONAL CIVIL REGISTRATION
REGIONAL DIVISIONS: NATIONAL CIVIL REGISTRATION
SUB-DIVISIONS: REGIONAL OFFICES
SECTION: SUB-REGIONAL OFFICES

| | | |
|----------------------------|---|----------------------------------------|
| Post Designation | : | Senior Administrative Officer Grade 10 |
| 10x Posts | : | Zambezi Regional Office |
| | : | Tsumeb Sub-Regional Office |
| | : | Divundu Regional Office |
| | : | Outapi Hospital |
| | : | Okalongo Sub-Regional Office |
| | : | Tsumkwe Sub-Regional Office |
| | : | Okakarara Sub-Regional Office |
| | : | Otavi Sub-Regional Office |
| | : | Okuryangava Sub-Regional Office |
| | : | Komasdal Sub-Regional Office |
| Salary Scale | : | N\$159,505 – N\$191,312 |
| Salary Notch | : | N\$159,505 |
| Housing Allowance | : | N\$13,944 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Minimum Requirements: A National Diploma on NQF Level 6 Public Administration/ Business Management/ Local government or Statistic related fields plus 1 year approximate appropriate experience in Civil Registration or related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate experience in Civil Registration or related fields.

Enquiries: Ms. **N. Kakuritjire** Tel: 0819510110, Ms. **V. Shanghala**, Tel: 0819510115, and Mr. **S. Hashipala**, 0819510108

DIRECTORATE: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION
DIVISION: NATIONAL POPULATION REGISTER, IDENTIFICATION AND PRODUCTION
SUBDIVISIONS: PROCESSING AND CLASSIFICATION

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

Minimum Requirements: A National Diploma on NQF Level 6 Public Administration/ Business Management/ Local government or Statistic related fields plus 1 year approximate appropriate experience in Civil Registration or related fields.

OR a Grade 12 Certificate (NQF Level 3) plus three (3) years approximate appropriate experience in Civil Registration or related fields.

Enquiries: Ms. N. Kakuritjire, Tel: 0819510110

DEPARTMENT: ADMINISTRATION AND REFUGEE MANAGEMENT
DIRECTORATE: FINANCE AND GENERAL SERVICES
DIVISION: GENERAL SERVICES
SECTION: TRANSPORT

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

Minimum Requirements: National Diploma (NQF Level 6) in Transport Management or Business Administration or Logistic and Supply chain Management plus four (4) years approximate appropriate experience in related fields.

Enquiries: Ms. M. Shilongo Tel: 0819510116

Interested candidates in the Public Service should attach their copy of confirmation of probation letters.

Appointment to these positions will be subjected to security vetting.

Foreign Qualifications should be accompanied by NQA Evaluations. Failure to attach such proof will lead to disqualification of your application. Only shortlisted candidates will be contacted, and no personal documents will be returned. In terms of the Affirmative Action Act No. 29 of 1998, qualified females and persons with disabilities are encouraged to apply. **No late application will be considered. Failure to complete all items on the application form (156043) and not attaching all necessary certified documents will automatically disqualify the application.**

An application on form 156043 as well as a comprehensive curriculum vitae and certified copies of education qualifications must be addressed to:

The Executive Director
Ministry of Home Affairs, Immigration, Safety and Security
Private Bag 13200
WINDHOEK

Or hand delivery to:

The Human Resource Office, 9th Floor, East Wing
Ministry of Home Affairs, Immigration, Safety and Security
Corner Hosea Kutako Drive and Harvey Street,
Erf 6971, Windhoek North
WINDHOEK

Enquiries: Ms Foibe N. Shilinge Tel. 0819511011 | E-mail Address: Foibe.Shilinge@mha.gov.na

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DIRECTORATE: RURAL DEVELOPMENT DIVISION: SECTOR DEVELOPMENT COORDINATION SUB-DIVISION: RURAL INDUSTRIALIZATION

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

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

Supplementary requirements: A Bachelor Degree at NQF Level 7 in Rural and Regional Development, Community Development, Development Studies or equivalent qualification plus a valid Code B driving license.

Key Performance Areas:

- Support and assist Chief Development Planner in formulating rural industrialization entrepreneurship strategies to create jobs and improve the quality of life in rural areas;
 - Develop, update and implement the Annual Activities Plan for the Sub-division, ensuring it aligns with the overarching strategic objectives of rural development interventions;
 - Support and coordinate the work plans of Rural Development Centres, including coordination of student and graduate internships, recruitment of temporary works at Rural Development Centres internally;
 - Analyse and consolidate Accountability reports, Petty cash reconciliations and Sale reports of Rural Development Centres;
 - Manage Capital projects, including participation in site meetings, analysis and prompt payment of invoices;
 - Maintain a database of Capital projects, including all contractual information such as Payments control cards, contracts and addenda;
 - Support the implementation of appropriate technology innovation projects through the Rural Development Centres;
 - Participate in the identification of relevant, appropriate technologies through community assessment and research;
 - Conduct joint monitoring of the rural development initiatives implemented through the Regional Councils and other partners and
 - Perform any other duties assigned by the supervisor.
-

DIRECTORATE: RURAL DEVELOPMENT DIVISION: SECTOR DEVELOPMENT COORDINATION SUB-DIVISION: SOCIAL & INFRASTRUCTURE SERVICES DEVELOPMENT

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

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

Supplementary requirements: A Bachelor Degree at NQF Level 7 in Development Studies, Regional and Rural Development, Community Development or any equivalent qualification plus a valid Code B driving license.

