



REPUBLIC OF NAMIBIA
OFFICE OF THE PRIME MINISTER

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Ref.: **13/18/5**
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E-mail: Samuel.Guruseb@opm.gov.na

Department Public Service Management
BPI House, Independence Avenue
PO Box 1117
WINDHOEK

18 August 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. G 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 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

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

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

(ii) Representations for retention of services:

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

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

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

General

Candidates as well as Offices/Ministries/Agencies are advised to take cognizance of the provisions of PSSR B.II/II, especially paragraphs 2.6, 2. 7 and 2.8 of the said chapter.

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: 12 SEPTEMBER 2025

Signed by Joyce W. Mukubi

JOYCE W. MUKUBI

DEPUTY EXECUTIVE DIRECTOR: DPSM

MANAGEMENT CADRE

OFFICE OF THE PRESIDENT

DEPARTMENT GOVERNMENT AIR TRANSPORT SERVICES: DIRECTORATE AIRCRAFT MAINTANANCE

Post Designation	:	Deputy Executive Director Grade 2
1xPost	:	Windhoek
Salary Scale	:	N\$600, 312-N\$ 637, 063
Housing Benefits	:	N\$ 142, 104 per annum
Motor Vehicle Allowance	:	
Capital Costs	:	N\$ 116, 340 per annum
Running Costs	:	N\$ 33, 011 per annum
Total Allowance	:	N\$ 149, 351 per annum

Minimum requirements: An Aviation license (AME for engineer or ATPL for pilot). Candidates who have been in the aviation industry for more than 15 years, and holding Senior/Management position in the aviation industry for Seven (7) years. An in-depth knowledge of Namibia civil aviation regulatory requirements, ICAO standards and recommended practice and understanding the operation of maintenance approved organizations (AMO & AOC operations) and understanding both SMS and QMS in the aviation organization structure.

Enquiries: Mr. Ananias Nashiku 061-379800 **OR** Wilhelmine Korad Tel 061- 2707111

DEPARTMENT STATE HOUSE AND ADMINISTRATION: DIRECTORATE: STATE HOUSE & GENERAL SERVICES

Post Designation	:	Director Grade 3
1xPost	:	Windhoek
Salary Scale	:	N\$554, 603-N\$ 588, 548
Housing Benefits	:	N\$ 131, 280 per annum
Motor Vehicle Allowance	:	
Capital Costs	:	N\$ 94, 178 per annum
Running Costs	:	N\$ 29, 455 per annum
Total Allowance	:	N\$ 123, 633 per annum

Minimum requirements: A Bachelor Degree at NQF Level 7 (or equivalent qualification) in Accounting and Finance or Business Administration/ Management majoring in Financial Accounting/Management plus 9 years approximate appropriate experience. Five (5) years should have been served at the level of Deputy Director Grade 4 or management level if coming from outside the public service.

Purpose of the position:

This position is reporting to Deputy Executive Director on management of the finance, administration, Procurement, human resources, information and technology and learning and development.

Key performance areas:

- Compliance and interpretation of the Public Service Act, Public Service Staff Rules and other relevant Acts and Regulations.
- Responsible for the preparation of the Office's budget, implementation and control.
- Coordination and liaison with other stakeholders on financial matters.
- Promote good governance by developing standards and operational procedures
- Serving as Financial Advisor of the Office.

Competencies required:

- Budget formulation/preparation.
- Preparation of the financial statements
- Candidate should have extensive knowledge and experience of Revenue, Accounts Payable, DSA, Payroll, Tax reconciliation, General Ledger and other related accounts.
- Have extensive knowledge and experience of Government Integrated Financial Management System (IFMS)
- Have planning and presentation skills
- Have good knowledge of Public Procurement Act 15 of 2015 as amended.
- Sound knowledge of performance management system framework,
- Excellent Communication (written and verbal)
- Good experience and knowledge of Government Stock manual and Electronic Document and Record Management system (EDRMS).
- Capital projects management.
- A good knowledge and understanding of the State Finance Act, Treasury Instruction, Public Procurement Act, Public Service Act, Labour Act, Social Security Act, Affirmative Action Act, Public Service Staff Rules, Stock-Taking Manual and Record Management.

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

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

Post designation	:	Deputy Director Grade 4 (Re-Advertised)
1 x post	:	Windhoek
Salary Scale	:	N\$517,195-N\$ 543, 728
Housing Benefits	:	N\$ 121, 560 per annum
Motor Vehicle Allowance		
Capital Costs	:	N\$ 83, 106 per annum

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Running Costs : N\$ 27, 811 per annum
Total Allowance : N\$ 110, 917 per annum

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

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

Additional Skills

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

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

NB: APPLICANTS FROM INSIDE-AND OUTSIDE THE PUBLIC SERVICE:

- The "Application for employment" form as well as "Health Questionnaire" can be obtained from all Offices/Ministries/Agencies and should be fully completed and signed. No fax and email applications will be considered.
- The "Application for employment" forms should be accompanied by certified copies of the applicant's qualifications together with the academic transcript in respect of those qualifications. No certified copied older than three (3) months will be accepted.
- Certified copies of evaluation certificates in respect of foreign qualifications obtainable from the Namibia Qualifications Authority should be attached. The mentioned certified copy of the evaluation certificate from Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PON, and IUM are excluded from this requirement)
- Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants
- Applications received after the closing date will not be accepted.
- Successful Candidates will be subjected to vetting.
- Applicants in designated groups especially women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply.

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

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

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

WINDHOEK

For attention: Human Resources Office

MANAGEMENT CADRE

OFFICE OF THE PRIME MINISTER

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT

DIRECTORATE: SOLUTIONS ARCHITECTURE

DIVISION: APPLICATION AND ARCHIVE SUPPORT

Post designation	:	Deputy Director, Grade 4 (Re-advertisement)
1x Post	:	Windhoek
Salary Scale	:	N\$517,195-N\$ 543,728
Motor vehicle allowance		
Capital Cost	:	N\$83,106 per annum
Running Cost	:	N\$27,811 per annum
Housing allowance	:	N\$121,560 per annum

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

Key Performance Area:-

The incumbent will be responsible for:

- The day to day operations of the Division by promoting team spirit and good work practice for the administration of the Software applications and the rendering of Support Services in the form of:
 - Functional support through Help-Desk to OMAs in their day-to-day operations like guidance on how to initiate and complete a transaction or to reconcile their transactions;
 - Technical support for software applications and databases running at the Data Centre and DR Centre.;
- Monitoring the working of the applications and databases and fine-tuning them;
- Maintaining the software applications and databases with the application of latest patches, fixes and updates.
- Liaising and collaborating with the Consultancy Project Team on project aspects, to ensure compliance with the project targets and facilitate the Annual Maintenance Services.
- Liaising and collaborating with the National Archives of Namibia, to ensure compliance and implementation of best practices towards Records Management practices.
- Take charge to resolve and troubleshoot any problems or issues encountered with the software applications by interacting with the Software Development teams or relevant suppliers or service providers;
- Interacting with the division of Enterprise and Portal Development for timely resolution of issues registered on the software applications;

- Inculcating a culture of Customer Care and monitoring service delivery as per support service charter.

An application (on form 156043 obtainable at all Government offices) must be completed in full and be submitted together with a comprehensive curriculum vitae and certified copies of education qualifications and identity document. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. Qualifications obtained from foreign education institutions must be evaluated by NQA. Completed application forms for employment be directed to:-

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

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

Enquiries: Mr Stefanus Van Staden Tel: 061-205 6248, Ms Ernstine Dama Tel: 061-287247

MANAGEMENT CADRE

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

DEPARTMENT: RESEARCH, INNOVATION AND TRAINING

DIRECTORATE: RESEARCH AND INNOVATION

DIVISION: INNOVATION

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$517, 195 – N\$543, 728
Salary Notch	:	N\$517, 195 per annum
Housing Benefit	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,917 per annum
Capital Cost	:	N\$ 83, 106 per annum
Running Cost	:	N\$ 27, 811 per annum

Minimum requirements: An appropriate Degree or equivalent qualification on NQF L7 plus 9 years' appropriate experience.

Additional requirements: Candidates with a master's Degree at NQF L9 or PHD at NQF L10 in the fields of Research, Science, Technology and Innovation with high level of experience in policy formulation.

NB! Women and persons with Disabilities who meet the appointment requirements are encouraged to apply.

An applications form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).

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

Address:

**Executive Director
Ministry of Education, Innovation, Youth, Sports, Arts and Culture
Private bag 13391
Windhoek**

Enquiries: Mr. Herbert J. J. Mouton, Tel: 061 – 4356025

MANAGEMENT CADRE

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DIRECTORATE OF ADMINISTRATION, FINANCE AND HUMAN RESOURCE DIVISION: FINANCE

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$517,195 – N\$ 543,728
Motor Vehicle Allowance	:	N\$110,917 per annum
Capital Cost	:	N\$83,106 per annum
Running Cost	:	N\$27,811 per annum
Housing Allowance	:	N\$121,560 per annum

Advertisement Requirements: An appropriate B-degree on NQF Level 7 in the following field of studies: Accounting, Finance or Commerce plus nine (9) years of appropriate experience.

Additional Requirements:

- Sound knowledge of State Finance Act, Treasury Instructions, Public Service Staff Rules and Regulations, Labour Act;
- Experience in budget preparation and ability to work under pressure and manage diversity
- Good Communication (written and verbal) skills.
- Candidate should have extensive knowledge and experience of Revenue, Accounts Payable, DSA, Payroll, Tax reconciliation, General Ledger and Government Accounting System.
- Candidate should have strong leadership, financial acumen, and a commitment to compliance and transparency to ensure the Ministry's financial sustainability and operational efficiency.

Key Duties and Responsibilities:

Provide overall leadership and direction on financial planning, control management and the implementation of the budget by the Ministry and other stakeholders, and serve as the Financial Advisor to the Accounting Officer and the entire Ministry. The specific duties and responsibilities in this regard include:

- Provides overall leadership in financial planning, control, and budget implementation within the Ministry and serves as the Financial Advisor to the Executive Director/Accounting Officer and Management on all financial matters.
- Monitor expenditure in line with appropriated funds and Treasury Instructions.
- Prepare and submit consolidated financial statements and budgets (recurrent and development).
- Prepare virement submissions for internal and external approval.
- Compile quarterly reports on budget execution for the Accounting Officer.
- Oversee the preparation and timely submission of financial statements for auditing by the Office of the Auditor-General (OAG).

- Address audit findings and recommendations in consultation with the Executive Director.
- Develop strategic and annual plans for the Division, ensuring alignment with the Ministry's objectives.
- Lead and direct the implementation of financial strategies and policies.
- Ensuring effective and pro-active budget and financial planning and management of the Ministry;
- Determining staffing needs and priorities of his/her Division;
- On request or on own initiative, render advisory or liaison service to staff of the Ministry on Finance related matters;

Inquiries: Ms. Alma Tsuses Tel. 081 9528493, OR HR - Ms. Inotila E. Ampueja: Tell: 081 9528479.

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:

Address:

**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.**

MANAGEMENT CADRE

MINISTRY OF INTERNATIONAL RELATIONS AND TRADE

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

DEPARTMENT: BILATERAL RELATIONS

Post Designation	:	Director Grade 3
2xPosts	:	Windhoek
Salary Scale	:	N\$ 554, 603 XP-N\$588, 548
Motor Vehicle Allowance	:	N\$ 105, 252 per annum
Housing allowance	:	N\$ 131,280 per annum

Minimum Requirements: A B-degree on NQF Level 7 or equivalent qualification plus nine (9) years appropriate experience. Qualifications in Diplomatic studies/Politics/International Relations/Laws/ Economic will be an added advantage.

Competencies: Knowledge of the Namibian Foreign Policy and its Management, Multilateral diplomacy, Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, financial management and negotiation skills.

Areas of responsibility:

- Coordinating the formulation, implementation, execution and review of the foreign policy in relations to Namibia's bilateral relations.
- Manage the formulation, implementation and review of policy related to Namibia's bilateral relations
- Manage the collection and analysis of data and the submission of policy recommendation in respect of the countries within the bureau
- Supervises Deputy Directors and other officers in the Department with regard to performance agreements, as well as inputs by the Division into annual reports and managements plans.
- Determine the operational priorities and key issues to be researched and reported upon.
- Liaise with Namibian Diplomatic Mission on political, social and Economic events in the Countries of accreditation with short, medium and long-term ramifications on Namibia's bilateral and multilateral relations
- Promotion of Namibia's interest in areas such as business, investment, trade, tourism, culture and human resources development
- Liaises closely with the diplomatic mission accredited to Namibia and exchanges views to facilitate their understanding of Namibia's foreign policy on global issues.
- Evaluate, monitor and where necessary advice on mission's reports
- Facilitating conclusions of bilateral cooperation programmes, agreements and projects

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

DEPARTMENT: MULTILATERAL RELATIONS: DIRECTORATE: INTERNATIONAL AND REGIONAL COORDINATION

Post Designation	:	Director Grade 3
1xPost	:	Windhoek
Salary Scale	:	N\$ 554, 603 XP- N\$ 588, 548
Motor Vehicle Allowance	:	N\$ 105, 252 per annum
Housing allowance	:	N\$ 131,280 per annum

Minimum Requirements: A B-degree on NQF Level 7 or equivalent qualification plus nine (9) years appropriate experience. Qualifications in Diplomatic studies/Politics/International Relations/Laws/ Economic will be an added advantage.

Competencies: Knowledge of the Namibian Foreign Policy and its Management, Multilateral diplomacy, Strategic capacity and leadership skills, People management and empowerment, analytical skills, change management, financial management and negotiation skills.

Areas of responsibility:

- Supervises and directs the formulation of Namibia's Foreign Policy in each of the International and regional organizations of which Namibia is a member
- Supervises Deputy Directors and other officers in the Department with regard to performance agreements, as well as inputs by the Division into annual reports and managements plans
- Co-ordinates the implementation of policy on International and Regional Organizations
- Keeps tracks of Namibia's domestic policy which has an effect on multilateral relations and submits memoranda on their implication
- Liaises closely with the diplomatic mission accredited to Namibia and exchanges views to facilitate their understanding of Namibia's foreign policy on global issues
- Briefs and debriefs Namibian officials Namibian officials attending International and Regional Conferences
- Give lectures and talks to groups and non-governmental organizations, on Namibia's stand on global issues

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

All Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation must be attached. The confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant.

Only shortlisted candidate will be contacted, and No application form and document will be returned.

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

Application forms should be addressed to:

**Executive Director
Ministry of International Relations and Trade
Private Bag 13347
Windhoek
Or hand delivered to:**

**Resource Office
MIRT
Office No. 304, 3th Floor, East -wing
WINDHOEK**

OFFICE OF THE PRESIDENT

**DEPARTMENT STATE HOUSE AND ADMINISTRATION: DIRECTORATE: STATE HOUSE &
GENERAL SERVICES
DIVISION: INFORMATION TECHNOLOGY**

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

Minimum requirements: A Degree in Information Technology on NQF L7, Plus appropriate experience.

Post Designation : Chief Computer Technician Grade 9
1xPost : Windhoek
Salary Scale : N\$ 215, 965-N\$258, 514 (P)
Transport Allowance : N\$ 10,512 per annum
Housing Allowance : N\$ 13, 944 per annum

Minimum requirements: A Degree in Information Technology on NQF L7, Plus appropriate experience.

Enquiries: Mr. Sakaria Amutenya **OR** Ms. Wilhelmine Korad Tel 061- 2707111

**DEPARTMENT STATE HOUSE AND ADMINISTRATION: DIVISION: GENERAL SERVICES:
SUBDIVISION: AUXILIARY SERVICES**

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

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

Additional Requirements:

- Three (3) years' experience in Procurement, Stock control, Record Management
- Working experience with IFMS modules (system)

Enquiries: Ms. Secelie Iifo **OR** Ms. Wilhelmine Korad Tel 061- 2707111

NB: APPLICANTS FROM INSIDE-AND OUTSIDE THE PUBLIC SERVICE:

- The "Application for employment" form as well as "Health Questionnaire" can be obtained from all Offices/Ministries/Agencies and should be fully completed and signed. No fax and email applications will be considered.
- The "Application for employment" forms should be accompanied by certified copies of the applicant's qualifications together with the academic transcript in respect of those qualifications. No certified copied older than three (3) months will be accepted.
- Certified copies of evaluation certificates in respect of foreign qualifications obtainable from the Namibia Qualifications Authority should be attached. The mentioned certified copy of the evaluation certificate from Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PON, and IUM are excluded from this requirement)
- Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants
- Applications received after the closing date will not be accepted.
- Successful Candidates will be subjected to vetting.
- Applicants in designated groups especially women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply.

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

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

For attention: Human Resources Office

**OFFICE OF THE PRESIDENT
NATIONAL PLANNING COMMISSION**

DIRECTORATE: MONITORING AND EVALUATION

Post Designation	:	National Development Advisor Grade 6
2x Posts	:	Windhoek
Salary Scale	:	N\$354,883 – N\$424,119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: An appropriate Master's Degree on NQF Level 9 (or equivalent qualification) in the following fields: Economics, Macro Economics, Development Economics, Monitoring and Evaluation, Statistics, Development Studies plus approximately 1 year experience OR an appropriate 4 year Honours Degree on NQF Level 8 (or equivalent qualification) with one or more of the following major subjects: Economics, Macro Economics, Development Economics, Monitoring and Evaluation, Statistics, Development Studies plus 4 years appropriate experience.

The following are the detailed functions of the NDA:

- Responsible for monitoring implementation of Government programmes and projects;
- To gather qualitative and quantitative information which will be used in the planning and monitoring of progress of services;
- Conduct Project Visit for Validation;
- Support the development of M&E plans, procedures and systems;
- Monitoring and Evaluating the performance and impact of National Development Plans (NDPs);
- Prepare the NDPs status reports;
- Providing methodological expertise in the development of the M&E tools and methods: the log frame, establishing the baselines, developing the indicators;
- Coordinate the analytical work to ensure that it is harmonized with the work of the M&E and Regional and Sectoral teams to avoid duplication maximize synergy and share information and knowledge;
- Provide M&E guidance for policy formulation relating to NDPs.

DIRECTORATE: MONITORING AND EVALUATION

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

Minimum Requirements: An appropriate Master's Degree on NQF Level 9 (or equivalent qualification) in the following fields: Economics, Macro Economics, PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Development Economics, Monitoring and Evaluation, Statistics, Development Studies plus approximately 1 year experience OR an appropriate 4 year Honours Degree on NQF Level 8 (or equivalent qualification) with one or more of the following major subjects: Economics, Macro Economics, Development Economics, Monitoring and Evaluation, Statistics, Development Studies plus 4 years appropriate experience.

The following are the detailed functions of the CNDA:

- Supervises and manages the work and activities of National Development Advisors within the Division.
- To monitor the implementation of the National Development Plan (NDP) and provide feedback, to ensure efficient and effective M & E of all programme activities.
- Carry out projects site visits countrywide.
- Coordinates data collection and analysis of statistics and submit progress reports.
- Gather qualitative and quantitative information which will be used in the planning and monitoring of progress of the NDP.
- To design activities to strengthen the capacity of line ministries' staff in M&E through provision of technical support.
- Participate in the design and implementation of baseline and other surveys according to the approved work plan.
- Contributes to nation-wide organizational learning by preparing and disseminating data, lessons learned, good practices and statistical, qualitative evidence provided by activities of NPC to stakeholders.
- Assist the Department's management in the preparation of Departmental annual work plan. Keep abreast of Namibia and NPC policies that have implications on M&E guidelines and approaches. Provide administrative and technical support to other staff members.

Enquiries: Mr. Roux Sampati Tel: +264 283 4063/ 4056

**DEPARTMENT: REGIONAL AND SECTORAL PLANNING; AND POLICY COORDINATION
DIVISION: REGIONAL PLANNING**

Post Designation	:	National Development Advisor Grade 6
2x Posts	:	Windhoek
Salary Scale	:	N\$354,883 – N\$424,119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: An appropriate Master's Degree on NQF Level 9 in the following fields: Economics, Macro Economics, Development Economics (or equivalent qualification) plus approximately 1 year appropriate experience OR a 4 year Honours Degree on NQF Level 8 (or equivalent qualification) in one or more of the following major subjects: Economics, Macro Economics, Development Economics plus approximately 4 years appropriate experience.

Key Responsibilities:

- Strengthen Development Planning capabilities at OMAs and Regional Council
- To provide advisory services to OMAs and Regional Councils in development programmes
- To appraise, monitor and evaluate development projects and programmes
- Conduct research on social, economic trends and devise appropriate strategies
- Research on global trends i.e Local Economic Development (LED) initiatives and utilize them to benefit our local situation necessary

Key Performance Indicator's

- Excellent written and verbal communication skills
- Demonstrates a high level of initiative to identify innovative solutions
- Good analytical skills of both qualitative and quantitative data
- Excellent organizational and time management skills required to meet deadlines
- Responsive to the needs of stakeholders and able to work with minimal supervision

Enquiries: Ms Ndjarakana, telephone: 061 2834000

AFRICAN PEER REVIEW MECHANISM SECRETARIAT

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

Minimum Requirements: An appropriate Degree on Namibia Qualifications Framework (NQF) Level 7 plus 3 years appropriate experience.

Additional Requirements: A Bachelor's Degree on Namibia Qualifications Framework (NQF) Level 7 in Economics, Macroeconomics, Public Finance / Development Economics **PLUS** approximately 4 years proven practical appropriate experience. Applicants with a master's degree in Statistics and related fields will be given preference.

Professional Experience: Be familiar with the purpose and objectives of the APRM process as a whole and specifically with the thematic areas of Economic Governance and Management; Knowledge of the AU Agenda 2063 and UN Agenda 2030; Demonstrate ability to work in teamwork and in multi-cultural environments.

Purpose of the position : Contact research relating to the Economic Governance and Management thematic areas of APRM reviews. Provide administrative and technical support to the Chairperson and Deputy Chairperson of the Economic Governance and Management thematic areas of the National Governance Council. Prepare research papers relating to these thematic areas and write newspaper opinion articles.

Job description

- Undertake comprehensive research on Economic Governance and Management in Namibia;
- Liaise with accountable institutions to adhere to the implementation of codes, standards and indicators of Economic Governance and Management as provided for in the APRM base document; Serve as the liaison officer between the National Secretariat and the civil society organizations and ensure their effective involvement and participation in APRM activities in Namibia;
- Develop performance agreements for the staff members under his/ her subdivision in compliance with the performance management system;
- Compiles data and information on the policies, programmes and activities in individual African countries;
- Contributes to activities related to budget funding proposals, (programme/project preparation and submissions, progress reports, etc.) and prepares related documents/reports;
- Performs other duties as required.
- Prepare and maintain information on standards and codes listed in the Declaration on Democracy, Political, Economic and Corporate Governance, as they relate to Economic Governance and Management in individual Member States;
- Oversees the development of indicators related to Economic Governance and Management; Organises the compilation of relevant data and information on such aspects as policies to promote sustainable development, and their reliability and credibility;
- Provides up to date information on countries preparing for or engaged in review processes with respect to their economic situations and policies, including measures to achieve higher and broad-based economic growth, and sustainable development.
- Organises the provision of necessary inputs to the preparatory process of country reviews, as they relate to EGM, including drafting of relevant documents such as Background Papers and Issues Papers;
- Participates in the country review process and provide the CRM with relevant economic expertise; Organises, prepares and provides the necessary inputs to the workshops, seminars, etc on experiences sharing as they relate to EGM.

Enquiries: Dr Alfons Witbeen Director: APRM - National Secretariat Tel: +264 283 4042
Alfons.Witbeen@aprm-au.org

An attractive range of benefits includes pension- and medical aid, Transport Allowance, Housing/Rental Allowance (subject to certain conditions) as well as ample vacation- and sick leave.

Important notes to applicants from inside- and outside the Public Service

- The “Application for Employment”-form (new format) as well the “Health Questionnaire” (both forms are available at all Offices/Ministries/Agencies) should be properly completed and signed. Please note that fax- and email applications will NOT be considered.
- “Application for Employment”-forms should be accompanied by certified copies of the applicant’s highest qualifications (together with the academic transcript in respect of such qualifications).
- Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure not to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PoN and IUM are excluded from submitting evaluation of NQA.)
- Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.
- Applications received after the closing date will not be accepted.

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

Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to the following address:

**The Executive Director
National Planning Commission
Private Bag 13356
WINDHOEK**

Or hand delivery at:

**The Human Resource Office
National Planning Commission
Rooms 151 and 153
1st Floor Government Office Park**

Enquiries: HR at 061-283 4176/4161

OFFICE OF THE PRIME MINISTER

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT

DIVISION: DATA CENTRE AND NETWORKS

SUBDIVISION: DATA CENTRE AND DISASTER RECOVERY

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

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

Key Performance Area:-

The incumbent will perform the following activities:

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

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT

DIRECTORATE: QUALITY ASSURANCE, STANDARDS, SKILLS DEVELOPMENTS & COORDINATION

SUBDIVISION: RESERCH & SKILLS DEVELOPMENT

Post Designation	:	Senior Systems Analyst, Grade 7
1xPost	:	Windhoek
Scale of Salary	:	N\$302,890-N\$ 347,926 (P)
Housing Allowance	:	N\$17,424 per annum.

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Transport Allowance : N\$10,512 per annum

Minimum Requirements: A B-degree (at NQF Level 8) in Computer Science or Management Information System or Business Computing or Information System Auditing or equivalent plus three (3) years appropriate experience.

Key Performance Area:-

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

- Carrying out research and benchmarking studies in collaboration with the Academics and National Commission on Research Science & Technology to keep abreast of latest trends in e-Government initiatives and practices and provide recommendation for adoption of technologies and practices appropriate for Namibia.
- Working with OMAs for profiling of their officials and suggesting a training roadmap for them in line with the roles they play for e-Government.
- Designing and reviewing courses, learning plans and certification plans for:
- ICT Resources of GRN for capacity building to support the e-Government initiatives
- Officials of GRN (Executives, Management, Staff) for capacity building to be able to participate in the e-government initiatives
- Citizen for change management and adoption of e-services
- Interacting with training institutions to define collaborative arrangements for the execution of the training programs.
- Coordinating the execution of training programs and assess the delivery of the training programs through collection and analysis of feedback forms.

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT
DIRECTORATE: QUALITY ASSURANCE, STANDARDS, SKILLS DEVELOPMENT AND
COORDINATION,
DIVISION: RESEARCH, SKILLS DEVELOPMENT AND CO-ORDINATION
SUBDIVISION: RESEARCH AND SKILLS DEVELOPMENT

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

Advertised requirements: A B-Degree (at NQF Level 8) in Information System Management or Project Management or Monitoring and Evaluation or equivalent, plus five (5) years of appropriate ICT experience, with a focus in Project Management.

Key Performance Area:-

The incumbent will be responsible for:

- Carrying out research and keeping up-to-date with international trends and latest happening for matters of e-Government;
- Participating in international conferences and summit to present and share Namibia e-Government experience;
- Identifying and establish international e-Government exchange programs with different countries where e-Government is being successfully practiced;

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

- Compiling e-readiness reports;
- Compiling the State of e-Government Report periodically;
- Promoting the e-Government agenda through presentations, summits, conferences, radio talk shows, TV program, Newspaper and Magazines articles;
- Participating in the planning of e-Government events in collaboration with key stakeholders;
- Providing advice, guidance and project management assistance to OMAs in the definition and implementation of their projects;
- Collaborating with OMAs in their e-Government Capacity Building initiatives;
- Promoting e-Government adoption and practices within the Public Service;
- Monitoring and evaluating the achievement of objectives and goals for e-Government.

Enquiries: Ms Ernstine Dama Tel: 061-287 2477

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT
DIRECTORATE: SOLUTION ARCHITECTURE
DIVISION: ENTERPRISE SOFTWARE AND PORTAL DEVELOPMENT
SUBDIVISION: ENTERPRISE SOFTWARE DEVELOPMENT

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

Minimum requirement: A Diploma in Programming on NQF L6 in Computer Science or Computing or Software Engineering or equivalent, plus 6 years appropriate Software Development work experience.

Key Performance Area:-

- To provide recommendations on the acquisition or development of software solutions for the Public Service;
- Supervise the design and development of Software solutions, develop prototypes and interact with OMAs to validate the design of the solutions, and seek and obtain approval of the solution design, development and deployment;
- Provide implementation assistance services to other OMAs for their Software solutions, including the design, development and running of training programs for end-users of OMAs;
- Perform Testing of the Application Software and obtain sign off from the OMAs / Functional Owners of the System;
- Deploy / Install the software on Production servers at the Central Data Center or data center of OMAs;
- Assist OMAs in Data Migration activities (strategy, planning, cleaning, validation and loading to production databases) to ensure their data are clean, relevant and complete;
- Assist OMAs to have their systems integrated with other OMAs Systems by making use of technologies and protocols conforming to the Interoperability framework adopted for e-Government;

- Carry out research and keep up to date with the latest technologies, innovations and approaches in the areas of Enterprise Solution development, deployment and support;
- Configuration management of software applications in use at the Data Centre and DR Centre and enforcing a methodological approach to change management of the software applications.

Enquiries: Ms. Minikuee Kasaona, Tel: 061-205 6211, Ms Ernstine Dama Tel: 061-2872477

DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT
DIRECTORATE: SOLUTION ARCHITECTURE
DIVISION: ENTERPRISE SOFTWARE AND PORTAL DEVELOPMENT
SUBDIVISION: ENTERPRISE SOFTWARE DEVELOPMENT

Post Designation	:	Senior Analyst Programmer Grade 7
1x Post	:	Windhoek
Scale of Salary	:	N\$291,128-N\$ 347,926 (P)
Transport Allowance	:	N\$10,512.00 per annum.
Housing Allowance	:	N\$17,424 per annum

Minimum requirement: A Diploma in Programming on NQF L6 in Computer Science or Computing or Software Engineering or equivalent plus three (3) years appropriate work in Software Development.

Key Performance Area:-

- Undertake the design and development of Software solutions, develop prototypes and interact with OMAs to validate the design of the solutions, and seek and obtain approval of the solution design, development and deployment;
- Provide implementation assistance services to other OMAs for their Software solutions, including the design, development and running of training programs for end-users of OMAs;
- Perform Initial Testing of the Application Software and present the test findings to the Chief Analyst Programmer for the overall testing before sign off can be obtained from the OMAs / Functional Owners of the System;
- Assist OMAs in Data Migration activities (strategy, planning, cleaning, validation and loading to production databases) to ensure their data are clean, relevant and complete;
- Assist OMAs to have their systems integrated with other OMAs Systems by making use of technologies and protocols conforming to the Interoperability framework adopted for e-Government;
- Carry out research and keep up to date with the latest technologies, innovations and approaches in the areas of Enterprise Solution development, deployment and support

Enquiries: Ms Winny Dama Tel: +264 61 2872477/ Ms Minikuee Kasaona Tel: 061-205 6211

DIRECTORATE: DISASTER RISK MANAGEMENT
DIVISION: SUPPORT SERVICES
SUDIVISION: PROCUREMENT AND LOGISTICS

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

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

Minimum Requirements: An appropriate National Diploma in Public Administration or Transport Management or Logistic Management or Supply Chain Management or equivalent qualification (NQF Level 6) plus 5 years appropriate experience and a valid Drivers` License.

Key Performance Area:-

- Mobilize trucks, helicopters other required vehicles from line ministries and private sector when needed, for Disaster programmes on behalf of RC;
- Develop transport contingency plan and facilitate effective fueling system for hired vehicles;
- Ensure regular maintenance and replacement of tyres for hired trucks throughout the country;
- Facilitate hiring of private trucks, use of railway transport for bulky delivery of relief commodities to the regions;
- Plan weekly and Monthly delivery schedules to the regions, this applies more to donations;
- Ensure regular maintenance of DRM vehicles in consultation with government Garage;
- Ensure security and maintenance of DRM building;
- Coordinate maintenance services of the Department's premises
- Coordinate security services and conduct regular monitoring of CCTV (bi-weekly);
- Supervise security control measures such as GRN vehicle entry and exit registers;
- Manage security officers and security systems and ensure maintenance of building, equipment and machinery;
- Ensure accessibility to the building through keeping spare keys to all offices;
- Ensure servicing of warehouse equipment's such as generators and forklifts;
- Write daily traveling submissions for drivers to deliver commodities to the regions;
- Liaise with RC for timely and secure offloading of commodities to ensure shortest turnaround period of trucks (Cross cutting between transport and warehouse management);
- Ensure weekly reconciliation of fuel costs against travelled kilometers on vehicles for proper control;
- Scrutinize invoices for hired trucks throughout the country, before passing them for payments;

Enquiries: Ms. Rosina Marenga Tel: 061 -2872035/ Mr. Florybertus Ashipala Tel: 061 – 435100

DEPARTMENT: PUBLIC SERVICE COMMISSION SECRETARIAT (PSCS)
DIRECTORATE: STAFFING AND HUMAN RESOURCES COMPLIANCE
DIVISION: STAFFING

Post Designation	:	Human Resource Policy Analyst Grade 6
2xPosts	:	Windhoek
Salary Scale	:	N\$354883 – N\$424119
Housing Allowance	:	N\$17 424.00
Transport Allowance	:	N\$10 512.00

Minimum Requirements: An appropriate Bachelor Degree in Human Resources or Public Administration majoring in Human Resources on NQF Level 7 or equivalent qualification plus 3 years experience in Human Resources field.