Key Performance Areas:

- Support and assist Chief Development Planner in formulating community self - help initiatives to create jobs and improve the quality of life in rural areas;
 - Develop, update and implement the Annual Activities Plan for the Sub-division, ensuring it aligns with the overarching strategic objectives of rural development interventions;
 - Analyse data, assess trends and develop strategies to improve a community's social infrastructure;
 - Participate in inter-ministerial and intra ministerial meetings related to water provision and management, implementation of the national sanitation plans and other related social projects;
 - Formulate and review the operational guidelines of the rural development initiatives.
 - Analyse and scrutinize Project Identification Forms (PIFs) from Regional Councils and funding requests and prepare submission for internal consideration;
 - Prepare reports and concepts notes of the rural development initiatives;
 - Serve as the liaison between central and sub-national governments on rural development initiatives;
 - Conduct joint monitoring of the rural development initiatives implemented through the Regional Councils and other partners and
 - Perform any other duties assigned by the supervisor.
-

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

| | | |
|----------------------------|---|------------------------------------------|
| Post Designation | : | Senior Community Liaison Officer Grade 8 |
| 1x Post | : | Okashana Rural Development Centre |
| 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 Bachelor's Degree or equivalent on NQF 7.

Supplementary Requirements: A Bachelor's Degree at NQF level 7 in Agricultural Management, Rural Development, Community Development or equivalent qualification plus three (3) years appropriate experience in community outreach activities, or equivalent role plus a valid Code B driving license. Three (3) years appropriate experience in agricultural extension services or equivalent role of which two (2) years should have been at supervisory level.

Key Performance Areas:

- Oversee community self-help initiatives, focusing on entrepreneurship, agriculture, value addition to natural resources/products and other sectors;
 - Facilitate marketing of all goods and services offered by the rural Development Centre;
 - Solicit active community participation in rural development initiatives;
 - Identify potential development initiatives through conducting community needs assessments;
 - Facilitate community training in fields such as crop and animal husbandry, value addition and others;
 - Develop, implement and monitor the Centre's community outreach and marketing initiatives;
 - Ensure the availability of marketing and community training materials;
 - Compile and submit monthly activity plans and reports on the implementation and progress of the planned activities
 - Ensuring accurate records and database of the section are maintained and up to date;
 - Coordinate participation in local and international expos, exhibitions, and other platforms to disseminate information about the Centre's activities; and
 - Perform any other assignment as may be assigned by the supervisor.
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**DIRECTORATE: RURAL DEVELOPMENT
DIVISION: SECTOR DEVELOPMENT COORDINATION
SUBDIVISION: ONGWEDIVA RURAL DEVELOPMENT CENTRE**

| | | |
|----------------------------|---|--------------------------------------|
| Post Designation | : | Chief Administrative Officer Grade 8 |
| 1x Post | : | Ongwediva Rural Development Centre |
| Salary Scale | : | N\$238 825 - N\$285,420 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Minimum Requirements: National diploma or equivalent qualification on NQF 6.

Supplementary Requirements: A three (3) year Diploma in Hospitality Management, Culinary Arts or equivalent qualification at NQF Level 6 plus a valid Code B Driving License. Three (3) years working experience in hospitality environment of which two (2) years should have been at supervisory level.

Key Performance Areas:

- Manage the quality and cost recovery of hospitality services for the Rural Development Centre;
- Develop, update and implement planned hospitality activities in accordance with hospitality standards and procedures;
- Ensure that necessary changes to improve the hospitality activities at the Centre are tabled and approved by management;
- Ensure high-quality hospitality services such as catering, accommodation and conferencing services;
- Ensure that the hospitality services adhere to the regulations and standards of the Namibia Tourism Borad, Town Council and any other regulatory body in Namibia;
- Promote a culture of high performance by setting and monitoring standards in the hospitality section;
- Maintain accurate records and up to date database for hospitality administration;

- Compile and submit monthly activity plans and reports to the Centre Manger;
- Handle customer complaints and grievances promptly to ensure customer satisfaction;
- Facilitate the creation and implementation of standard monthly and special menus for specific functions or customer needs, ensuring balanced and healthy options;
- Ensure compliance with occupational health and safety standards in the Hospitality Industry;
- Ensure a safe, hygienic and healthy work environment for staff and customers
- Perform any other assignment as may be assigned by the supervisor.

Notes to Candidates:

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

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

Or hand delivers to:

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

Enquiries: Ms. Aurelia Hatutale 061-297 5044

KAVANGO EAST REGIONAL COUNCIL

DIRECTORATE: HR, FINANCE AND ADMINISTRATION DIVISION: ADMINISTRATION

| | | |
|----------------------------|---|----------------------------------------|
| Post Designation | : | Control Administrative Officer Grade 6 |
| 1x Post | : | Rundu (Head Office) |
| Salary Scale | : | N\$354,883 – N\$424,119 |
| Transport Allowance | : | N\$10,512 per annum |
| Housing Allowance | : | N\$17,424 per annum |

Minimum Requirement: An appropriate National Diploma or equivalent qualification on NQF Level 6, plus six (6) years **working experience** in **Procurement, Registry, Transport services and Disaster Risk services**. The applicant **MUST** be on the level of Chief Administrative Officer Grade 8. The experience mentioned must have been attained whilst employed in the **same job category performing the same functions and duties** as per PSM Circular No. 5 of 2015.

Additional Requirement: a valid Driving License.

Main Duties:

- Oversees the administrative function in the Subdivision Auxilliary Services.
- Draw up and oversee maintenance of the procurement and stock control system for the Regional Council.
- Participate in the development of the Strategic Plan.
- Ensure that the archive, fleet management, Tender Board Regulation and Disaster Management Policies are adhered to.
- Develop and implement the Operational Plan.
- Draw up and monitor adherence to approved record keeping systems.
- Prepare subdivision submissions and correspondences to the supervisor.
- Supervise and direct subordinates within the subdivision.
- Responsible for secretarial functions of the Tender Board.
- Responsible for contract management on fleet, equipment, stores and security services.
- Prepare subdivision budget submissions monthly, quarterly and annual reports.
- Ensure that Council assets are properly kept and maintained.
- Oversee the cleanliness of the Regional Council and surrounding areas.
- Provide on-the-job training to staff members.
- Carry out any other official duties assigned from time to time.