Key Performance Areas:-

- Analyse and research on cases from O/M/As and RCs in accordance with relevant rules and laws.
- Ensure the request from O/M/As and RCs are in compliance with the relevant rules and laws such as the Public Service Staff Rules, Public Service Act, 13 of 1995, Public Service Act 2 of 1980 as amended, Labour Act, 11 of 2007, Regional Council Act 22 of 1992, as amended, Affirmative Action Act, 1998(Act 29 of 1998) and the Constitution of the Republic of Namibia as well as other relevant laws.
- Prepare cases in terms of the Rules and present to the Commission for decision taking
- Advise the Commission in term of the rules and legislation for it to take informed decisions.
- Provide feedback to the OMAs and RCs on matters pertaining to effective Human Resources matters.

COMPETENCY REQUIREMENTS:

- Advanced writing, ICT and oral presentation skills;
- Communication skills
- Emotional Intelligence/stress Management skills
- Research methodology/Analytical skills/Problem solving skills
- Critical thinking
- Understanding and interpret provisions of the Constitution of the Republic of Namibia. Public Service Commission Act, 1990 (Act 2 of 1990), Public Service Act, 1995 (Act 13 of 1995), Regional Councils Act, 1992 (Act 22 of 1992), Affirmative Action Act, 1998(Act 29 of 1998), Public Service Regulations, Labour Act, 2007 (Act 11 of 2007) and all legislations that govern Human Resources Management in the Public Service.

Enquiries: Ms. Ngumeja Tjiuma 061-287 2147 / Ms Inga Ndaningina 061-287 3147

DEPARTMENT: PUBLIC SERVICE COMMISSION SECRETARIAT
DIRECTORATE: HUMAN RESOURCES STAFFING AND COMPLIANCE
SUBDIVISION: SUPPORT SERVICES

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

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Minimum Requirement: A Bachelor Degree in Journalism, Public Relations, Communications or Information Management at NQF Level 7 or equivalent qualification.

Key Performance Area:-

- Preparing the identification and ordering of information in a variety of media, such as books, journals, newspapers, leaflet.
- To ensure that the security, accessibility and quality of the information remains consistent and to conduct information audits.
- Maintaining positive relationship with media outlets.
- To share information to the Department internally and externally.
- Ensure that the process of collection, selection, processes, and classification of publicity material is made for the reporting and provisioning of comments on related information

Enquiries: Mr Nelson Kashinduka, Tel: 061-287 2097

**DEPARTMENT: PUBLIC SERVICE COMMISSION SECRETARIAT
DIRECTORATE: HUMAN RESOURCES STAFFING AND COMPLIANCE**

Post designation	:	Private Secretary Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$195,216 –N\$ 234,144
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirement: An appropriate National Diploma in Secretariat Studies or Office Management of Administration on NQF Level 6 or equivalent qualification.

Key Performance Area:

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

Enquiries: Mr Nelson Kashinduka Tel: 061-287 2097

DEPARTMENT: PUBLIC SERVICE COMMISSION SECRETARIAT
DIRECTORATE: HUMAN RESOURCES STAFFING AND COMPLIANCE
DIVISION: SUPPORT SERVICES

1xPost Designation	:	Senior Private Secretary Grade 8
1xPost	:	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 National Diploma on NQF Level 6 or equivalent qualification plus three (3) years experience in Office Administration environment.

Key Performance Area:

- Smooth administration of the Office of the assigned Commissioner/s
- Coordinate all incoming and outgoing correspondence and ensure effective efficient attendance to all correspondences,
- Recording of all incoming correspondence and timely process them.
- Organize and coordinate the daily activities
- Screening and channelling of telephone calls and visitors.
- Plan and organize all documents in the office and ensure optimal storage (filing)
- Taking down of minutes of the meetings

Enquiries: Mr Nelson Kashinduka Tel: 061 287 2097 / Ms Ngumeja Tjiuna Tel: (061) 287 2147

DEPARTMENT: PUBLIC SERVICE MANAGEMENT
DIRECTORATE: HUMAN RESOURCE PLANNING AND DEVELOPMENT
DIVISION: HUMAN RESOURCES PLANNING
SUBDIVISION: PLANNING AND SUCCESSION MANAGEMENT

Post Designation	:	Human Resources Policy Analyst Grade 6
2xPosts	:	Windhoek
Salary Scale	:	N\$354,883- N\$ 424,119
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum advertisement requirement: A B-Degree in Human Resources Management at NQF Level 7 plus appropriate three (3) years in Human Resources field or Human Resources Information Systems or Human Resources Monitoring and Evaluation.

Key Performance Areas:-

- Coordinate of all Human Resources Planning in OMAs and RCs
- Contribute on the compilation of the Subdivision's Annually, Quarterly and Monthly Plans and reports, including weekly activities.
- Assist OMAs /RCs Human Resources Practitioners to conduct Human Resources profiling, ensuring accurate and consistent updating of the database

- Auditing and processing of the Human Resources Plans implementation in all OMAs and RCs to ensure consistency
- Compilation and ensuring timeous publishing of PSM vacancy circulars
- Compile Monthly, Quarterly and Annual Reports.
- Collect Human Resources data regarding staff movement and update such information on a quarterly basis
- Arrange Public Service Human Resource Planning workshops and meetings.
- Conduct the training of Public Service Human Resource Practitioners and providing support to OMAs and Regional Councils.
- Secretariat to PM delegations (as assigned) and periodic reporting of such

Enquiries: Ms Geneva Tselakgosi Tel: 061-287 2007/ Ms Pombili Eelu 061-287 3070

DEPARTMENT: PUBLIC SERVICE MANAGEMENT
DIRECTORATE: HUMAN RESOURCE PLANNING AND DEVELOPMENT
DIVISION: HUMAN RESOURCES PLANNING
SUBDIVISION: AFFIRMATIVE ACTION

Post Designation	:	Chief Human Resources Policy Analyst Grade 5
1xPost	:	Windhoek
Salary Scale	:	N\$432,601- N\$517,195
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum advertisement requirement: A B-Degree in Human Resources Management at NQF Level 7 plus appropriate six (6) years in Human Resources field or Human Resources Information Systems or Human Resources Monitoring and Evaluation.

Key Performance Areas:-

- Management support and coordination of Affirmative Action Reports.
- Analysing of Affirmative Action Reports to be in line with the approved Affirmative Action Plans as per the Affirmative Action guidelines.
- Planning training of Affirmative Action Committee members/Workshops and providing support to OMAs and Regional Councils.
- Supervise the collection of data and Human Resources statistics regarding Affirmative Action recruitment and update such information on a quarterly basis.
- Coordinate submission dates of Affirmative Action and Reports with Employment Equity Commissions and OMAs.
- Presentation of Affirmative Action Reports to the Public Service Commission.
- Ensure advertisement of vacancies on GRN Websites is done timeously.
- Ensure filling of vacancies in OMAs and RCs according to the prescribed time frame and standards.
- Compile and manage the execution of the Subdivision Annually Plan and Performance Agreements.
- Compile the Subdivision's Annual Plan and conduct performance reviews, compile quarterly and annually Reports

Enquiries: Ms Geneva Tselakgosi Tel: 061-287 2007/ Ms Pombili Eelu 061-2873070

**DEPARTMENT: ADMINISTRATION & INFORMATION TECHNOLOGY MANAGEMENT,
DIRECTORATE: HUMAN RESOURCES, ADMINISTRATION & FINANCE
DIVISION: HUMAN RESOURCES**

Post designation	:	Human Resource Practitioner Grade 8
1xPost	:	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: A National Diploma in Human Resources Management or an equivalent qualification majoring in Human Resource on NQF level 6.

Key Performance Areas:

- Interpretation and application of the Public Service Act, Public Service Regulations and Staff Rules, Personnel Administrative Measures, Labour Act, Affirmative Action Act, Social Security Act, Delegated powers and other relevant Acts, Rules and Regulations.
- Processing and obtaining approval for advertisements, appointments, transfers, resignations, abscondments, demises, retirements, pension admissions/withdrawals, progress reports, confirmation/ extension of probation, salary increments/adjustments, overtime claims, service bonus, medical aid scheme membership, departmental debts, removal of furniture and retirements etc.
- Calculation of leave gratuity, house loans/subsidies/rent and housing allowance and other allowances, service bonus/prorate bonus.
- Submit qualifications to the Namibia Qualification Authority (NQA) for evaluation and record response.
- Maintain the leave and staff records of staff members.
- Liaise, write and / or prepare submissions/ letters/ correspondences to various stakeholders through the supervisor.
- Serve as secretary during interviews, HR meetings, staff meetings and disciplinary hearings.
- Responsible to ensure proper record-keeping on HR related documents (Filing system).
- Provide input to HR reports.
- Ensure that documentation pertaining to injury on duty are correctly completed and submitted through the supervisor to the Deputy Director: Human Resources.
- Perform any work related duties that may be assigned from time to time by the immediate supervisor.

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

All completed application forms for employments should be directed to:

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

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

Or hand deliver at the Office of the Prime Minister, Ground Floor Then Ben Gurirab Building

Enquiries: Mr. Nelson Kashinduka, Tel: 061-287 2097

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: ADMINISTRATION

DIVISION: INFORMATION TECHNOLOGY

SUB-DIVISION: INFORMATION TECHNOLOGY AUDIT SUPPORT

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 Requirement: A B-Degree qualification in Information Technology or Business Computing qualification or equivalent qualification at NQF Level 7 plus four (4) years of appropriate experience in Systems Administration or Related field.

Added Advantage

- Experience in Computer Aided Audit tools (CAATS), e.g. SPSS, IDEA, and CASEWARE.

Key performance areas:

- Implementation of Audit systems and Computer Aided Audit Tools (CAAT).
- Assist audit staff in the collection and analysing of financial data from Government financial systems.
- Manage all aspects of the Audit systems.
- Responsible for system and software security.
- Troubleshooting and maintenance of the Audit systems.
- Testing and implementation of IT policies, strategies and Disaster Recovery Policy.
- Liaise on issues regarding software licensing and acquisition of hardware and software.
- Analysing and implementing control measures to ensure data security.
- Assist in coordinating installations, upgrades or enhancements to Audit systems.
- Advises on and implement system enhancements.
- Integrate Active Directory with Audit systems.
- Rendering advice on the acquisition of computer equipment.
- Assist in managing maintenance contracts with suppliers and 3rd party service providers.
- Recommend major IT infrastructure projects.

SUBDIVISION: ICT INFRASTRUCTURE, SYSTEMS ADMINISTRATION AND SUPPORT SERVICES

Post Designation	:	Computer Technician Grade 11
1 x Post	:	Windhoek
Salary Scale	:	N\$ 150,126 - N\$ 169, 472 (P)
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirement: A National Diploma or equivalent qualification in Information Technology at NQF Level 6.

Key performance areas

- Set up hardware and install and configure software and drivers.
 - Perform preventative maintenance, diagnosis of machine problems and repair technological equipment (e.g. routers) or peripheral devices.
 - Install well-functioning LAN/WAN and other networks and manage components (servers, IPs etc.).
 - Manage security options and software in computers and networks to maintain privacy and protection from attacks.
 - Perform regular upgrades to ensure systems remain updated.
 - Troubleshoot system failures or bugs and provide solutions to restore functionality.
 - Arrange maintenance sessions to discover and mend inefficiencies.
 - Keep records of repairs and fixes for future reference.
 - Offer timely technical support and teach users how to utilize computers correctly.
 - Operating and monitoring computer equipment.
 - Reporting of hardware and software problems to the Chief Systems Administrator.
 - Perform the activities of the EDRMS within the division.
 - Implements planned activities as on the indicated performance agreement.
-

DIRECTORATE: ACCRUAL BASED AUDITS

Post Designation	:	Assistant Auditor Grade 8 (Trainee)
3xPosts	:	Windhoek
Salary Scale	:	N\$ 238, 825 (Fixed)

Minimum Requirement: An appropriate B. Degree qualification at NQF level 7 in Accounting and Finance/ Auditing.

Added advantages

- Studying towards a professional course (ACCA/CTA)
- Valid driver's license

Key performance areas:

- Compilation and submission of work plans, the execution of audits and the reporting thereon.
- Verify assigned financial statements and supporting information provided by the Auditees for OAG's annual reports.
- Prepare draft Audit Reports and Management Letters, as required by the supervisor.
- Keep proper documentation with sufficient and appropriate audit evidence to ensure quality control.
- Document audit evidence, conclusions and recommendations in the Annual Audit File, in accordance with the Audit Standards and methodologies adopted by the OAG.

- Submit the Annual Audit File (audit working papers) to the supervisor on or before agreed target dates.
- Audit, examine and verify Financial Statements and supporting information submitted for audit purposes.

Note:

The job category **Assistant Auditor Grade 8** is a training level. Successful candidates will be appointed on a contractual basis while undergoing occupational specific training for a period of two (2) years. After successful completion of the prescribed theoretical and practical training courses that such Assistant Auditor is able to operate on the level of an Auditor may be translated thereto.

The Assistant Auditor Grade 8 are placed temporarily on a fixed-term contract with the followings conditions:

- Not entitled to membership of the **Public Service Employee Medical Aid Scheme (PSEMAS)**.
- Not entitled to be a member of the **Government Institutions Pension Fund (GIPF)**.
- Eligible for membership with the **Social Security Commission (SSC)**.
- Eligible for two (2) days' Vacation Leave and two (3) days Sick Leave for each completed month of service.
- Shall enter into a contractual agreement with the OAG before training commences.

APPLICATION PROCEDURE:

- Applicants must be Namibian Citizens.
- Candidates with foreign qualifications must attach their evaluation of qualification from Namibian Qualification Authority (NQA).
- A fully completed application must be made on the prescribed form 156043 and 156093 (obtainable from any Government O/M/A) and should be accompanied by the applicant's- Curriculum vitae with comprehensive details of work related experience and exposure, Certified copies of Certificate/s of Service from previous employer/s if any, Educational qualifications, Academic records, Identity document.
- Applicants from the Public Service applying for promotion post must attach certified copy of confirmation of probation to the current post.
- Applications not complying with the above may be disqualified.
- Shortlisted candidates may be required to undergo Psychometric Test

NB: Racially disadvantaged persons, woman and persons with disabilities are encouraged to apply.

Applications for employment must be addressed to:

**The Deputy Auditor-General
Office of the Auditor-General
Private Bag 13299**

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

**Windhoek
Namibia**

OR

**Be hand delivered at:
The Office of the Auditor-General
123 Robert Mugabe Avenue
Windhoek**

Enquire: Mrs. Joolokeni Hamunyela; Tel: 061-285 8426 or Ms. Beatrice Mutonga; Tel: 061-2858219

MINISTRY OF DEFENCE AND VETERANS AFFAIRS

DEPARTMENT DEFENCE DIRECTORATE: CONSTRUCTION AND MAINTENANCE DIVISION: MAINTENANCE

Post Designation	:	Control Engineering Technician Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$ 337,984 – N\$ 403,922
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6 plus five (5) years appropriate experience OR Registration as Engineering Technician at the Engineering Council of Namibia plus five (5) years appropriate experience.

Enquiries: Mr Hilukiluah Tel: (061) 204 2351

DIRECTORATE: HUMAN RESOURCES DIVISION: HUMAN RESOURCE MANAGEMENT

Post Designation	:	Human Resource Practitioner Grade 8
3xPosts	:	Windhoek
Salary Scale	:	N\$ 227, 453 – N\$ 271, 828
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A National Diploma majoring in human resources on NQF Level 6.

Enquiries: Ms N. lingwapha 061-204 2215

DIRECTORATE: FINANCE DIVISION: PAYROLL ADMINISTRATION SUBDIVISION: REMUNERATIVE ADMINISTRATIVE

Post Designation	:	Accountant Grade 8
2xPosts	:	Windhoek
Salary Scale	:	N\$ 227, 453 -P- N\$ 271, 828
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: An appropriate Diploma or equivalent qualification (NQF Level 6) majoring in Accounting.

Post Designation	:	Administrative Officer Grade 12
2xPosts	:	Windhoek

Salary Scale	:	N\$ 102, 622 – N\$123, 086
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

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

DIVISION: BUDGET CONTROL
SECTION: DSA

Post Designation	:	Administrative Officer Grade 12
2xPosts	:	Windhoek
Salary Scale	:	N\$ 102, 622 – N\$123, 086
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

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

Enquiries: Mrs M. Maurihungirire / Ms S Kaoas, Tel: 061-2042243 /061-2042128

DIRECTORATE: HUMAN RESOURCES
DIVISION: SUPPORT SERVICES AND ADMINISTRATION
SUB-DIVISION: ADMINISTRATION AND GENERAL SERVICES
SECTION: OFFICE SUPPORT SERVICES

Post Designation	:	Private Secretary Grade 9
1xPost	:	Windhoek
Salary Scale	:	N\$ 185, 920 – N\$222, 994
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. **Additional requirements:** Preference will be given to candidates with National Diploma (NQF L6) in the field of Office Administration/ Management.

SECTION MUSEUM

Post Designation	:	Senior Administrative Officer Grade 10
3xPosts	:	Windhoek
Salary Scale	:	N\$ 151, 910 – N\$182, 202
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 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 3 years' experience as Administrative Officer Grade 12. Candidate in Public Service must attach their probation confirmation letter.

Applications must be submitted to the following address:

**The Executive Director
Ministry of Defence and Veterans Affairs
Private Bag 13307
WINDHOEK**

OR HAND DELIVERY TO:

**The Division
Human Resource Management
Ministry of Defence and Veterans Affairs, Bastion 2
Corner of Sam Nuyoma Drive and Tall Street, Windhoek**

Enquiries: Mrs lingwapha Tel: (061) 204 2215

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

**DEPARTMENT: TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY
DIRECTORATE: NATIONAL COMMISSION FOR UNESCO**

Post Designation	:	Science and Technology Officer Grade 5
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$432, 601–N\$517, 195
Salary Notch	:	N\$432, 601 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: A Bachelor's Degree or equivalent qualification at NQF L8, with a major in one or more of the following fields: Physics, Chemistry, Biochemistry, Microbiology, Botany, Zoology, Biology, Food Technology, Marine Biology, Life Science, Mathematics, or related discipline.

Additional Requirements: A master's degree or equivalent qualification at NQF Level 9, with specialisation in Management, Project Management or Business Management. Experience working within the United Nations system, preferably with UNESCO, UNICEF, UNDP, or similar agencies, will be an added advantage.

***NB!** Women and persons with Disabilities who meet the appointment requirements are encouraged to apply.*

An applications form 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).

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

Address:

**Executive Director
Ministry of Education, Innovation, Youth, Sports, Arts and Culture
Private bag 13391
Windhoek**

Enquiries: Mr. Herbert J. J. Mouton, Tel: 061 – 4356025

**DEPARTMENT: FORMAL EDUCATION
DIRECTORATE: PROGRAMMES AND QUALITY ASSURANCE (PQA)
DIVISION: HIV/AIDS MANAGEMENT UNIT**

Post Designation	:	Chief: Education Officer Grade 4
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$ 517, 195 –N\$ 543, 728
Motor Vehicle Allowance	:	N\$ 11, 917 per annum
Housing Allowance	:	N\$ 121 560 per annum

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Minimum Requirements: An appropriate Degree (or equivalent) at NQF Level 7 or 8 plus 9 years appropriate experience.

Supplementary Selection Requirements:

- An appropriate Bachelor's degree NQF Level 7 or 8 in Health Sciences/Public Health Science/Social Sciences/Nursing (General Nursing and Midwifery, Nursing Education, Community Nursing, School Health Nursing, Nursing management), Public Health/School Health management/ Health programme management/Health Education plus 9 years appropriate experience in design and management of health and wellness programmes related to learner health will be an added advantage. This may include knowledge of Integrated Management of Childhood illness, pediatric HIV/AIDS, expanded programme on immunization, early identification of disability for education support, Integrated School Health programme is an advantage.
- Knowledge of policy drafting, strategic planning and operational planning is an advantage.
- Knowledge of school health policies, child and adolescent health issues, and community health strategies.
- Familiarity with monitoring and evaluation frameworks.
- Proficiency in report writing, data interpretation, and the use of digital tools (Microsoft Office, Data systems etc.), strong organizational and project management skills.
- Excellent communication and interpersonal abilities, especially with children, parents and educators.
- Ability to design health education materials and facilitate workshops or training sessions.
- Experience in providing strategic and operational leadership and supervision of other related professionals would be an added advantage.
- Computer literacy, data analysis and data management skills.
- Code B driver's license.
- A police clearance in line with the Child Care and Protection Act, 2025 (Act 3 of 2015).

Enquiries: Ms. Ayesha Wentworth Tel: (061 - 293311) or Cell: (081- 2390238)

DIVISION: DIAGNOSTIC, ADVISORY AND TRAINING SERVICES

Post Designation	:	Chief Speech Therapist/Audiologist Grade 5
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$ 432, 601– N\$ 517, 195
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: Registration as Speech Therapist.

Supplementary Selection Requirements:

- A Degree at Level 7 or 8 in Speech Therapy and/ or Audiology or any other relevant qualification plus 5 years appropriate experience in the assessment and treatment of patients with speech, language and communication and / or hearing and /or balance difficulties with due consideration to the individual as whole. The planning and applying of treatment modalities aim to normalize physical, functional, psychological and educational functions and the improving and rectifying of speech, language and communication and / or hearing and / or balance abilities of learners to a psycho-socially acceptable level.
- Must be registered with the relevant Health Professions Board of Namibia as a Speech Therapist or Audiologist.
- Experience in supervision of other related professionals would be an added advantage.
- Computer literacy, data analysis and data management skills.
- Proficiency in report writing, data analysis, interpretation and management as organizational and project management skills.
- Excellent communication and interpersonal abilities, especially with children, parents and educators.
- The ability to speak a local language is an advantage.
- Code B driver's license.
- A police clearance in line with the Child Care and Protection Act, 2025 (Act 3 of 2015).

Enquiries: Ms. Ayesha Wentworth Tel: (061 - 293311) or Cell: (081- 2390238)

DIVISION: DIAGNOSTIC, ADVISORY AND TRAINING SERVICES

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

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF L7 or 8 plus 8 years appropriate experience.

Supplementary Selection Requirements:

- Be in possession of a Master's Degree (NQF L9) in Educational Psychology plus 5 years appropriate experience in the administration of psychometric assessment, guidance and counselling for the school-going population.
- Must be registered with the relevant Health Professions Board of Namibia.
- Experience in supervision of other related professionals would be an added advantage.
- Computer literacy, data analysis and data management skills.
- Proficiency in report writing, data analysis, interpretation and management as organizational and project management skills.
- Excellent communication and interpersonal abilities, especially with children, parents and educators.
- The ability to speak a local language is an advantage.
- Code B driver's license.

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

- A police clearance in line with the Child Care and Protection Act, 2025 (Act 3 of 2015).

Enquiries: Ms. Ayesha Wentworth Tel: (061 - 293311) or Cell: (081- 2390238)

DIVISION: NATIONAL ADVISORY SERVICE (NAS)
SUBSECTION: SECRETARIAL SERVICES

Post Designation	:	Administrative Officer Grade 12
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$ 107, 753 –N\$ 129, 240
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: A Grade 12 certificate or equivalent qualifications (NQF Level 3) with a minimum of 20 points over 5 subjects and an E symbol in English.

Supplementary Selection Requirements:

- Computer literacy.
- Proficiency in report writing, minute taking, event and logistical coordination as well as the use of digital tools (Microsoft Office, data systems, etc.) strong organizational skills is an advantage.
- The ability to speak a local language is an added advantage.
- Computer literacy, data analysis and data management skills.
- Code B driver's license.
- A police clearance in line with the Child Care and Protection Act, 2015 (Act 3 of 2015).

Enquiries: Ms. Ayesha Wentworth Tel: (061 - 293311) or Cell: (081- 2390238)

DEPARTMENT: FINANCE AND ADMINISTRATION
DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION AND SUPPORT SERVICES
SUB-DIVISION: PROCUREMENT, STOCK CONTROL AND SUPPORT SERVICES
SECTION: STOCK CONTROL

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

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

Supplementary Selection Requirements:

PSM CIRCULAR NO.G OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

- Applicants with a C symbol in English.
- Diploma in Business Management and Administration, National Diploma in Stock Taking.
- 5 year's experience in the field of Asset Management (Stock Taking).
- Computer Literacy will serve as an advantage.
- Report writing and Minutes taking.
- Code B Driver's License (3 year old)

Enquiries: Ms. R.K Puteho Tel: (061 - 2933056) or Ms. P. Kandume Tel: (061- 2933041)

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 and Culture
Human Resource Office
Private Bag 13186
Windhoek

Or hand delivered to:

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

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DEPARTMENT: ENVIRONMENTAL AFFAIRS AND FORESTRY

DIRECTORATE: FORESTRY

DIVISION: FOREST MANAGEMENT – CENTRAL AND SOUTHERN REGIONS

SUBDIVISION: FORESTRY OTJOZONDJUPA AND KUNENE REGIONS

SUBDIVISION: FORESTRY ZAMBEZI REGION (KATIMA MULILO)

Post Designation	:	Senior Forestry Technician Grade 8
2xPosts	:	Outjo and Katima Mulilo
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

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

Overall responsibilities:

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

Address:

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

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

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: OMUSATI REGION

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES: OUTAPI & OKAHAO

SUBDIVISION: DISTRICT HOSPITALS OUTAPI & OKAHAO

SECTION: PROFESSIONAL SERVICES

SUBSECTION: DENTAL SERVICES

Post Designation	:	Chief Dentist Grade 4
2x Posts	:	Outapi & Okahao
Salary Scale	:	N\$ 517, 195 – N\$ 543 728
Motor Vehicle Allowance	:	N\$ 110, 917 per annum
Capital Cost	:	N\$ 83, 106 per annum
Running Cost	:	N\$ 27, 811 per annum
Fixed Overtime	:	N\$ 258, 600 per annum
Housing Benefit	:	N\$ 121, 560 per annum

Minimum requirements: Registration as a Dentist with Medical and Dental of Namibia plus three (3) years appropriate experience. Proof must be attached.

DIVISION: GENERAL SUPPORT SERVICES

SUBDIVISION: FINANCE

Post Designation	:	Chief Accountant Grade 6
1x Post	:	RMT - Outapi
Salary Scale	:	N\$ 354, 883 –N\$ 424, 119
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum

Minimum requirements: An appropriate Diploma on NQF Level 6 majoring in Accounting, with at least four (4) years working experience at a level of Senior Accountant Grade 7. Candidate in the Public Service must be confirmed as Senior Accountant Grade 7 and copy of confirmation of probation letter must be attached.

Additional requirements: A Bachelor Degree in Accounting and Finance on NQF Level 7 and appropriate four (4) years' experience in Integrated Financial Management System (IFMS) and valid Driver's licence serves as an added advantage. Proof must be attached

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OKAHAO

SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES

SECTION: HEALTH CENTRE INDIRA GANDHI

Post Designation	:	Medical Officer Grade 5
1xPost	:	Indira Gandhi

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Salary Scale	:	N\$ 432, 604 –N\$ 517, 195
Motor Vehicle Allowance	:	N\$ 85, 063 per annum
Capital Cost	:	N\$ 60, 953 per annum
Running Cost	:	N\$ 24, 120 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Remoteness Allowance	:	N\$ 9,000 per annum

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

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OKAHAO
SUBDIVISION: DISTRICT HOSPITAL OKAHAO
SECTION: PROFESSIONAL SERVICES

Post Designation	:	Medical Officer Grade 5
1x Post	:	Okahao
Salary Scale	:	N\$ 432, 604 –N\$ 517 195
Motor Vehicle Allowance	:	N\$ 85, 063 per annum
Capital Cost	:	N\$ 60, 953 per annum
Running Cost	:	N\$ 24, 120 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum

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

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

Post Designation	:	Medical Officer Grade 5
1x Post	:	Outapi
Salary Scale	:	N\$ 432, 604 –N\$ 517, 195
Motor Vehicle Allowance	:	N\$ 85, 063 per annum
Capital Cost	:	N\$ 60, 953 per annum
Running Cost	:	N\$ 24, 120 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum

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

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES: OKAHAO
SUBDIVISION: RESOURCE MANAGEMENT

Post Designation	:	Chief Administrative Officer Grade 8
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PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

1x Post	:	Okahao
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum

Minimum requirements: National Diploma or equivalent qualification (NQF Level 6) in Business Administration, Public Management or Human Resource Management plus three years appropriate experience. Candidate should be Senior Administrative Officer and confirmation of probation must be confirmed.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI
SUBDIVISION: RESOURCE MANAGEMENT

Post Designation	:	Chief Administrative Officer Grade 8
1xPost	:	Tsandi
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Remoteness Allowance	:	N\$ 9,000.00 per annum

Minimum requirements: National Diploma or equivalent qualification (NQF Level 6) in Business Administration, Public Management or Human Resource Management plus three years appropriate experience. Candidate should be Senior Administrative Officer and confirmation of probation must be confirmed.

DIVISION: GENERAL SUPPORT SERVICES

Post Designation	:	Chief Administrative Officer Grade 8
1x Post	:	Outapi - RMT
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum

Minimum requirements: National Diploma or equivalent qualification (NQF Level 6) in Business Administration, Public Management or Human Resource Management plus three years appropriate experience. Candidate should be Senior Administrative Officer and confirmation of probation must be confirmed.

Additional requirement: The candidate must have a knowledge of IFMS.

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

Post Designation	:	Senior Registered Nurse Grade 7
1xPost	:	Oshikuku

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum

Minimum requirements: Registration as a Registered Nurse with Nursing Council of Namibia. Two (2) years appropriate experience as a Registered Nurse.

**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OKAHAO
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE INDIRA GANDHI**

Post Designation	:	Senior Registered Nurse Grade 7
1x Post	:	Indira Gandhi
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Remoteness Allowance	:	N\$ 9,000.00 per annum

Minimum requirements: Registration as a Registered Nurse with Nursing Council of Namibia. Two (2) years appropriate experience as a Registered Nurse

**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: DOMESTIC SERVICES
UNIT: MORTUARY SERVICES**

Post Designation	:	Senior Mortuary Assistant Grade 10
1x Post	:	Outapi
Salary Scale	:	N\$ 159, 505 –N\$ 191, 3112
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 13, 944.00 per annum

Minimum requirements: A Grade 10 (or equivalent) Certificate on NQF Level 2 plus satisfactory completion of the appropriate internal functional training course. Confirmation of probation as Mortuary Assistant Grade 11 should be attached.

**DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; TSANDI
SUBDIVISION: PLANNING AND INSTITUTIONAL DEVELOPMENT
SECTION: HUMAN RESOURCES
SUBSECTION: HUMAN RESOURCES MANAGEMENT**

Post Designation	:	Human Resource Practitioner Grade 8
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1x Post	:	Tsandi
Salary Scale	:	N\$ 238, 825 – N\$ 285, 420
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum
Remoteness Allowance	:	N\$ 9,000.00 per annum

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

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OSHIKUKU
SUBDIVISION: SOCIAL WELFARE SERVICES

Post Designation	:	Social Worker Grade 8
1x Post	:	Oshikuku
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 17, 424.00 per annum

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

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTAPI, OKAHAO, OSHIKUKU & TSANDI
SECTIONS: PRIMARY HEALTH CARE & NURSING SERVICES

Post Designation	:	Registered Nurse Grade 8
8 x Posts	:	1x Clinic Oshaala
	:	1x Clinic Eendombe
	:	1x Clinic Nuyoma Eya
	:	2x Clinic Omuthitugonyama
	:	1x Clinic Ongulumbashe
	:	1x Clinic Tsandi
	:	1x Clinic Sheetekela
4x Posts	:	Health Centres
	:	2x Mahenene
	:	2x Indira Gandhi
14x Posts	:	Nursing Services
	:	5x Outapi Hospital
	:	3x Tsandi Hospital
	:	6x Okahao Hospital
3xPosts	:	Subsection Inpatients & Outpatients
	:	3x Tsandi Hospital
4x Posts	:	Subsection Wellness Services
	:	1x Oshikuku
	:	1x Outapi
	:	1x Tsandi
	:	1x Okahao

Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
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PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per Annum
Remoteness Allowance	:	N\$ 13, 800 per annum (Mahenene HC)
	:	N\$ 9, 000 per annum (Ongulumbashe, Sheetekela, Tsandi, Oshaala, Eendombe, Nuyoma Eya, Indira Gandhi & Omuthitugonyama)

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

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OSHIKUKU
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE OKALONGO

Post Designation	:	Mortuary Assistant Grade 11
1x Post	:	Okalongo
Salary Scale	:	N\$ 132, 987 –N\$ 159, 505
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 13, 944.00 per annum
Remoteness Allowance	:	N\$ 9, 000 per annum

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

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OSHIKUKU
SUBDIVISION: DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE OKALONGO

Post Designation	:	Pharmacist Assistant Grade 10
1x Post	:	Okalongo
Salary Scale	:	N\$ 159, 505 –N\$ 191, 312
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 13, 944.00 per annum
Remoteness Allowance	:	N\$ 9, 000 per annum

Minimum Requirement: Registration as a Pharmacist Assistant with the Health Professions Council of Namibia.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES: OUTAPI
SUBDIVISION: RESOURCE MANAGEMENT
SECTION: ADMINISTRATIVE SUPPORT SERVICES

Post designation	:	Senior Administrative Officer Grade 10
2x Posts	:	Outapi
Salary Scale	:	N\$ 159, 505 –N\$ 191, 312
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 13, 944.00 per annum

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Minimum requirements: An appropriate National Diploma in Business Administration/Office Administration/Public Management on (NQF Level 6) plus three (3) years appropriate experience. Candidates in the Public Service must attach letter of confirmation of probation as an Administrative Office Grade 12.