Enquiries: Mr. J. M. Kangumbe 066 – 266 000 Ms. A. N. Muyeu 066 – 266 000

DIRECTORATE: HR, FINANCE AND ADMINISTRATION DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

| | | |
|----------------------------|---|------------------------------------------|
| Post Designation | : | Learning and Development Officer Grade 8 |
| 1x Post | : | Rundu (Head Office) |
| Salary Scale | : | N\$238,825 – N\$285,420 |
| Transport Allowance | : | N\$10,512 per annum |
| Housing Allowance | : | N\$17,424 per annum |

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

Additional Requirement: a valid Driving License will be an added advantage.

Main Duties:

- Carry out training needs assessment for institutional review and capacity building are undertaken for the Regional Council.
- Plan and design training interventions for the Regional Council in consultation with line managers/training committee.
- Analyze training materials related to training and human capital development.
- Serve as a member of the Training Committee.
- Facilitate in-house training as decided by the Training Committee.
- Conduct induction of new employees / seconded staff.
- Develop and maintain a training database for all staff members and service providers.
- On a monthly, quarterly and annual basis, review progress against personal development plans.
- Advise the Training Committee on training matters.
- Evaluate outcomes of training and prepare reports and recommendations to the Training Committee.
- Coordinate, assist and disseminate information on all training activities.
- Submit applications for training for discussion in the Training Committee.
- Draft Terms of Reference to -, evaluate applications and monitor out-sourced training.
- Coordinate training interventions with the parent ministry and line ministries as needed.
- Serve as the Secretariat of the Training Committee.
- Monitor and evaluate annual workplan and report progress to the supervisor.
- Carry out any other official duties assigned from time to time

Enquiries: Ms. A. N. Muyeu tel: 066 – 266 000

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

| | | |
|----------------------------|---|-----------------------------|
| Post Designation | : | Development Planner Grade 8 |
| 1x Post | : | Rundu (Head Office) |
| Salary Scale | : | N\$238,825 – N\$285,420 |
| Transport Allowance | : | N\$10,512 per annum |
| Housing Allowance | : | N\$17,424 per annum |

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

Additional Requirement: a valid Driving License will be an added advantage.

Main Duties:

- Compile Project Identification Form (PIFs) and project proposals for the Region.
- Monitor and advice the Consultants and the Council on projects implementation.

- Liaise with National Planning Commission Secretariat and Line Ministries on national policies, objectives, strategies or action plans which impacts on Regional economic development.
- Facilitate the process of identifying economic opportunities and challenges in the region and share with other stakeholders.
- Prepare and submit project progress reports.
- Provide technical input to the formulation of Regional Economic Development Plans.
- Assist in the formulation of the National Development Plans (NDPs).
- Liaise with Geographical Information System Analyst, Town Planner, Statistician and other stakeholders for effective implementation of projects and programmes.
- Assist in the project formulation and implementation of regional economic and social activities.
- Attend Constituency Development Committee, Settlement Development Committee meetings.
- Render secretarial services to the Regional Development Coordinating Committee and Regional Aids Coordinating Committee.
- Assess the impact of development programmes and projects in the region.
- Carry out any other duties assigned from time to time.

To Candidates:

- Applications must be accompanied by a comprehensive Curriculum Vitae and certified copies of Educational Qualifications.
- All Public Servant applicants should send their applications through their O/M/A's Human Resource Offices and confirmation letters must be attached.
- All foreign Qualifications must be evaluated and letters from the Namibia Qualification Authority (NQA) to be attached.
- Complete a latest revised Application Form for Employment in full. On any parts of the application form that do not apply to you please indicate as such by writing N/A.

NB! Women and persons with Disabilities who meet the appointment requirements are encouraged to apply. "Failure to complete all items on a latest revised application form for employment and not attaching necessary documents will disqualify the application". Applications that do not meet the above criteria or requirements shall not be considered, and no application forms and attachments will be returned. Application must be submitted on a latest revised application form 156043 obtainable from all Government Offices with certified copies of Identification Documents, Educational Qualification and comprehensive CV.

Application must be addressed to:

**The Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu**

Or hand delivery to:

**Human Resource Office No. 15
Kavango East Regional Council
Maria Mwengere Street**

Enquiries: Mr. M. M. Mangundu 066 – 266 000 Ms. A. N. Muyeu 066 – 266 000

OHANGWENA REGIONAL COUNCIL

DIRECTORATE FINANCE AND ADMINISTRATION DIVISION ADMINISTRATION SUBDIVISION: CONSTITUENCY SUPPORT

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|-----------------------------|---|---------------------------------------|
| Post Designation | : | Control Administration Office Grade 6 |
| 1x Post | : | Omulonga |
| Salary Scale | : | N\$345,883 – N\$424,119 |
| Transport Allowance | : | N\$10,512 Per annum |
| Housing Allowance | : | N\$17,424 Per annum |
| Remoteness Allowance | : | N\$9,000 Per annum |

Minimum Requirements: A National Diploma or equivalent qualification in Business Administration / Public Management / Procurement Management / Community Development / Logistics and Supply Chain Management on NQF Level 6, plus six (6) years appropriate work experience of which three (3) years should be at the supervisory level at Chief Administrative Officer Grade 8 in Government or equivalent level and experience in Community Management will be an added advantage.

Additional Requirements: Preference will be given to applicants in possession of valid code B Driver's license driver's license.

DIVISION ADMINISTRATION SUBDIVISION CONSTITUENCY SUPPORT: OKONGO

| | | |
|-----------------------------|---|----------------------------------------|
| Post Designation | : | Senior Administrative Officer Grade 10 |
| 1x Post | : | Okongo |
| Salary Scale | : | N\$159,505 – N\$191,312 |
| Transport Allowance | : | 10,512.00 per annum |
| Housing Allowance | : | 13,944 per annum |
| Remoteness Allowance | : | 21,000 per Annum |

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

DIVISION ADMINISTRATION SECTION: PUBLIC RELATIONS AND MEETINGS

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

Minimum Requirements: A Grade 12 Certificate or equivalent qualification (NQF Level 3), plus three (3) years appropriate work experience in administration. Or a

National Diploma or equivalent qualification (NQF Level 6), plus one (1) year appropriate experience in administration.