Additional requirements: Experience in basic stock taking will serve as an advantage.

DIVISION: GENERAL SUPPORT SERVICES
SUBDIVISION: FINANCE

Post Designation	:	Accounts Assistant Grade 11
1x Post	:	RMT - Outapi
Salary Scale	:	N\$ 132, 987 –N\$ 159, 505
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 13, 944.00 per annum

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

Additional requirements: Additional Requirements: A National Diploma in Accounting and Finance qualification on NQF Level 6.

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OKAHAO
SUBDIVISION: DISTRICT HOSPITAL OKAHAO
SECTION: ADMINISTRATIVE SUPPORT SERVICES
SUBSECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: EMERGENCY MEDICAL RESCUE SERVICES

Post Designation	:	Emergency Care Practitioner (Basic) Grade 11
1x Post	:	Okahao
Salary Scale	:	N\$ 159, 505 –N\$ 191, 3112
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 13, 944.00 per annum

Minimum requirements: A Grade 12 with an E symbol in English and 20 points over five (5) subjects and Registration with the Allied Health Council of Namibia as an Emergency Care Practitioner (Basic) plus a Code C1 Driving licence

DIVISION: DISTRICT HEALTH & SOCIAL SERVICES; OUTAPI
SUBDIVISION: DISTRICT HOSPITAL OUTAPI
SECTION: PROFESSIONAL SERVICES
SUBSECTION: DENTAL SERVICES

Post Designation	:	Dental Surgery Assistant Grade 11
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4x Posts	:	Outapi
Salary Scale	:	N\$ 132, 987 –N\$ 159, 505
Transport Allowance	:	N\$ 10, 512.00 per annum
Housing Allowance	:	N\$ 13, 944.00 per annum

Minimum requirements: A Grade 12 or equivalent Certificate on NQF Level 3.
(Qualification in dental to serve as advantage).

Applicants should note the following:

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

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

Or hand delivery at:

Hospital Premises, Outapi
Tsandi Road

Enquiries: Ms. Maria-Magdalena L. Antsino, Tel: 065 – 251809 or Ms. Monika Shilunga, Tel: 065 – 251812.

DIRECTORATE: KHOMAS REGION

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
DUTY STATION: WINDHOEK

Post designation	:	Chief Medical Officer Grade 3
1 x Post	:	Medical Services
1 x Post	:	Paramedical Services
Salary Scale	:	N\$ 554,603 – N\$ 588,548
Fixed Overtime	:	N\$ 278,643.00 per annum
Housing Benefit	:	N\$ 131,280.00 per annum
Motor Vehicle Allowance		
Capital Cost	:	N\$ 94,178.00 per annum
Running Cost	:	N\$ 29,455.00 per annum

Minimum Requirements: Must be registered as a Medical Practitioner with the Health Professional Council of Namibia. A valid HPCNA registration Certificate and maintenance registration card (proof must be provided) plus at least five (5) years working experience at a level of Senior Medical Officer. Candidate in the Public Service must be confirmed as Senior Medical Officer Grade 4. Copy of confirmation of probation letter must be attached.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
DUTY STATION: WINDHOEK

Post designation	:	Senior Specialist Grade 3
2 x Posts	:	Orthopaedics Surgery
Salary Scale	:	N\$ 554,603 – N\$ 588,548
Fixed Overtime	:	N\$ 278,643.00 per annum
Housing Benefit	:	N\$ 131,280.00 per annum
Motor Vehicle Allowance		
Capital Cost	:	N\$ 94,178.00 per annum
Running Cost	:	N\$ 29,455.00 per annum

Minimum Requirements: Must be registered as a Specialist with the Health Professional Council of Namibia. A valid HPCNA registration Certificate and maintenance registration card (proof must be provided) plus at least three (3) years working experience as a Specialist in the related field. Candidate in the Public Service must be confirmed as Specialist Grade 4. Copy of confirmation of probation letter must be attached.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES
DUTY STATION: WINDHOEK

Post designation	:	Specialist Grade 4
2 x Posts	:	(Radiology)

2 x Posts	:	(Anaesthesia)
2 x Posts	:	(Orthopaedic Surgery)
1 x post	:	(Internal Medicine)
Salary Scale	:	N\$ 554,603 (P)
Housing Benefit	:	N\$ 121,560 per annum
Fixed Overtime	:	N\$ 270,369 per annum
Motor Vehicle Allowance		
Capital Cost	:	N\$ 83,106 per annum
Capital Cost	:	N\$ 27,811 per annum

Minimum Requirements: Must be registered as a Specialist (Radiology), (Anaesthesia), (Orthopaedic Surgery and (Internal Medicine) with Medical and Dental Council of Namibia (proof must be provided).

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: MEDICAL SERVICES (RADIOLOGY)
DUTY STATION: WINDHOEK

Post designation	:	Senior Medical Officer Grade 4
1 xPost	:	Windhoek
Salary Scale	:	N\$ 517,195 – N\$ 543,728
Fixed Overtime	:	N\$ 258,600.00 per annum
Housing Benefit	:	N\$ 121,560.00 per annum
Motor Vehicle Allowance		
Capital Cost	:	N\$ 83,106.00 per annum
Running Cost	:	N\$ 27,811.00 per annum

Minimum Requirements: Must be registered as a Medical Practitioner with the Health Professional Council of Namibia. A valid HPCNA registration Certificate and maintenance registration card (proof must be provided) plus approximately three (3) years working experience as a Medical Officer in the related field. Candidate in the Public Service must be confirmed as Medical Officer Grade 5. Copy of confirmation of probation letter must be attached.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFFESIONAL SERVICES
SECTION: MEDICAL SERVICES
DUTY STATION: WINDHOEK

Post Designation	:	Medical Officer Grade 5
1xPost	:	Medical Intensive Care Unit (MICU)
2xPost	:	Obstetrics & Gynaecology
Salary Scale	:	N\$ 432,601 –N\$ 517, 195
Housing Allowance	:	N\$ 17,424 per annum
Fixed Overtime Allowance	:	N\$ 231,513 per annum
Motor Vehicle Allowance		
Capital Cost	:	N\$ 60,943.00 per annum

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Running Cost : N\$ 24,120.00 per annum

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

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: DENTAL SERVICES
DUTY STATION: WINDHOEK

Post Designation	:	Dentist Grade 5
3 xPosts	:	Windhoek
Salary Scale	:	N\$ 432,601 –N\$ 517, 195
Housing Allowance	:	N\$ 17,424 per annum
Fixed Overtime Allowance	:	N\$ 231,513 per annum
Motor Vehicle Allowance		
Capital Cost	:	N\$ 60,943.00 per annum
Running Cost	:	N\$ 24,120.00 per annum

Minimum Requirements: Bachelor Degree in Dental Surgery or Equivalent qualification on NQF Level 8. Registration as a Dentist with the Medical and Dental Council of Namibia and **plus a minimum of three (3) years working experience as a Dentist** (post internship). Candidates who worked at teaching/training hospitals have an additional advantage.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDIC AND CLINICAL SUPPORT SERVICES
SUBSECTION: OCCUPATIONAL THERAPY

Post designation	:	Senior Occupational Therapist Grade 6
2xPosts	:	Windhoek
Salary Scale	:	N\$ 354,883 – N\$ 424,119
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: Must be registered as an Occupational Therapist with the Allied Health Professional Council of Namibia (proof must be provided). A Bachelor of Occupational Therapy or BSc Degree in Occupational Therapy, with approximately three (3) years working experience as a Clinical Occupational Therapist in a variety of physical diagnosis, design and execution of wide range of Occupational therapy programmes.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES

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SECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SUBSECTION: PHYSIOTHERAPY

Post designation	:	Senior Physiotherapist Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$ 354,883 – N\$ 424,119
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: Must be registered as a Physiotherapist with the Allied Health Council of Namibia (proof must be provided). A Bachelor of Physiotherapy or BSc Degree in Physiotherapy, with at least three (3) years working experience as a Clinical Physiotherapist in a variety of physical (neurological, medical, orthopaedic) diagnosis. Candidate should be experienced in design and execution of Physiotherapy assessments, treatment and management of physical health issues.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDIC AND CLINICAL SUPPORT SERVICES

Post designation	:	Dietician Grade 6
1 x Post	:	Intermediate Hospital Katutura
Salary Scale	:	N\$ 354,883 – N\$ 424,119
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: Must be registered as a Dietician with the Allied Health Professional Council of Namibia (proof must be provided). A four (4) year Bachelor of Science Degree in the field of Dietetics with courses in therapeutic nutrition, food service management, community nutrition plus three (3) years' work experience as a Dietician.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
DUTY STATION: WINDHOEK

4xPost designation	:	Chief Registered Nurse Grade 6
1 x Post	:	Section: Customer Care Desk
1 x Post	:	Section: Nursing Administration
1 x Post	:	Section: Nursing Quality Improvement
1 x Post	:	Section: Outpatients and Casualty
Salary Scale	:	N\$ 337,984 – N\$ 403,922
Transport Allowance	:	N\$ 8,760 per annum
Housing Allowance	:	N\$ 14,520 per annum

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia plus a minimum of four (4) years working experience

as a Registered Nurse. Candidate in the Public Service must be confirmed as Senior Registered Nurse Grade 7, certified copy of confirmation of probation letter must be attached.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: NEPHROLOGY AND DIALYSIS SERVICES

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

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia plus at least three (3) years working experience as a Registered Nurse. Candidate in the Public Service must be confirmed as Registered Nurse Grade 8, confirmation of probation letter must be attached.

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

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

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia plus at least three (3) years working experience as a Registered Nurse. Candidate in the Public Service must be confirmed as Registered Nurse Grade 8, confirmation of probation letter must be attached.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: GENERAL NURSING SERVICES

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

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia plus at least three (3) years working experience as a Registered Nurse. Candidate in the Public Service must be confirmed as Registered Nurse Grade 8, confirmation of probation letter must be attached.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: MATERNITY

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

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia plus at least three (3) years working experience as a Registered Nurse. Candidate in the Public Service must be confirmed as Registered Nurse Grade 8, confirmation of probation letter must be attached.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: OUTPATIENT AND CASUALTY

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

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia plus at least three (3) years working experience as a Registered Nurse. Candidate in the Public Service must be confirmed as Registered Nurse Grade 8, confirmation of probation letter must be attached.

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

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

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia plus at least three (3) years working experience as a Registered Nurse. Candidate in the Public Service must be confirmed as Registered Nurse Grade 8, confirmation of probation letter must be attached.

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

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

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia plus at least three (3) years working experience as a Registered Nurse. Candidate in the Public Service must be confirmed as Registered Nurse Grade 8, confirmation of probation letter must be attached.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: NURSING ADMINISTRATION

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

Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia plus at least three (3) years working experience as a Registered Nurse. Candidate in the Public Service must be confirmed as Registered Nurse Grade 8, confirmation of probation letter must be attached.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: NURSING SERVICES
SECTION: SPECIALIZED NURSING

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

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Minimum Requirements: Registration as Registered Nurse and Midwife with the Health Professional Council of Namibia plus at least three (3) years working experience as a Registered Nurse. Candidate in the Public Service must be confirmed as Registered Nurse Grade 8, confirmation of probation letter must be attached.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SUBSECTION: SOCIAL SERVICES

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

Minimum Requirements: Registration as a Social Worker with the Allied Health Professional Council of Namibia plus approximately three (3) years working experience as a Social Worker.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SUBSECTION: RADIOGRAPHY

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

Minimum Requirements: Registration as Radiographer with the allied Health Professional council of Namibia.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDIC AND CLINICAL SUPPORT SERVICES
SUBSECTION: OCCUPATIONAL THERAPY

Post designation	:	Occupational Therapist Grade 7
4 x Posts	:	Windhoek
Salary Scale	:	N\$ 291,128 – N\$ 347,926
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: Must be registered as an Occupational Therapist with the Allied Health Professional Council of Namibia (proof must be provided). A Bachelor of Occupational Therapy or BSc Degree in Occupational Therapy.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: DENTAL SERVICES

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

Minimum Requirements: Bachelor Degree in Dental Technology or an appropriate Qualification on NQF Level 7. Preference will be given to candidates with an appropriate three (3) years working experience in Dental Services.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SUBSECTION: PHYSIOTHERAPY

Post designation	:	Physiotherapist Grade 8
4 x Posts	:	Windhoek
Salary Scale	:	N\$ 238,825 – N\$ 285,420
Transport Allowance	:	N\$ 10,512 per annum
Housing Allowance	:	N\$ 17,424 per annum

Minimum Requirements: Must be registered as a Physiotherapist with the Allied Health Council of Namibia (proof must be provided).

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORT SERVICES
SUBSECTION: SOCIAL SERVICES

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

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

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORTS SERVICES
SUBSECTION: NUTRITION SERVICES

Post Designation : Dietician Grade 9
2xPosts : Intermediate Hospital Katutura
Salary Scale : N\$ 195,216 – N\$ 234,144
Transport Allowance : N\$ 10,512 per annum
Housing Allowance : N\$ 13,944 per annum

Minimum Requirements: Must be registered as a Dietician with the Allied Health Professional Council of Namibia (proof must be provided). Bachelor of Science Degree in the field of Dietetics with courses in therapeutic nutrition, food service management, community nutrition.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORTS SERVICES
SUBSECTION: EMERGENCY MEDICAL RESECURE SERVICES

Post Designation : Emergency Care Practitioner (Intermediate) Grade 10
4xPosts : Windhoek
Salary Scale : N\$ 159,505 – N\$ 191,312
Transport Allowance : N\$ 10,512 per annum
Housing Allowance : N\$ 13,944 per annum

Minimum Requirements: Valid Registration as an Emergency Care Practitioner **(Intermediate)** with the Allied Health Professional Council of Namibia **PLUS** a Code C1 Driving License.

Additional Requirements: Code C1 Driving License (one (1) year or older) with Professional Authorization-Public Driving Permit (PDP) plus three (3) years appropriate working experience.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORTS SERVICES
SUBSECTION: PHARMACEUTICAL SERVICES

Post Designation : Pharmacist Assistant Grade 10
4xPosts : Windhoek
Salary Scale : N\$ 159,505 – N\$ 191,312

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

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

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: PROFESSIONAL SERVICES
SECTION: PARAMEDICAL AND CLINICAL SUPPORTS SERVICES
SUBSECTION: MERGENCY MEDICAL RESECURE SERVICES

Post Designation : Emergency Care Practitioner (**Basic**) Grade 11
5xPosts : Windhoek
Salary Scale : N\$ 132,987 –N\$ 159,505
Transport Allowance : N\$ 10,512 per annum
Housing Allowance : N\$ 13.944 per annum

Minimum Requirements: Valid Registration as an Emergency Care Practitioner (Basic) with the Allied Health Professional Council of Namibia **PLUS** a Code C1 Driving License.

DIVISION: INTERMEDIATE HOSPITAL KATUTURA
SUBDIVISION: ADMINISTRATIVE SUPPORT SERVICES
SECTION: PATIENT SERVICES

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

Minimum Requirements: An appropriate National Diploma or Equivalent qualification (NQF Level 6) plus 1-year appropriate experience **OR** A Grade 12 Certificate (NQF Level 3) Plus 3 years' appropriate experience.

Additional Requirements: Extensive knowledge of financial process and a valid Police Clearance Certificate is an added advantage.

Enquiries: Dr. N. T. Amagulu, Tel 061-203 4004 / Dr. F. M. Shiweda, Tel 061-203 4005

NB: all supporting documents (ID, Passport and Qualification) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation.

Staff members in the Public Service must have completed their probation successfully and may only compete for vacancies which are on the next higher grade/post level.

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Please note: Application (forms 156043 and 156094 can be obtained at all Government offices) must be fully completed accompanied by Compressive Curriculum Vitae, certified copies of educational qualifications must be submitted to the following address:

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

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

DIRECTORATE: KUNENE REGION
DIVISION: DISTRICT PRIMARY HEALTH CARE & DISTRICT HOSPITAL OPUWO, OUTJO AND
KHORIXAS
SECTION: PRIMARY HEALTH CARE & NURSING SERVICES

Post Designation	:	Registered Nurse Grade 8
3xPosts	:	Opuwo Hospital, PHC outreach & Clinic
Oruvandjai	:	
	:	1x Nursing Service
	:	1x Clinic Oruvandjei
	:	1x PHC Outreach
Post Designation	:	Registered Nurse Grade 8
3xPosts	:	Seringkop Clinic and Queen Sophia Clinic
	:	2x Seringkop Clinic
	:	1x Queen Sophia Clinic
Post Designation	:	Registered Nurse Grade 8
1xPost	:	Khorixas District Hospital
	:	1x Nursing Services
Salary Scare	:	N\$ 238, 825 –N\$285, 420
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum
Remoteness Allowance	:	N\$ 21, 000.00 per annum @ Oruvandjai Clinic, Queen Sophia, Seringkop:

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

Enquiries: Ms. K. Tjiveze Tel: 065 272858, Mr. W. Tjumbua Tel: 065 272843 or Mr. L.P. Nghinamhito Tel: 065 272 823

Please Note:

All applications should be done on Form 156043, (obtained at any government office) and accompanied by a comprehensive CV and original certified copies of qualification (s) and ID. All foreign obtained qualification(s) must be accompanied by an evaluation from the Namibia Qualification Authority (NQA). Failure to submit all required document(s) will automatically disqualify the applicant. No application will be returned.