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

**DIVISION ADMINISTRATION
SECTION: TECHNICAL SUPPORT**

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

Minimum Requirements: A Grade 12 Certificate or equivalent qualification (NQF Level 3), plus one (1) years appropriate experience in Lithographic press.

Additional Requirements: Preference will be given to applicants with experience of lithographic operation and proof of such experience must be attached to the application.

**DIRECTORATE PLANNING AND DEVELOPMENT SERVICES
SECTION: HIV /AIDS**

Post Designation : Community Liaison Officer Grade 9
1x Post : Eenhana
Scale of Salary : N\$185,920 – N\$222,994
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$13,944 per annum

Minimum Requirement: 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, Community Development and Project Management.

Additional Requirements: Preference will be given to applicants in possession practical experience in Community Health and must be in possession of valid code B Driver's license driver's license.

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

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

NB! Applicants must use one application form for each position applied for. Applicants who are/were employed somewhere else must attach their testimonials or certificate of service as proof of previous experience gained.

Only shortlisted candidates will be contacted and no personal documents will be returned. **Women and people with disabilities meeting the advertisement requirements are encouraged to apply.**

Application forms for employment (form 156043 & 156094) with a confirmation letter of probation in the current position, comprehensive curriculum vitae, original certified copies of qualifications as well as academic records and all necessary documents should be addressed to:

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

Or hand delivery to:

**Human Resources Division
Ohangwena Regional Council 108
Church Street
EENHANA**

Enquiries: Hafeni E Nghifimule 065-264301 or @ Julia Joseph 065 264 300

OMAHEKE REGIONAL COUNCIL

DIVISION: GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE SUBDIVISION: SOCIAL PROTECTION SERVICES

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 Plus 1- year appropriate experience **OR** a Grade 12 Certificate (NQF level 3) plus 3 years' appropriate experience working with social grants.

Additional Requirements: A valid Driver's License (Code B) and Computer literacy.

Main Duties:

- Supervise and guide Administrative Officer in the region in the implementation of the Nation Pension Act, 1992 (Act No. 10 of 1992) as well as the Child Care and Protection Act (Act No. 3 of 2015)
- Handle queries from public on daily basis.
- Receive grant applications from Constituency Offices.
- Check and verify electronic applications and make sure all required documents are attached.
- Forward grant application forms to National level (Head Office – Windhoek).
- Oversee the update of all grant type files for all constituencies within the region.
- Check and control the pay sheet monthly.
- Advise the Administrative Officer's on discrepancies detected on the files.
- Responsible for capacity building of staff members in the region.
- Educate the public on Pension grant, Disability grant, Child grant and CBIG.
- Report on monthly, quarterly and yearly basis to the Regional and National level on the status of beneficiaries and the office in general.
- Investigate and follow-up on complains regarding grants
- Provide in-service training to new staff members
- Responsible for the overall development, supervision and assessment of all subordinates
- Allocate work to subordinate and monitor progress

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 and no personal documents will be returned.

Women and people with disabilities are encouraged to apply.

Applications must be addressed to:

**The Chief Regional Officer
Omaheke Regional Council
Private Bag 2277
Gobabis**

Or hand deliver to:

**The Human Resource Office, 1st Floor
Omaheke Regional Council
Omaheke Regional Office Park, Portion 39
Gobabis Townlands No.114
Gobabis**

Enquiries: Ms. C. Adams, Tel no: 062 566 537 or Ms. Esther Shindinge, Tel no: 061 2833170

KAVANGO WEST REGIONAL COUNCIL

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SUBDIVISION HUMAN RESOURCES SECTION: SCHOOLS

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|----------------------------|---|----------------------------------------------------------------------------------|
| Post Designation | : | Head of Department Grade 6 |
| 4x Posts | : | Nakazaza Combined School (English Grade 8-11 and Rukwangali Grade 8-9). |
| | : | Kasivi Combined School (English and Rukwangali Grade 8-9). |
| | : | Kaguni Central Combined School (Mathematics and Sciences Grade 8-9). |
| | : | Kapako Combined School (Mathematics and Physical Science Grade 8-9). |
| Salary Scale | : | N\$354,883 - N\$424,119 |
| Transport Allowance | : | N\$10,512 per annum |
| Housing Allowance | : | N\$17,424 per annum |

Minimum Requirement: A recognized 3 year tertiary teaching qualification on NQF Level 6 plus 6 years teaching experience **Or** an appropriate recognized 3-year 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: Complete a prescribed application form in full **“Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application”**

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

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

Please send applications on prescribed forms to:

The Regional Director
Directorate of Education, Innovation, Youth, Sport, Arts and Culture
Subdivision Human Resource
Private Bag 6193
Nkurenkuru

Or hand delivery at:

Kavango West Regional Education Office
Nkurenkuru (The light complex behind Woermannbrock)
HR Office

Enquiries: Human Resource Office Mr. Nicolaus N. Mpasu: Tel 066-274 2000

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE: KHOMAS REGION

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|----------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Post Designation | : | Principal Grade 5 |
| 3x Posts | : | Windhoek Khomas 1: St. Joseph Roman Catholic High School (Döbra) Khomas 2: Namutuni Primary School Khomas 3: Namibia Primary School |
| Salary Scale | : | N\$432,601 – N\$517,195 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

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

Supplementary Requirement:

- Candidates in possession of 5 years (or more) experience at the functional level Grade 6 (or higher) at school or in a related work environment. **(Proof must be attached)**
- Competition is limited. **Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.**
- Candidates must be suitably /appropriately qualified or trained for the phase he or she applies for in terms of the provision of the National Curriculum for Basic Education (2016)