N.B.:

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

Enquiries: Ms. K. Tjiveze Tel: 065 272858, or Mr. L.P. Nghinamhito Tel: 065 272 823

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: OUTJO & KHORIXAS
SUBDIVISION: HEALTH TECHNOLOGY & FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MANAGEMENT

Post designation	:	Artisan Grade 10 (Plumber)
2xPosts	:	Outjo & Khorixas
Salary scale	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: A complete apprenticeship or National Vocational Diploma level 4 or Certificate Level 3 issued in terms of existing Legislation and A valid driver's license.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Preference will be given to Namibian Citizens and persons with disabilities are encouraged to apply.

Enquiries: Dr. A. Mbuyi, Tel: 067- 335 103 /Dr. J. Sanyiwa Tel: 067- 313 250/Mr. L. Nghinamhito, Tel: 065- 272 823

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

Post Designation	:	Human Resource Administrator Grade 11
3xPosts	:	Opuwo
Salary Scale	:	N\$ 132 987 – 159 505
Housing Allowance	:	N\$ 13 944 per annum
Transport Allowance	:	N10 512 per annum

Minimum Requirements: A Grade 12 Certificate with an **E** symbol in English and 20 points in five subjects or Equivalent qualification on NQF L3.

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Additional requirements: A National Diploma majoring in Human Resource on NQF L6.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Preference will be given to Namibian Citizens and persons with disabilities are encouraged to apply.

Post Designation	:	Human Resource Practitioner Grade 8
2xPosts	:	Opuwo
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: A National Diploma majoring in Human Resource on NQF L6.

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

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Preference will be given to Namibian Citizens and persons with disabilities are encouraged to apply.

Enquiries: Ms. T. Nghitotelwa/Mr. L. Nghinamhito, Tel: 065-272 823/10

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: KHORIXAS
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES
SECTION: PROFESSIONAL SERVICES

Post designation	:	Environmental Health Practitioner Grade 7
1xPost	:	Opuwo
Salary scale	:	N\$ 291, 128 –N\$ 347, 926
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

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

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

Enquiries: Dr. Ali Mbuyi, Tel: 067- 335 103/ Mr. Linomutungi P. Nghinamhito, Tel: 065-272 823

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

DIVISION: DISTRICT HEALTH AND SOCIAL SERVICES: KHORIXAS
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES
SECTION: PROFESSIONAL SERVICES

Post designation	:	Environmental Health Practitioner Grade 9
1xPost	:	Khorixas
Salary scale	:	N\$ 195, 216 –N\$ 234, 144
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

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

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply.

Enquiries: Dr. Ali Mbuyi, Tel: 067- 335 103/ Mr. Linomutungi P. Nghinamhito, Tel: 065-272 823

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE OPUWO, OUTJO AND KHORIXAS
SUBDIVISION: DISTRICT HOSPITAL OPUWO, OUTJO AND KHORIXAS
SECTION: PROFESSIONAL SERVICES
SUBSECTION: PARAMEDICAL SERVICES
UNIT: OCCUPATIONAL THERAPY

Post Designation	:	Occupational Therapist Grade 7
3xPosts	:	1x Opuwo Hospital
	:	1x Outjo Hospital
	:	1x Khorixas Hospital
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

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

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

Enquiries: Dr. Rutakulembelwa Magnus, 065-272 856 /Dr. Ali Mbuyi, 065-335 103/ LP Nghinamhito, 067- 272828/10

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

DIVISION: GENERAL SUPPORT SERVICES
SUBDIVISION: FINANCE
SECTION: PROFESSIONAL SERVICES

Post designation	:	Accountant Grade 8
1xPost	:	Opuwo (RMT)
Salary scale	:	N\$ 238, 825 –N\$ 285, 420
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: An appropriate Diploma on NQF L6 majoring in Accounting and Finance.

Additional Requirement: An appropriate Bachelor's Degree Majoring in Accounting and Finance (or equivalent qualification) on NQF Level 7.

Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Preference will be given to Namibian Citizens and persons with disabilities are encouraged to apply.

Enquiries: Mrs. F. Shilumbu, Tel: 065 – 272 830/ Mr. Linomutungi P. Nghinamhito, Tel: 065-272 823

SUBDIVISION: SOCIAL WELFARE SERVICES

Post designation	:	Social Worker Grade 7
3xPosts	:	Opuwo, Outjo and Khorixas
Salary scale	:	N\$ 291, 128 –N\$ 347, 926
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum Requirements: A Bachelor Degree in Social Work and registration as a Social Worker with the Social Work and Psychology Council of Namibia with receipt of paid-up registration or a renewed card. Plus Candidates must have appropriate three (3) years of experience in social work.

Additional Requirement: Qualifications obtained outside Namibia should be accompanied by a certificate of evaluation from the Namibia Qualifications Authority (NQA). Candidates working in the Public Service should include a letter confirming their probationary status. For those outside the Public Service, they are required to provide evidence of their current job levels. Failure to include these required documents will result in the application not being considered. Preference will be given to Namibian citizens and persons with disabilities are encouraged to apply.

Enquiries: Mrs. F. Shilumbu, Tel: 065 – 272 830/ Mr. Linomutungi P. Nghinamhito, Tel: 065-272 823

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

SUBDIVISION: RESOURCE MANAGEMENT

Post designation	:	Chief Administrative Grade 8
1xPost	:	Outjo
Salary scale	:	N\$ 238, 825 –N\$ 285, 420
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

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

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

Enquiries: Dr. Sanyiwa John Macbiya, Tel: 067 – 313 250 / Mr. Linomotungi P. Nghinamhito, Tel: 065- 272 823

SUBDIVISION: DISTRICT HOSPITAL OUTJO SECTION: EMERGENCY MEDICAL RESCUE SERVICES

Post designation	:	Emergency Care Practitioner (Intermediate) Grade 10
1xPost	:	Health Centre Sesfontein
Salary scale	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

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

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

Enquiries: Dr. Sanyiwa John Macbiya, Tel: 067 – 313 7051 / Mr. Linomotungi P. Nghinamhito, Tel: 065- 272 823

**SUBDIVISION: DISTRICT HOSPITAL KHORIXAS
SECTION: RADIOGRAPHIC SERVICES**

Post designation : Radiographic Assistant Grade 11
1xPost : Khorixas
Salary scale : N\$ 132, 987 –N\$ 159, 505
Housing Allowance : N\$ 13, 944.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

Minimum Requirements: A Grade 12 Certificate with an E symbol in English and 20 points in five subjects or Equivalent qualification on NQF L3.

Address:

The regional director
Ministry of health and social services (mohss)
Directorate: Kunene region
Private bag 3003
Opuwo

OR

Hand deliver to human resource office (regional office)

**DIRECTORATE: KAVANGO EAST REGION
DIVISION: REHABILITATION AND SOCIAL WELFARE SERVICES
SUBDIVISION : REHABILITATION SERVICES**

Post Designation : Physiotherapist Grade 6
1xPost : Rundu - RMT
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 with the Allied Health Professions Council of Namibia as Physiotherapist plus three (3) years appropriate experience.

DIVISION: PUBLIC AND ENVIRONMENTAL HEALTH

Post Designation : Control Environmental Health Practitioner, Grade 6
1xPost : Rundu - RMT
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 Environmental Health Practitioner with the Allied Health Professions Council of Namibia plus six (6) years appropriate experience on the level of Chief Environmental Health Practitioner Grade 7

DIVISION: PUBLIC HEALTH AND ENVIRONMENTAL HEALTH

Post Designation	:	Chief Environmental Health Practitioner, Grade 7
1xPost	:	RMT-Rundu
Salary scale	:	N\$ 291,128 –N\$347, 926
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: Registration as Environmental Health Practitioner with the Allied Health Professions Council of Namibia plus six (5) years appropriate experience of which two (2) years must be on the level of Senior Environmental Health Practitioner Grade 7

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, RUNDU
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES

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

Minimum Requirements: Registration as Environmental Health Practitioner with the Allied Health Professions Council of Namibia plus six (5) years appropriate experience of which two (2) years must be on the level of Senior Environmental Health Practitioner Grade 7

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, RUNDU
SUBDIVISION: HEALTH INFORMATION AND RESEACH

Post Designation	:	Senior Health Programme Officer, Grade 7
1xPost	:	Rundu district
Salary scale	:	N\$ 291,128 –N\$ 347, 926
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: Minimum Requirements: An appropriate B-Degree or equivalent qualification on NQF Level 7 plus three (3) years appropriate experience in Health Information Systems and Disease Surveillance.

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

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES

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SUBDIVISIO: PLANNING AND INSTITUTIONAL DEVELOPMENT
SECTION: HUMAN RESOURCES
SUBSECTION: HUMAN RESOURCE MANAGEMENT

Post Designation	:	Senior Health Programme Officer, Grade 7
2xPosts	:	1x Rundu District 1x Andara District
Salary scale	:	N\$ 291,128 –N\$ 347, 926
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13,800 per annum (Andara district only)

Minimum Requirements: An Appropriate B-Degree or Equivalent qualification on NQF Level 7 majoring in Human Resource on NQF Level 7 plus three (3) years appropriate experience in Human Resources Management.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, RUNDU
SUBDIVISION: PRIMARY HEALTHCARE
SECTION: RUNDU HEALTH CENTRE

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

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

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES
DIVISION: HEALTH INFORMATION AND RESEARCH
SECTION: HEALTH INFORMATION SYSTEM AND EPIDEMIOLOGY

Post Designation	:	Health Programme Officer, Grade 8
3xPosts	:	Nyangana, Rundu and Andara District
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: appropriate B-degree or equivalent qualification on NQF L7 Majoring in Health Information System or Epidemiology or Public Health.

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

Post Designation	:	Registered Nurse, Grade 8
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5xPosts Rundu district	:	1x Mashare Clinic, 1x Ncaute Clinic, 1x Sauyemwa Clinic, 1x Kayengona Clinic and 1x Ndama Clinic
6xPosts Nyangana district	:	1x Kandjara Clinic, 2x Ndonga Clinic 2x Katere Clinic, 1x Mabushe Clinic
2xPosts Andara district	:	1xBiro Clinic and, 1x Divundu Clinic
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 (Mashare, Ndonga, Katere & Mabushe)
Remoteness Allowance	:	N\$ 9,000 per annum (Kayengona, Biro & Divundu)

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

DIVISION: GENERAL SUPPORT SERVICES

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

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF L6 plus three (3) years appropriate experience

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

Post Designation	:	Human Resource Practitioner Grade 8
2xPosts	:	1xAndara District 1xRundu District
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 (Andara District)

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

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

Post Designation	:	Social Worker Grade 8
2xPosts	:	Rundu District
Salary scale	:	N\$ 238,825 – N\$285, 420
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

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

DIVISION: GENERAL AND FACILITY MANAGEMENT
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: PHYSICAL FACILITY MAINTANANCE

Post Designation	:	Senior Works Inspector, Grade 8 (multi)
2xPosts	:	RMT-Rundu
Salary scale	:	N\$ 238 825 –N\$ 285, 420
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent Qualification on NQF L6 plus two (2) years appropriate experience **OR** an appropriate N3 (equivalent) plus a completed apprenticeship or the passing of a trade test plus six (6) years' experience **OR** an appropriate N1 (or equivalent) plus a completed apprenticeship or the passing of a trade plus eight (8) years appropriate experience.

SECTION: PROFESSIONAL SERVICES
UNIT: ORTHOPAEDIC TECHNICAL SERVICES

Post Designation	:	Orthopaedic Technologist, Grade 8
1x Post	:	RMT-Rundu
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 Orthopaedic Technologist with the Allied Health Professional Council of Namibia.

DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, RUNDU, NYANGANA & ANDARA
SUBDIVISION: HEALTH TECHNOLOGY AND FACILITY MANAGEMENT
SECTION: HEALTH TECHNOLOGY MANAGEMENT

Post Designation	:	Engineering Technician Grade 9
3x Posts	:	1x Rundu, 1xNyangana ,1x Andara District

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Salary scale	:	N\$ 195,216 – N\$ 234,144
Housing Allowance	:	N\$ 1, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13,800 per annum (Nyangana and Andara District)

Minimum Requirements: An appropriate National diploma or equivalent qualification on NQF Level 6 (**Medical Equipment**) OR Registration as Engineering Technician at the Engineering Council of Namibia.

DIVISION: PUBLIC HEALTH AND ENVIRONMENTAL HEALTH, RUNDU, NYANGANA AND RUNDU

SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES

Post Designation	:	Environmental Health Practitioner, Grade 9
2x Posts	:	Nyangana District
1x Post	:	Rundu District
1x Post	:	Andara District
Salary scale	:	N\$ 195,216 – N\$ 234,144
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13,800 per annum (Andara and Nyangana)

Minimum Requirements: Registration as Environmental Health Practitioner at the Allied Health Professions Council of Namibia.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, RUNDU, ANDARA, NYANGANA

SECTION: PRIMARY HEALTH CARE SERVICES

Post Designation	:	Enrolled Nurse Grade 10
3x Posts Rundu district	:	1x Outreach Services 1x Kayengona Clinic 1x Ndama Clinic
3x Posts Nyangana district	:	1x Outreach Service 1x Karukuta Clinic 1x Mabushe Clinic
3x Posts Andara district	:	1x Outreach Service 1xBiro Clinic 1x Kangongo Clinic
Salary scale	:	N\$ 159,505 –N\$ 191, 312
Housing Allowance	:	N\$ 13, 944.00 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Remoteness Allowance	:	N\$ 13,800 per annum

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

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

Post Designation	:	Pharmacist Assistant Grade 10
3x Posts	:	Kayengona Clinic
		Nkarapamwe Health Center
		Kaisosi Clinic
Salary scale	:	N\$ 159,505 – N\$191, 312
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

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

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

Post Designation	:	Human Resource Administrator Grade 11
2xPosts	:	Andara District
	:	Rundu District
Salary scale	:	N\$132,987 – N\$159,505
Housing Allowance	:	N\$ 17 424 per annum
Transport Allowance	:	N\$ 10 512 per annum
Remoteness Allowance	:	N\$ 13 800 per annum (Andara district)

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

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

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

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

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

All the above application must address to:

PSM CIRCULAR NO.G OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

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

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

DIRECTORATE: ZAMBEZI HEALTH DIRECTORATE

DIVISION: TRAINING

Post Designation	:	Senior Medical Officer Grade 4
1xPost	:	Katima Mulilo (Regional Office)
Salary Scale	:	N\$ 517,195 – N\$ 543, 728
Motor Vehicle Allowance	:	
Capital Cost	:	N\$ 83,106 per annum
Running Cost	:	N\$ 27,811 per annum
Housing Benefit	:	N\$ 121,560 per annum
Fixed Overtime	:	N\$ 258,600 per annum

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

Additional Requirements:

- At least 5 years' experience in teaching/mentoring in a university/medical college or donor funded programs.
- Ability to plan and prepare reports.
- Ability to prepare curriculum for positions of medical doctors/graduates with knowledge in line with Namibian Medical Standard Treatment Guidelines.
- Proficiency in computer i.e. internet, virtual meetings, PowerPoint and word.

DIVISION: TRAINING

Post Designation	:	Medical Officer Grade 5
1xPost	:	Katima Mulilo (Regional Office)
Salary Scale	:	N\$ 432,601 – N\$ 517, 195
Motor Vehicle Allowance	:	
Capital Cost	:	N\$ 60,943 per annum
Running Cost	:	N\$ 24,120 per annum
Housing Allowance	:	N\$ 1,424 per annum
Fixed Overtime	:	N\$ 231,513 per annum

Minimum requirements: Registration as Medical Officer with Medical and Dental Council of Namibia plus at least 2 years teaching experience.

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

Post Designation	:	Social Worker Grade 5
1xPost	:	Katima Mulilo (Regional Office)
Salary Scale	:	N\$ 432,601 – N\$ 517, 195
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A Bachelor of Arts in Social Work and Registration with the Social Work and Psychology Council of Namibia plus 6 years appropriate experience.

DIVISION PUBLIC & ENVIRONMENTAL HEALTH

Post Designation	:	Control Environmental Health Practitioner Grade 6
1xPost	:	Katima Mulilo (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 Environmental Health Practitioner plus seven (7) years appropriate experience of which three years should be at the level of Environmental Health Practitioner position grade 7.