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

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

| | | |
|----------------------------|---|-------------------------------------------------------------------------------------------------------|
| Post Designation | : | Head of Department Grade 6 |
| 1x Post | : | Monte Christo Project School Junior Primary Phase Department: English and Afrikaans Grade 0 - 3 |
| Salary Scale | : | N\$354,883 – N\$424,119 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

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|-------------------------|---|-------------------------------------------------------------------------------------------------------------------|
| Post Designation | : | Head of Department Grade 6 (Re-advertisement) |
| 1x Post | : | Dr. Abraham Iyambo Primary School Languages Department: English and Khoekhoegowab or Otjiherero Grade 4 - 7 |
| Salary Scale | : | N\$354,883 – N\$424,119 |

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

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

Post Designation : Head of Department Grade 6
1x Post : Moses //Garob Primary School
: Language Department: English and Oshindonga
Grade 4 - 7
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

**DIRECTORATE OF EDUCATION, ARTS AND CULTURE:
KHOMAS REGION:
CIRCUIT 2**

Post Designation : Head of Department Grade 6
1x Post : Hermann Gmeiner Primary School Mathematics
and
Science Department: Mathematics and Natural
Science Grade 4-7
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Post Designation : Head of Department Grade 6
1x Post : Cimbembasia Primary School (Languages
Department: English and Afrikaans Grade 0 – 3)
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

Post Designation : Head of Department Grade 6
1x Post : Moses Van Der Byl Primary School
Languages Department: English and Afrikaans
Grade 4 – 7]
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Post Designation : Head of Department Grade 6
1x Post : Chairman Mao Zedong High School
Mathematics and Science Department:
Mathematics and Physics or Chemistry or Biology
Grade 8 – AS
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

| | | |
|----------------------------|---|-----------------------------------------------------------------------------------------------|
| Post Designation | : | Head of Department Grade 6 |
| 1x Post | : | Van Rhyn Primary School Junior Primary Phase Department: English and Afrikaans Grade 0 - 3 |
| Salary Scale | : | N\$354,883 – N\$424,119 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

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

| | | |
|----------------------------|---|------------------------------------------------------------------------------------------------------------|
| Post Designation | : | Head of Department Grade 6 |
| 1x Post | : | Namibia Primary School Mathematics and Science Department: Mathematics and Natural Science Grade 4-7 |
| Salary Scale | : | N\$354,883 – N\$424,119 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

| | | |
|----------------------------|---|----------------------------------------------------------------------------------------------------------------|
| Post Designation | : | Head of Department Grade 6 (Re-advertisement) |
| 1x Post | : | Groot Aub Junior Secondary School Languages Department: English and Afrikaans or Khoekhoegowab Grade 8 – 11 |
| Salary Scale | : | N\$354,883 – N\$424,119 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

| | | |
|----------------------------|---|-------------------------------------------------------------------------------------------------------|
| Post Designation | : | Head of Department Grade 6 |
| 1x Post | : | Fidel Castro Ruz Primary School Junior Primary Phase Department: English and Afrikaans Grade 0 - 3 |
| Salary Scale | : | N\$354,883 – N\$424,119 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

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:

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

- 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 certified copies of evaluation 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**

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

KUNENE REGIONAL COUNCIL

DIRECTORATE: EDUCATION, ARTS AND CULTURE SECTION: HUMAN RESOURCE ADMINISTRATION

| | | |
|----------------------------|---|-------------------------------------------------------|
| Post Designation | : | Principal Grade 5 |
| 3x Posts | : | Alpha Combined School (Pre-Primary-Grade 11) |
| | : | Okahozu Primary School (Pre-Primary-Grade 7) |
| | : | Otjikondavirongo Primary School (Pre-Primary-Grade 7) |
| 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 |
| Incentive Allowance | : | As per the duty station |

Appointment Requirements: A recognised 3-year teaching qualification on NQF Level 6 (or equivalent) plus 7 years teaching experience **OR** an appropriate recognised 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus 1-year teaching qualification plus 7 years teaching experience.

Supplementary Selection Requirements:

- For Alfa Combined School, the candidate must be able to teach at senior secondary phase.
- Candidates must ensure that copy of their confirmation of probation in their current position is attached.
- Candidates must have been on level of Head of Department Grade 6 or equivalent level.

NOTE: All applications should be done on the Amended Form 156043 ("APPLICATION FOR EMPLOYMENT FORM") and Form 156094 ("HEALTH QUESTIONNAIRE"), which is obtainable from any Government Offices. **Incomplete application forms will lead to automatic disqualification.** Originally certified copies of Qualifications, Identity Document (ID), Curriculum Vitae (CV), service certificate/ two testimonials (not older than 2 years) must be attached to the applications. **All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA).** In terms of Affirmative Action Plan, suitably qualified women and persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted. No documents will be returned.

Applications must be sent to:

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

Or hand delivered at:

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

Enquiries: Mr. Moses N. Hendrik /Ms. Kaino N. Itewa. **Tel:** 067-335000

OSHANA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

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|----------------------------|---|---------------------------------------------------------------------------|
| Job Designation | : | Head of Department Grade 6: Languages (English and Oshindonga) Grade 8-12 |
| 1x Post | : | lipumbu Secondary School (Oshakati Circuit) |
| Salary Scale | : | N\$354,883 – N\$424,119 |
| Housing Allowance | : | N\$17,424-00 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Appointment Requirements: A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (6) years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus one year teaching qualification plus 6 years teaching experience

Supplementary Requirements:

- Candidate must be able to teach Oshindonga Grade 8-12
- Both Languages (**English and Oshindonga**) should appear on the qualification

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

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

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|----------------------------|---|-------------------------------------------------------------------------|
| Job Designation | : | Head of Department Grade 6: Junior Primary Phase Grade 0-3 |
| 2x Posts | : | 1x Ondjondjo Combined School (MOI-Oshikwanyama) Oshakati Circuit |
| | : | 2x Onaushe Primary School (MOI-Oshindonga) Oshakati Circuit |
| Salary Scale | : | N\$354,883 – N\$424,119 |
| Housing Allowance | : | N\$17,424-00 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Appointment Requirements: A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (6) years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus one year teaching qualification plus 6 years teaching experience

Supplementary Requirements:

- Ondjondjo Combined School both Languages (English and Oshikwanyama) should appear on the qualification.
- Onaushe Primary School both Languages (English and Oshindonga) should appear on the qualification.