SUBDIVISION: PORT/BORDER HEALTH SERVICES

Post Designation	:	Environmental Health Practitioner Grade 7
1xPost	:	Impalila Border
Salary Scale	:	N\$ 291,128 – N\$ 347, 926
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 21,000 per annum

Minimum Requirements: Registration as Environmental Health Practitioner plus six (6) years appropriate experience of which two years should be at Senior Environmental Health Practitioner position grade 8.

**DIVISION DISTRICT HEALTH AND SOCIAL WELFARE SERVICES KATIMA MULILO
SUBDIVISION DISTRICT PRIMARY HEALTH CARE**

Post Designation	:	Medical Officer Grade 5
1xPost	:	Sangwali Health Centre

Salary Scale	:	N\$ 432,601 – N\$ 517, 195
Motor Vehicle Allowance		
Capital Cost	:	N\$ 60,943 per annum
Running Cost	:	N\$ 24,120 per annum
Housing Allowance	:	N\$ 1,424 per annum
Fixed Overtime	:	N\$ 231,513 per annum
Remoteness Allowance	:	N\$ 21,000 per annum

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

Post Designation	:	Dentist Grade 5
1x Post	:	Sangwali Health Centre
Salary Scale	:	N\$ 432,601 – N\$ 517, 195
Motor Vehicle Allowance		
Capital Cost	:	N\$ 60,943 per annum
Running Cost	:	N\$ 24,120 per annum
Housing Allowance	:	N\$ 1,424 per annum
Fixed Overtime	:	N\$ 231,513 per annum
Remoteness Allowance	:	N\$ 21,000 per annum

Post Designation	:	Dentist Grade 5
1x Post	:	Bukalo Health Centre
Salary Scale	:	N\$ 432,601 – N\$ 517, 195
Motor Vehicle Allowance		
Capital Cost	:	N\$ 60,943 per annum
Running Cost	:	N\$ 24,120 per annum
Housing Allowance	:	N\$ 1,424 per annum
Fixed Overtime	:	N\$ 231,513 per annum

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

Post Designation	:	Social Worker Grade 8
1xPost	:	Bukalo Health Centre
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\$ 9,000 per annum

Post Designation	:	Social Worker Grade 8
1xPost	:	Sibbinda Health Centre
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

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Post Designation	:	Social Worker Grade 8
1xPost	:	Sangwali Health Centre
Salary Scale	:	N\$ 238,825 – N\$ 285, 420
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 21,000 per annum

Minimum Requirements: A Bachelor of Arts in Social Work registration as Social Worker with the Health Professional Council of Namibia

Post Designation	:	Dental Therapist Grade 8
1xPost	:	Sangwali Health Centre
Salary Scale	:	N\$ 238,825 – N\$ 285, 420
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 21,000 per annum

Post Designation	:	Dental Therapist Grade 8
1xPost	:	Bukalo Health Centre
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\$ 9,000 per annum

Minimum Requirement: Registration as Dental Therapist with the Health Professional Council of Namibia.

Post Designation	:	Pharmacist Grade 9
1xPost	:	Sibbinda Health Centre
Salary Scale	:	N\$ 195,216 – N\$ 234, 144
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 13,800 per annum

Post Designation	:	Pharmacist Grade 9
1xPost	:	Sangwali Health Centre
Salary Scale	:	N\$ 195,216 – N\$ 234, 144
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 21,000 per annum

Post Designation : Pharmacist Grade 9

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

1xPost	:	Ngoma Clinic
Salary Scale	:	N\$ 195,216 – N\$ 234, 144
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 13,800 per annum

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

Post Designation	:	Pharmacist Grade 10
1xPost	:	Choi Clinic
Salary Scale	:	N\$ 195,216 – N\$ 234, 144
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 21,000 per annum

Post Designation	:	Pharmacist Grade 10
1xPost	:	Impalila Clinic
Salary Scale	:	N\$ 195,216 – N\$ 234, 144
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 21,000 per annum

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

Post Designation	:	Dental Surgery Assistant Grade 11
1xPost	:	Sangwali Health Centre
Salary Scale	:	N\$ 132,987 – N\$ 159,505
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 21,000 per annum

Post Designation	:	Dental Surgery Assistant Grade 11
1xPost	:	Bukalo Health Centre
Salary Scale	:	N\$ 132,987 – N\$ 159,505
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 9,000 per annum

Minimum Requirements: A Grade 12 or equivalent certificate on NQF Level 3 plus a Certificate in Dental Surgery Assistant.

Post Designation	:	Environmental Health Assistant Grade 12
1xPost	:	Bukalo Health Centre
Salary Scale	:	N\$ 107,753 – N\$ 129,240

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 9,000 per annum

Post Designation	:	Environmental Health Assistant Grade 12
1xPost	:	Sangwali Health Centre
Salary Scale	:	N\$ 107,753 – N\$ 129,240
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 21,000 per annum

Post Designation	:	Environmental Health Assistant Grade 12
1xPost	:	Sibbinda Health Centre
Salary Scale	:	N\$ 107,753 – N\$ 129,240
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum
Remoteness Allowance	:	N\$ 13,800 per annum

Minimum Requirements: Registration as Environmental Health Practitioner Assistant.

Post Designation	:	Registered Nurse Grade 8
Salary Scale	:	N\$ 238,825 – N\$ 285,420
Housing Allowance	:	N\$ 17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum
13xPosts	:	1x Bukalo Health Centre 2x Katima Mulilo Clinic 1x Sangwali Health Centre 1x Malengalenga Clinic 1x Batubaja Clinic 1x Linyanti Clinic 1x Chinchimane Clinic 1x Kanono Clinic 1x Kasheshe Clinic 1x Kaenda Clinic 1x Sachona Clinic 1x Chetto Clinic

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

Post Designation	:	Enrolled Nurse Grade 10
Salary Scale	:	N\$ 159,505 – N\$ 191,312
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum
12xPosts	:	1x Chetto Clinic 1x Ibbu Clinic

1x Isize Clinic
1x Lisikili Clinic
1x Batubaja Clinic
1x Chinchimane Clinic
1x Kanono Clinic
2x Kasheshe Clinic
2x Kaenda Clinic
1x Sachona Clinic

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

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

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

**The Director
Zambezi Health Directorate
Katima Mulilo, Namibia.**

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

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

DEPARTMENT OF NAMIBIAN POLICE FORCE DIRECTORATE: NAMIBIAN POLICE FORENSIC SCIENCE INSTITUTE DIVISION: MANAGEMENT OF SCIENTIFIC COMPONENT

Post Designation : Chief Forensic Scientist Grade 5 (Questioned documents Digital Forensics Division) **(Re-Advertisement)**
1 x Post : Windhoek (NPFSI)
Salary Scale : N\$ 432,601–N\$ 517,195
Housing Allowance : N\$ 17,424 per annum
Motor Vehicle Benefits : N\$ 85,063 per annum

Minimum Requirements: Be in possession of a four-year bachelor's degree (NQF 8) or equivalent qualification majoring in one of the following fields, Forensic Science, Questioned Documents, Computer Science, Cybercrime and/or Digital Forensics

- At least four years of appropriate experience in Forensic Questioned Documents/Digital Forensics, Cybercrime Investigations, or computer analysis and/or data extraction work
- Proven history of forensic case work and expert forensic testimony in courts of law will be an advantage
- At least two (2) years of experience in a supervisory role
- Valid driver's license
- Computer literate

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

Main Duties:

- Organize, plan, supervise and direct all the resources of the Questioned document/Digital Forensic Division of the NPFSI
- Prepare budgets and develop funding recommendations
- Recommend and finalize standards and criteria to be followed by law enforcement officials, attorneys and others on laboratory analyses, report interpretations, policies, and procedures.
- Present scientific/technical information at public hearings, educational forums, and media events.
- Maintains records, prepare reports and composes correspondence relative to work.
- Provides training for developing level specialists and or laboratory scientists in laboratory examinations, reporting and testifying procedures.
- Develops training programs for all levels of police officers and laboratory scientists in the evaluation and interpretation of physical evidence.
- Testifies in court as an expert witness.
- Develops research pertinent to laboratory analysis within the unit and participate in the more difficult casework.
- Studies scientific journals and provides motivation and direction for developing new laboratory techniques and improvement of existing techniques.
- Understanding and implementing the operational processes of the laboratory into the LIMS (Laboratory Information Management System) and creating user manuals.

- Manages the administrative, business, and technical affairs of the Questioned Document/Digital Forensic Division at the NPFSI.
- Functions as a liaison for laboratory with related governmental and nongovernmental agencies.
- Responsible for the overall performance of the Questioned Document/Digital Forensic Scientific Division to ensure optimal production output.
- In all the above matters accountable to the Deputy Director and the Head of the Namibian Police Forensic Science Institute.

DEPARTMENT OF NAMIBIAN POLICE FORCE
DIRECTORATE: HUMAN CAPITAL MANAGEMENT DIRECTORATE
DIVISION: MANAGEMENT DIVISION

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

Minimum Requirements: Be in possession of a National Diploma in Human Resources Management or equivalent qualification at NQF Level 6 plus (six) 6 years appropriate experience in the field of Human Resources Management of which (four) 4 years must be at the level of Senior Human Resources Practitioner Grade 7.

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

Main duties:

- Interpret and ensure implementation of human resource policy guidelines.
- Process applications for pension admissions, amendments and withdrawals.
- Coordinate the calculation and preparation of individual notices regarding salary increments, service bonuses, salary adjustments, occupational differentiation, overtime and leave gratuity.
- Obtain approval for appointments, pension admissions/withdrawals, leave/leave gratuity, housing loan scheme, housing subsidy, allowances, medical aid scheme,
- Confirmation/extension of probation, transfer, translations, secondments, resignations, departmental debts, abscondments and demises, removal of furniture and retirements etc.
- Coordinate the Preparation of letters confirming appointments and or extension of probation.
- Attend to personnel audit queries.
- Maintain leave and staff records of all personnel.
- Provide input to human resource reports and the compilation thereof.
- Handle human resources enquiries.

DEPARTMENT OF NAMIBIAN POLICE FORCE
DIRECTORATE: FINANCE DIRECTORATE
DIVISION: BUDGET, DSA, RECONCILIATIONS AND CLAIMS

Post Designation	:	Senior Accountant grade 7
1xPost	:	Police National Headquarters, Finance Directorate (Division: Budget, DSA, Reconciliations and Claims)
Salary Scale	:	N\$291, 128 –N\$ 347, 926
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirement: A Bachelor Degree in Accounting and Finance at NQF 7 and 3 years appropriate working experience in Daily Subsistence Allowance module in Integrated Financial Module System (IFMS).

Job Description:

- Receiving and verification of DSA expenditure authorization and advances from the Regions;
- Receiving incoming DSA submissions, advances and claims from the Regions and Directorates;
- Approving of DSA advances, DSA claims, journals and refund payments transactions both on Integrated Financial Management System; Reconciling S&T advances and claims against the payment on Integrated Financial Management System; Reconcile S&T suspense accounts

**DEPARTMENT OF NAMIBIAN POLICE FORCE
DIRECTORATE: FINANCE DIRECTORATE
DIVISION: PAYROLL, ACCOUNTS PAYABLE AND RECEIVABLE**

Post Designation	:	Senior Accountant grade 7
2xPosts	:	Police National Headquarters
Salary Scale	:	N\$291, 128 –N\$ 347, 926
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirement: A Bachelor Degree in Accounting and Finance at NQF 7 and 3 years appropriate working experience in Payroll module in Integrated Financial Module System (IFMS).

Job Description:

- Receive advices verify them and assign tasks or directives, to subordinates;
- Reconcile PAYE 5's for Management Cadres.
- Control payroll expenditures to prevent over- or under-spending
- Approve and verify payroll deductions and allowances.
- Ensure all debts deduction (over 12 months) have proper Treasury authorization.
- Address audit queries including debts to government
- Issue T/9 payments for disability to GIPF (Government Institutions Pension Fund).
- Verify and authorize claims for payment out of revenue.
- Compile and submit requests to Treasury for salary re-activation.

**DEPARTMENT OF NAMIBIAN POLICE FORCE
DIRECTORATE: GENDER AND WELFARE DIRECTORATE**

Post Designation	:	Senior Social Worker grade 7
3xPosts	:	Erongo Police Regional Headquarters Omaheke Police Regional Headquarters //Karas Police Regional Headquarters
Salary Scale	:	N\$291, 128 –N\$ 347, 926
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum requirements:

A Bachelor Degree in Social Work and registration as a Social Worker with the Social Work and Psychology Council of Namibia with receipt of paid-up registration or a renewed card. Plus approximately four (4) years' experience in social work. Must be in possession of a valid driver's license and willingness to obtain authorization to drive a GRN vehicle (if not in position of one already).

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. Be willing to work in uniform environment, be willing to work in the organization of +/- 18 000 workforce.

**DIRECTORATE: NAMIBIAN POLICE FORENSIC SCIENCE INSTITUTE
DIVISION: NAMIBIAN POLICE CRIME RECORDS BUREAU**

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

Minimum requirements:

Minimum requirements: A National Diploma or equivalent qualification (NQF Level 6) plus three (3) years appropriate experience. Applicants in the Public Service must attach a letter of confirmation of probation.

DEPARTMENT OF NAMIBIAN POLICE FORCE

Post Designation	:	Kitchen Supervisor Grade 13
10xPosts	:	1 x Otjomuise Police Station 1 x Wanaheda Police Station 1 x Trans-Kalahari Police Station 1 x Grootfontein Police Station 1 x Oshakati Police Station 1 x Opuwo Police Station 1 x Ohangwena Police Station

		1 x WalvisbayPolice Station
		1 x RunduPolice Station
		1 x Katima Mulilo Police Station
Salary Scale	:	N\$ 81, 645 xP – N\$ 102, 039
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 13, 944 per annum

Minimum requirements: Grade 10 or equivalent qualification on NQF Level 2

Additional Requirements: An appropriate three (3) years appropriate experience as advantage

Interested candidates should complete the Public Service Application for employment form No. 156043 and health questionnaire (156094) obtainable at government offices and forward or deliver their applications with CV's, certified copies of qualifications and any other relevant documents to:

The Namibian Police Force: Recruitment Office
Private Bag 12024
Ausspannplatz

Or hand deliver at:

Corner of Julius K. Nyerere and Jan Jonker Road
Police National Headquarters
Ausspannplatz,
Windhoek.

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

NB: Foreign qualifications must be evaluated by the Namibian Qualifications Authority (NQA) and proof of evaluation of qualifications should be attached.

NB! FAILURE TO COMPLETE ALL ITEMS ON THE APPLICATION FORM FOR EMPLOYMENT AND NOT ATTACHING THE NECESSARY DOCUMENTS WILL DISQUALIFY THE APPLICATION. ONLY SHORT-LISTED CANDIDATES WILL BE NOTIFIED AND NO DOCUMENTS WILL BE RETURNED.

Enquiries: Senior Inspector P. Shimanda or Inspector B. Hange 061-2093364/3345

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

DIRECTORATE: AUDIOVISUAL MEDIA, COPYRIGHT SERVICES & REGIONAL OFFICES

DIVISION: AUDIOVISUAL PRODUCTION AND COPYRIGHT SERVICES

SUBDIVISION: REGIONAL OFFICES

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

Minimum Requirements: An appropriate B-Degree on NQF L7 in Journalism, Communication, Media studies, plus 5 years' appropriate experience in Information Management Services, Radio or television production or media industry of which three (3) years should be at a senior/supervisory level. **Candidates will be subjected to a written aptitude test.**

Enquiries: Mr. Reagan Malumo Tel: 061 283 2714. M, Cell: OR Ms. Sigrid Ashikuti, Tel. 061 283 2360

DIRECTORATE: AUDIOVISUAL MEDIA, COPYRIGHT SERVICES & REGIONAL OFFICES

DIVISION: AUDIOVISUAL PRODUCTION AND COPYRIGHT SERVICES

SUBDIVISION: AUDIOVISUAL PRODUCTION & REGIONAL OFFICES

SECTION: OSHANA REGIONAL OFFICE

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

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

Note should be taken that this post is under a delegated function in Oshana Regional Council and therefore, the person should be prepared to be seconded to Oshana Regional Council upon appointment and at a later stage to be devolved into that Regional Council.

Enquiries: Ms. Hileni Mwandingi, Tel. 065 220 562 OR Ms. Sigrid Ashikuti, Tel. 061 283 2360

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation : Security Operations Officer Grade 8
1x Post : Windhoek
Scale of Salary : N\$ 238, 825 – N\$ 285, 420

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

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

Minimum Requirements: A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6.

Additional requirements: An appointment in this position is subject to a vetting process. A completed police, military, correctional service or security management basic training. Confirmation of probation is subject to the successful completion of an Advanced Security Awareness Training by Namibia Central Security Intelligence Service (NCIS).