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

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

| | | |
|-------------------------|---|---------------------------------------------|
| Post Designation | : | Head of Department Grade 6: Mathematics and |
|-------------------------|---|---------------------------------------------|

PSM CIRCULAR NO. D OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 08 MAY 2025, CLOSING DATE 05 JUNE 2025

2x Post : Natural Science & Health Education Grade 4-7
: **Ekuku Primary School (Oshakati Circuit)**
: **Hashiyana Primary School (Ompundja Circuit)**
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424-00 per annum
Transport Allowance : N\$10,512 per annum

Appointment Requirements: A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (6) years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus one year teaching qualification plus 6 years teaching experience

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

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation : Head of Department Grade 6: Social Science
Grade 4- 7
1x Post : Shinime Shiivula Primary School (Oluno Circuit)
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424-00 per annum
Transport Allowance : N\$10,512 per annum

Appointment Requirements: A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (6) years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus one year teaching qualification plus 6 years teaching experience

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

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation : Head of Department Grade 6: Mathematics and
Science (Chemistry or Physics) Grade 8-12
1x Post : Ondangwa Secondary School (Oluno Circuit)
Salary Scale : N\$354,883 – N\$424,119
Housing Allowance : N\$17,424-00 per annum
Transport Allowance : N\$10,512 per annum

Appointment Requirements: A recognized three (3) year tertiary teaching qualification on an NQF Level 6 (or equivalent) plus six (6) years teaching experience **OR** an appropriate recognized 3-year tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subjects to be taught plus one year teaching qualification plus 6 years teaching experience

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

DIRECTORATE OF EDUCATION, ARTS AND CULTURE SUB-DIVISION: LIBRARY, ARCHIVES AND INFORMATION SERVICES

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|----------------------------|---|-----------------------------------------------------|
| Post Designation | : | Senior Archivist Grade 7(Re-advertisement) |
| 1x Post | : | Oshakati |
| 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 Degree on NQF Level 7 (or equivalent qualification).

Supplementary Requirements:

- A BA Degree in Archives and Records Management, Information Science, or History plus a minimum of 3 years of working experience as an Archivist (proof should be attached).
- In-depth knowledge of Records Management, Archival techniques, preservation of records, curation and public programming, strategic planning skills, management and supervisory skills, ICT literate, excellent communication skills and advanced experience in professional capacity building and training is a strong recommendation.

NB:

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

Public Service application form for employment and health questionnaire form together with comprehensive curriculum vitae and all relevant certified copies of all educational / academic qualifications and the proof of Namibian citizenship must be addressed to:

**Human Resource Office
Oshana Regional Council
Directorate of Education, Arts & Culture
Private Bag 5518
OSHAKATI**

Or hand delivery at:

**Directorate of Education, Arts & Culture
Human Resource Office
906 Sam Nuyoma Road
Old Complex (Oshakati Town Council)**

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

OSHIKOTO REGIONAL COUNCIL

DIRECTORATE: EDUCATION, ARTS & CULTURE

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|----------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Post Designation | : | Principal Grade 5 |
| 4x Post | : | Onamishu Combined School (Onkumbula Circuit) King Kauluma Combined School (Oshivelo Circuit) Waandja Primary School (Oshivelo Circuit) Elombe Combined School (Oshigambo Circuit) |
| Salary Scale | : | N\$432,601 – N\$517,195 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Appointment Requirements: A recognized 3 year tertiary teaching qualification on NQF Level 6 (or equivalent) 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 a 1-year teaching qualification plus seven (7) years teaching experience.

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|-----------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------|
| Post Designation | : | Head of Department Grade 6 (Department Mathematics and Natural Sciences) Subjects: Mathematics & Physics/Chemistry (Grade 8-11) |
| 1x Post | : | King Kauluma Combined School (Oshivelo Circuit) |
| 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 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 a 1-year teaching qualification plus 6 years teaching experience.

Take note:

Applicants must attach certified copies of all their professional qualifications and academic records/transcripts and all foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority, Identity Document (ID), Curriculum Vitae, two recent testimonials (not older than 2 years) and confirmation of probation letter. Incomplete form will disqualify your application.

Public Service application form for employment 156043 and health questionnaire form 156094 together with the above mentioned documents should be addressed to:

**The Regional Director
Oshikoto Education Directorate
Private Bag 2028
Ondangwa**

Or hand delivery to:

**Human Resource Office
Oshikoto Education Directorate
Former Ondangwa West Building
Ondangwa**

Enquiries: Ms EM Shilumbu/ Mr. Ruben S. Kambonde @0819500600

OMUSATI REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE CIRCUIT: ANAMULENGE

| | | |
|----------------------------|---|----------------------------------------|
| Post Designation | : | Principal Grade 5 (Phase: Pre-Grade 9) |
| 1x Post | : | Oshikulufitu Combined School |
| Salary Scale | : | N\$432,601-N\$517,195 |
| Housing Allowance | : | N\$17424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Appointment Requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience **OR** an appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

CIRCUIT: ETAYI

| | | |
|----------------------------|---|----------------------------------------|
| Post Designation | : | Principal Grade 5 (Phase: Pre-Grade 9) |
| 1x Post | : | Otsipyia Combined School |
| Salary Scale | : | N\$432,601-N\$517,195 |
| Housing Allowance | : | N\$17424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Appointment Requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience **OR** an appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

CIRCUIT: OGONGO

| | | |
|----------------------------|---|----------------------------------------|
| Post Designation | : | Principal Grade 5 (Phase: Pre-Grade 7) |
| 1x Post | : | Eenkondo Primary School |
| Salary Scale | : | N\$432,601-N\$517,195 |
| Housing Allowance | : | N\$17424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Appointment Requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience **OR** an appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 7 years teaching experience.

CIRCUIT: OKALONGO

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|-------------------------|---|----------------------------------------|
| Post Designation | : | Principal Grade 5 (Phase: Pre-Grade 9) |
| 1x Post | : | Oneheke Combined School |

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|----------------------------|---|-----------------------|
| Salary Scale | : | N\$432,601-N\$517,195 |
| Housing Allowance | : | N\$17424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Appointment Requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience **OR** an appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 7.

CIRCUIT: OTAMANZI

| | | |
|----------------------------|---|----------------------------------------|
| Post Designation | : | Principal Grade 5 (Phase: Pre-Grade 3) |
| 1x Post | : | Kelimwe Junior Primary School |
| Salary Scale | : | N\$432,601-N\$517,195 |
| Housing Allowance | : | N\$17424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

Appointment Requirements: A recognized 3-years tertiary teaching qualification on an NQF Level 6 (or equivalent) plus 7 years teaching experience **OR** an appropriate recognized 3-years tertiary non-teaching qualification (or equivalent) on NQF Level 6 in relation to the school subject to be taught plus a 1-year teaching qualification plus 7

CIRCUIT: ANAMULENGE

| | | |
|----------------------------|---|------------------------------------------------------------------------------------|
| Post Designation | : | Head of Department Grade 6 (Languages: English and Oshindonga Grade 4-11) |
| 1x Post | : | Onelago Combined School |
| Salary Scale | : | N\$354,883-N\$424,119 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

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

Supplementary Requirements: Preference will be given to candidates who are qualified to teach English and Oshindonga Grade 8-11.

CIRCUIT: ANAMULENGE

| | | |
|----------------------------|---|------------------------------------------------------------------|
| Post Designation | : | Head of Department Grade 6 (Social Sciences Grade 4-11) |
| 1x Post | : | Onelago Combined School |
| Salary Scale | : | N\$354,883-N\$424,119 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

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

Supplementary Requirements: Preference will be given to candidates who are qualified to teach History and Geography/ Development Studies Grade 8-11.

CIRCUIT: ANAMULENGE

Post Designation : Head of Department Grade 6 (**Social Sciences Grade 4-11**)
1x 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

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

Supplementary Requirements; Preference will be given to candidates who are qualified to teach History and Geography/ Development Studies Grade 8-11.

CIRCUIT: ANAMULENGE

Post Designation : Head of Department Grade 6 (**Languages; English and Oshindonga Grade 8-11**)
1x 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

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

Supplementary Requirements; Preference will be given to candidates who are qualified to teach English and Oshindonga Grade 8-11.

CIRCUIT: ANAMULENGE

Post Designation : Head of Department Grade 6 (**Languages; English and Oshindonga Grade 4-7**)
1x Post : Petrus Progress Heita Primary School
Salary Scale : N\$354,883-N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

CIRCUIT: ETAYI

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

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

Supplementary Requirements: Preference will be given to candidates who are qualified to teach English and Oshindonga Grade 8-9.

CIRCUIT: ETAYI

Post Designation : Head of Department Grade 6 (**Mathematics and Science Grade 8-12**)
1x Post : Pendukeni Iivula Ithana High School
Salary Scale : N\$354,883-N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

Supplementary Requirements: Preference will be given to candidates who are qualified to teach Mathematics and Physics/ Chemistry Grade 8-12.

CIRCUIT: ETAYI

Post Designation : Head of Department Grade 6 (**Mathematics and Science Grade 8-11**)
1 x post : lipandayaamiti Combined School
Salary Scale : N\$354,883-N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

Supplementary Requirements: Preference will be given to candidates who are qualified to teach Mathematics and Physics/ Chemistry Grade 8-11.

CIRCUIT: ETAYI

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

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

Supplementary Requirements: Preference will be given to candidates who are qualified to teach English and Oshikwanyama Grade 8-9.

CIRCUIT: ETAYI

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

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

Supplementary Requirements: Preference will be given to candidates who are qualified to teach Mathematics and Physical Science Grade 8-9.

CIRCUIT: ETAYI

Post Designation : Head of Department Grade 6 (**Social Science Grade 4-11**)
1x Post : Oikokola Combined School

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

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

Supplementary Requirements: Preference will be given to candidates who are qualified to teach History and Geography Grade 8-11.

CIRCUIT: ETAYI

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

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

CIRCUIT: ETAYI

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

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

CIRCUIT: OGONGO

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

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

Supplementary Requirements; Preference will be given to candidates who are qualified to teach English and Oshindonga Grade 8-9.

CIRCUIT: ONESI

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

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

CIRCUIT: OUTAPI

Post Designation : Head of Department Grade 6 (**Social Sciences Grade 4-11**)
1x Post : Jerry Ekandjo Combined School
Salary Scale : N\$354,883-N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

Supplementary Requirements; Preference will be given to candidates who are qualified to teach History and Geography/ Development Studies Grade 8-11

CIRCUIT: OUTAPI

Post Designation : Head of Department Grade 6 (**Social Sciences Grade 4-11**)
1x Post : Oukwandongo Combined School
Salary Scale : N\$354,883-N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

Supplementary Requirements: Preference will be given to candidates who are qualified to teach History and Geography/Development Studies Grade 8-11.

CIRCUIT: OUTAPI

Post Designation : Head of Department Grade 6 (**Languages; English and Oshindonga Grade 4-9**)
1x Post : Moses Aihalu Combined School
Salary Scale : N\$354,883-N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

Supplementary Requirements: Preference will be given to candidates who are qualified to teach English and Oshindonga Grade 8-9

CIRCUIT: OUTAPI

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

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

CIRCUIT: OKAHAO

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

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

CIRCUIT: OKALONGO

Post Designation : Head of Department Grade 6 (**Mathematics and Science Grade 4-7**)
1x Post : ST Gabriel Primary School
Salary Scale : N\$354,883-N\$424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

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

CIRCUIT: OKALONGO

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

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

CIRCUIT: OKALONGO

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

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

CIRCUIT: OKALONGO

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

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

CIRCUIT: OKALONGO

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|----------------------------|---|--------------------------------------------------------------------------------------|
| Post Designation | : | Head of Department Grade 6 (Languages: English and Oshikwanyama Grade 4-11) |
| 1 x post | : | John Shekudja Combined School |
| Salary Scale | : | N\$354,883-N\$424,119 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

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

Supplementary Requirements; Preference will be given to candidates who are qualified to teach English and Oshikwanyama Grade 8-11.

CIRCUIT: OSHIKUKU

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|----------------------------|---|-----------------------------------------------------------------------------------|
| Post Designation | : | Head of Department Grade 6 (Biology and Agricultural Science Grade 8-12) |
| 1x Post | : | Nuuyoma 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: OTAMANZI

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

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

CIRCUIT: RUACANA

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| Post Designation | : | Head of Department Grade 6 (Social Sciences Grade 4-9) |
| 1 x post | : | Tjihozu Combined School |
| Salary Scale | : | N\$354,883-N\$424,119 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

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

Supplementary Requirements; Preference will be given to candidates who are qualified to teach Geography and History Grade 8-9.

CIRCUIT: RUACANA

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|----------------------------|---|------------------------------------------------------------------|
| Post Designation | : | Head of Department Grade 6 (Social Sciences Grade 8-11) |
| 1x Post | : | IK Tjimuhiva Combined School |
| Salary Scale | : | N\$354,883-N\$424,119 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

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

Supplementary Requirements; Preference will be given to candidates who are qualified to teach History and Geography/ Development Studies Grade 8-11.

CIRCUIT: TSANDI

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| Post Designation | : | Head of Department Grade 6 (Languages: English and Oshindonga Grade 8-12) |
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| 1x Post | : | Shikongo lipinge Secondary School |
| Salary Scale | : | N\$354,883-N\$424,119 |
| Housing Allowance | : | N\$17,424 per annum |
| Transport Allowance | : | N\$10,512 per annum |

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

Supplementary Requirements; Preference will be given to candidates who are qualified to teach English and Oshindonga Grade 8-12.

CIRCUIT: TSANDI

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

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

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 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

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

Or hand delivery at:
Omusati Regional Office Reception

Enquiries: Ms. Anna Andumba /Mr. Oiva Toivo Namwele **Tel** 065-251700

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION ARTS AND CULTURE CIRCUIT: GROOTFONTEIN

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|----------------------------|---|-----------------------------------------------------------------------------------------|
| Post Designation | : | Head of Department Grade 6 Junior Primary: (Pre-Primary –Grade 3) (English & Afrikaans) |
| 1x Post | : | Grootfontein Primary School |
| Salary Scale | : | N\$354,883 - N\$424,119 |
| Transport Allowance | : | N\$10,512 per annum |
| Housing Allowance | : | N\$17,424 per annum |

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

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| Post Designation | : | Head of Department Grade 6 Junior Primary: (Pre-Primary –Grade 3) (English & Afrikaans) |
| 1x Post | : | Makalani Primary School |
| Salary Scale | : | N\$354,883 - N\$424,119 |
| Transport Allowance | : | N\$10,512 per annum |
| Housing Allowance | : | N\$17,424 per annum |

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

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| Post Designation | : | Head of Department Grade 6 Mathematics Grade 10-11, Physics & Chemistry Grade 10-11 |
| 1x Post | : | Tsumkwe Secondary School |
| Salary Scale | : | N\$354,883 - N\$424,119 |
| Transport Allowance | : | N\$10,512 per annum |
| Housing Allowance | : | N\$17,424 per annum |
| Incentive Allowance | : | N\$13,800 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: Candidates must be able to supervise Mathematics & Physical Science Grade 8-9

CIRCUIT: OTJIWARONGO

Post Designation : Head of Department Grade 6
Junior Primary: (Pre-Primary –Grade 3) (English & Khoekhoegowab/ Oshindonga)
1x Post : Ombili Primary School
Salary Scale : N\$354,883 - N\$424,119
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

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

Post Designation : **Head of Department Grade 6**
Senior Primary: (English & Afrikaans Grade 4-7)
1x Post : Vooruit Primary School
Salary Scale : N\$354,883 - N\$424,119
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

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

Post Designation : **Head of Department Grade 6**
Junior Primary: (Pre-Primary –Grade 3) (English & Afrikaans)
1x Post : Vooruit Primary School
Salary Scale : N\$354,883 - N\$424,119
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

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

Post Designation : Head of Department Grade 6
Junior Primary: (Pre-Primary –Grade 3) (English & Khoekhoegowab)
1x Post : Rogate Primary School
Salary Scale : N\$354,883 - N\$424,119
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 6 years teaching experience **OR** an appropriate

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

CIRCUIT: OKAHANDJA

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

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

Supplementary Requirement: Candidates must have a professional teaching qualification that would enable him/her to teach at Secondary phase.

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

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

Supplementary Requirement: Candidates must have a professional teaching qualification that would enable him/her to teach at Primary phase.

Post Designation : Head of Department Grade 6
Mathematics Grade 10-12, Physics & Chemistry
Grade 10-12
1x Post : Okakarara Secondary School
Salary Scale : N\$354,883 - N\$424,119
Transport Allowance : N\$10,512 per annum
Housing Allowance : N\$17,424 per annum

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

Supplementary requirements: Candidates must be able to supervise Mathematics & Physical Science Grade 8-9

Application Procedures:

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

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

Applications must be addressed to the following address:

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

Or hand delivery at:

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

Enquiries: Ms. Saima Kaisungu /Ms. Elvi Kamati **Tel:** 067-308000