Enquiries: Mr. Mberii Kapuku, Tel. 061 283 2368 OR Ms. Sigrid Ashikuti, Tel. 061 283 2360

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

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

The application forms must be addressed to:

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

Or hand delivery at:

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

Enquiries: Ms. Sigrid Ashikuti, Tel. 061 283 2360

KAVANGO WEST REGIONAL COUNCIL

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

DIVISION: GENDER EQUALITY AND CHILD WELFARE
SUBDIVISION: CHILD CARE PROTECTION

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

Minimum Requirements: Registration as a Social Worker plus four (4) years of experience on a level of Social Worker with a valid driver's license.

Post Designation : Social Worker Grade 8
3xPosts : Mankumpi
Mpungu
Tondoro
Salary Scale : N\$ 238, 825 –N\$ 285, 420
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum
Remoteness Allowance : N\$ 21, 000.00 per annum & N\$ 13, 800.00 per annum

Minimum Requirements: Registration as a Social Worker with a valid driver's license.

NOTES TO CANDIDATES:

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

NB Complete prescribed application forms in full "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application". The possibility is not excluded that errors might have been made in compilation of this request for advertising of these vacancies, or that posts has been advertised, which should not have been so advertised. If such errors occurred and later discovered the Council reserves the right not to fill such post.

Please send application on prescribed forms to:

The Chief Regional Officer
Kavango West Regional Council
Private Bag 6294
Nkurenkuru

Or Hand Deliver at:

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

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

Enquiries: Mrs. Phescar K. Muinelo, Tel: 066-264875/6, Mr. Jairus H. Haingura, Tel: 081 799 8652

DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE
DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: INSPECTORATE
SECTION: CIRCUIT OFFICE

Post Designation : Inspector of Education Grade 5
1xPost : Kandjimi Circuit Office
Salary Scale : N\$ 432, 601xp-N\$ 517, 195
Housing allowance : N\$ 17, 424 per annum
Transport allowance : N\$ 10, 512 per annum

Minimum Requirement: A recognized 4-year tertiary teaching qualification on NQF Level 7 (or equivalent) qualification plus 9 years teaching experience.

Supplementary Selection Requirements:

- Candidate must be in possession of a valid driving License Code B.
- Computer Literate

SUBDIVISION: PROFESSIONAL DEVELOPMENT

Post Designation : Senior Education Officer Grade 6 (**Junior Primary**)
(Rukwangali and English)
1xPost : Nkurenkuru
Salary Scale : N\$ 354, 883 xp-N\$424, 119
Housing allowance : N\$ 17, 424 per annum
Transport allowance : N\$ 10, 512 per annum

Minimum Requirement: An appropriate degree or equivalent qualification on NQF L7 plus 5 years appropriate experience. **Or** an appropriate Degree or equivalent qualification on NQF L8 plus 3 years appropriate experience.

Supplementary Selection Requirements:

- Candidate must be in possession of a valid driving License Code B.
- Computer Literate

DIVISION: ARCHIVES AND REGIONAL RECORDS CENTRE
SUBDIVISION: LIBRARY, ARCHIVES AND INFORMATION SERVICES

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Post Designation	:	Assistant Librarian Grade 10
1xPost	:	Nkurenkuru Regional Office (CLDC)
Salary Scale	:	N\$ 159, 505 xp-N\$191, 312
Housing allowance	:	N\$ 13, 944 .00 per annum
Transport allowance	:	N\$ 10, 512.00 per annum

Minimum Requirement: An appropriate National Diploma on NQF L6.

SUBDIVISION: LIBRARY, ARCHIVES AND INFORMATION SERVICES

Post Designation	:	Assistant Librarian Grade 10
1xPost	:	Mankumpi District (CLDC)
Salary Scale	:	N\$ 159, 505 xp-N\$191, 312
Housing Allowance	:	N\$ 13, 944 .00 per annum
Transport allowance	:	N\$ 10, 512.00 per annum

Minimum Requirement: An appropriate National Diploma on NQF L6.

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: SCHOOLS

Post Designation	:	Principal Grade 5
4xPosts	:	1. Mpora Combined School 2. Naucova Senior Primary School 3. Hausiku Selma Nangura Primary School 4. Satotwa Senior Primary School
Salary Scale	:	N\$ 432, 601 XP-N\$ 517, 195
Transport allowance	:	N\$ 10, 512.00 per annum
Housing allowance	:	N\$ 17, 424.00 per annum

Minimum Requirement: A recognized 3 year tertiary teaching qualification on NQF Level 6 (or equivalent) plus 7 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 7 years teaching experience.

Post Designation	:	Head of Department Grade 6
4xPosts	:	1 Kandjimi Murangi Secondary School (History and Geography Grade 8-12). 2. Sitopogo Combined School (Rukwangali Pre-Primary – Grade 3) 3. Rupara Combined School (Rukwangali and English Grade 8-9). 4. Bunya Combined School (History and Geography Grade 8-11).

Salary Scale : N\$ 354, 883 XP-N\$ 424, 119
Transport allowance : N\$ 10, 512.00 per annum
Housing allowance : N\$ 17, 424.00 per annum

Minimum Requirement: A recognized 3 year tertiary teaching qualification on NQF Level 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 shortlisting.

PLEASE SEND APPLICATIONS ON PRESCRIBED FORMS TO:

PLEASE SEND APPLICATIONS ON PRESCRIBED FORMS TO:

**The Regional Director
Kavango West Regional Council
Directorate of Education, Arts and Culture
Subdivision human resource
Private bag 6193
Nkurenkuru**

OR

Hand Delivery:

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

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

//KHARAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: INSPECTORATE

Post designation	:	Inspector of Education Grade 5
1x Post	:	Luderitz Namib Circuit
Scale of Salary	:	N\$ 432, 601 x P –N\$ 517, 195
Salary Notch	:	N\$ 432, 601 per annum

Minimum Requirements: A recognized 4-year tertiary teaching qualification on NQF Level 7 plus 9 years teaching experience.

Supplementary Requirements:

- Applicants must have **9 years or more teaching experience**.
- All documents must be police certified (ID, Driver's License, Qualifications, Testimonials, All extra Courses attended)
- Excellent communication and Interpersonal skills to be able to interact on all levels and to perform under pressure.
- Valid driver's license.
- Computer literacy in Microsoft Word, Excel and Power Point.
- Knowledge of Education Act 2020 (Act no. 3 of 2020) and knowledge on National Standards and Performance Indicators, Performance Management System as well as other relevant Acts and Regulations.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

DIVISION: PROGRAMMES AND QUALITY ASSURANCE SECTION: ADVISORY SERVICES

Post Designation	:	Senior Education Officer Grade 6 (Social Sciences: Geography Grade 8-AS Level, History Grade 8-AS Level)
1xPost	:	Keetmanshoop Regional Office
Scale of Salary	:	N\$ 354, 883 x P –N\$ 424,119
Salary Notch	:	N\$ 354,883 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience OR An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Requirements:

- A 4 year qualification majoring in Geography and History.

- Recent testimonials should accompany the application form as proof of appropriate teaching experience in the following subjects: **Geography and History OR Geography and Development Studies at Secondary level.**
- Valid driver's license.
- Computer literacy in Microsoft Word, Excel and Power Point.
- Knowledge of Education Act 2020 (Act no. 3 of 2020) and all relevant Directives pertaining teaching in the above subjects

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

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

Post Designation	:	Senior Education Officer Grade 6 (Commerce)
1x Post	:	Keetmanshoop Regional Office
Scale of Salary	:	N\$ 354, 883 x P – N\$424, 119
Salary Notch	:	N\$ 354, 883 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience **OR** An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Requirements:

- A 4 year qualification majoring in Accounting and Economics **OR** Accounting and Business Studies **OR** Accounting and Entrepreneurship.
- Recent testimonials should accompany the application form as proof of appropriate teaching experience in the following subjects: **Accounting Grade 8-AS level, Economics Grade 10-AS level; Business Studies or Entrepreneurship at Secondary level.**
- Valid driver's license.
- Computer literacy in Microsoft Word, Excel and Power Point.
- Knowledge of Education Act 2020 (Act no. 3 of 2020) and all relevant Directives pertaining teaching in the above subjects

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili **063 227029/227075**

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

Post designation	:	Senior Education Officer Grade 6 (Afrikaans Grade 8-AS Level)
1x Post	:	Keetmanshoop Regional Office
Scale of Salary	:	N\$ 354, 883 x P –N\$ 424, 119
Salary Notch	:	N\$ 354, 883 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 plus 5 years appropriate experience OR An appropriate Degree or equivalent qualification on NQF Level 8 plus 3 years appropriate experience.

Supplementary Requirements:

- A 4 year qualification majoring in Afrikaans.
- Recent testimonials should accompany the application form as proof of appropriate teaching experience in the following subjects: **Afrikaans 1st OR 2nd Language Grade 8-AS Level.**
- Valid driver's license.
- Computer literacy in Microsoft Word, Excel and Power Point.
- Knowledge of Education Act 2020 (Act no. 3 of 2020) and all relevant Directives pertaining teaching in the above subjects

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili **063 227029/227075**

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

Post designation	:	Education Officer Grade 8
2xPosts	:	Keetmanshoop and Warmbad CLDC
Scale of Salary	:	N\$ 238, 825 x P –N\$ 285, 420
Salary Notch	:	N\$ 238, 825 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7.

Supplementary Requirements:

- A 4 year qualification majoring in Adult Education and Community Development **OR** Life Long Learning.
- Excellent communication and interpersonal skills to be able to interact on all levels and to perform under pressure.
- Valid driver's license.
- Computer literacy in Microsoft Word, Excel and Power Point.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili 063 227029/227075

DIVISION: PROGRAMMES AND QUALITY ASSURANCE
SUBDIVISION: PROFESSIONAL DEVELOPMENT

Post designation	:	Chief Education Officer Grade 5
1x Post	:	Keetmanshoop Regional Office
Scale of Salary	:	N\$ 432, 601 x P –N\$ 517, 195
Salary Notch	:	N\$ 432, 601 per annum
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Minimum Requirements: An appropriate Degree or equivalent qualification on NQF Level 7 **OR** 8 plus **8 years appropriate experience.**

Supplementary Requirements:

- A 4 year qualification majoring in Education.
- Valid driver's license.
- Computer literacy in Microsoft Word, Excel and Power Point.
- Knowledge of Education Act 2020 (Act no. 3 of 2020), National Curriculum for Basic Education; National Standards and Performance Indicators as well as Performance Management System.

Enquiries: Ms. Grace H. Cloete / Ms. E.N. Mbalili **063 227029/227075**

SECTION: FINANCIAL MANAGEMENT
SUBSECTION: SALARIES AND ALLOWANCES

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

Minimum Requirements: An appropriate Diploma at NQF Level 6, **majoring in Accounting.**

Supplementary Requirements: Computer literacy in Microsoft Word, Excel and Power Point.

Address enquiries to: Ms. Emilia N. Mbalili Tel: (063) 227073 or Ms. Grace H. Cloete Tel: (063) 22 7029

Applicants should note the following:

- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualification Authority (NQA).
- Applicants who only partially complete and /or do not sign application forms, or did not attached certified copies of all documents, will not be considered.
- Applicants in designated groups are encouraged to apply.

Please note: Only shortlisted candidates will be contacted and preference will be given to Namibian Citizens.

Applications may be submitted at the following address:

The Regional Director
Directorate of Education, Arts and Culture
//Kharas Region
Human Resource Administration Section

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

**Private Bag 2160
Keetmanshoop**

OR

**Hand deliver at the Directorate of Education, Arts and Culture
Wheeler Street, Keetmanshoop: //Kharas Region.**

KHOMAS REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE KHOMAS REGION

Post Designation	:	Principal Grade 5
1xPost	:	Auas 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

CIRCUIT 1

Post Designation	:	Head of Department Grade 6
1xPost	:	MH Greef Primary School
	:	Junior Primary Phase: 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

Post Designation	:	Head of Department Grade 6 Re-advertisement
1xPost	:	People's Primary School
	:	Social Science Department: Social Studies and Design and Technology Grade 4-7
Salary Scale	:	N\$ 354,883 –N\$ 424, 119

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

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

Post Designation : Head of Department Grade 6
1xPost : Dawid Bezuidenhout High School
: Languages Department: English and Afrikaans
Grade 8 – 11
Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

CIRCUIT 2

Post Designation : Head of Department [Grade 6]
1xPost : Ella Du Plessis High School
: Science Department: Biology, Physics and
Chemistry Grade 8-12
Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

Post Designation : Head of Department Grade 6
1xPost : Jan Mohr Secondary School
: Science Department: Biology and Chemistry
Grade 8-AS
Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

CIRCUIT 3

Post Designation : Head of Department Grade 6
1xPost : Windhoek Technical High School
: Languages Department: English and Afrikaans
Grade 8 -AS
Salary Scale : N\$ 354, 883 –N\$ 424, 119
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10, 512 per annum

CIRCUIT 4

Post Designation : Head of Department Grade 6
1xPost : Eldorado Secondary School
: Commerce Department: Accounting and Business
Studies Grade 8 - AS

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

Minimum Appointment Requirements:

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

Additional Selection Requirements:

- Competition is limited. **Staff members must have completed their probation successfully and may only compete for a vacancy, which is on the next higher grade.**
- Candidates must be suitably /appropriately qualified or trained in terms of the provision of the National Curriculum for Basic Education (2016)
- The shortlisting of Heads of Department posts will be done in terms of the major fields of study and appropriate years of teaching experience.

NOTES TO CANDIDATES:

- Please send application forms (on forms 156043 and 156094 obtainable at all Government Offices).
- Applications must be accompanied by comprehensive curriculum vitae, testimonials and certified copies of educational qualifications, academic records and identity documents.
- All foreign qualifications must be evaluated and certify letter(s) from Namibia Qualification Authority (NQA) must be attached.
- Confirmation of probation letter in current post must be attached.

NB Complete prescribed application forms in full "Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application". Only shortlisted candidates will be considered.

Applications must be submitted to the following address:

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

OR

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

KUNENE REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Post Designation	:	Head of Department Grade 6 (Junior Primary: Mol Otjiherero)
3xPosts	:	Etoto Primary School- Opuwo Circuit Musaso Combined School-Opuwo Circuit Kaoko-otavi Combined School-Opuwo Circuit
Salary scale	:	N\$ 354, 883 –N\$ 424,119
Salary Notch	:	N\$ 354,883 per annum
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Incentives Allowance	:	N\$ as per the duty station

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

OR

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

Supplementary Selection Requirements:

- Candidates must ensure that copy of their confirmation of probation in their current position is attached.
- Candidates must have a teaching qualification that would enable him/her to teach at Junior Primary Phase, Area of Specialization Otjiherero.

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

Originally certified copies of 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

Or

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

Enquiries: Mr. Moses N. Hendrik /Ms. Jennifer Goses, Tel: 067-335000

DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION
DIVISION: KUNENE REGION
SUBDIVISION: CHILD CARE AND PROTECTION

Post Designation	:	Chief Social Worker Grade 6
1xPost	:	Opuwo
Salary Scale	:	N\$ 354, 883 –N\$ 424, 199
Housing Allowance	:	N\$ 17, 427 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: An appropriate Bachelor Degree or equivalent qualification at NQF level 7, plus six (6) years of appropriate experiences and a certificate of registration with the Health Professional Council of Namibia (HPCNA).

Additional Requirement: A Valid Driver's Licence

Post Designation	:	Senior Social Worker Grade 7
1xPost	:	Outjo
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Housing Allowance	:	N\$ 17, 427 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: an appropriate Bachelor Degree or equivalent qualification at NQF level 7, plus four (4) years of appropriate experiences and a certificate of registration with the Health Professional Council of Namibia (HPCNA).

Additional Requirement: A Valid Driver's Licence

Post Designation	:	Social Worker Grade 8
2xPosts	:	Sesfontein Opuwo (GBV + Shelter)
Salary Scale	:	N\$ 291, 128 –N\$ 347, 926
Housing Allowance	:	N\$ 17, 427 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: An appropriate Bachelor Degree or equivalent qualification at NQF level 7, plus a certificate of registration with the Health Professional Council of Namibia (HPCNA).

Additional Requirement: A Valid Driver's Licence

SUBDIVISION: COMMUNITY DEVELOPMENT AND POVERTY ERADICATION

Post Designation : Chief Community Liaison Officer Grade 6
1xPost : Opuwo- GBV unit
Salary Scale : N\$ 354, 883 –N\$ 424, 199
Housing Allowance : N\$ 17, 427 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: an appropriate Bachelor Degree or equivalent qualification at NQF level 7, plus six (6) years of appropriate experiences.

Additional Requirement: A Valid Driver's Licence

Post Designation : Community Liaison Officer Grade 9
1xPost : Opuwo
Salary Scale : N\$ 238, 825 –N\$ 285, 420
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum requirements: A National Diploma or equivalent qualification at NQF level 6.

Additional Requirement: A Valid Driver's Licence

Enquiries: Mr. Gabes Kavetu/ Mrs. Conney Manghono @ 065 273950/081 1287521

DIRECTORATE: GENERAL SERVICES
DIVISION: ADMINISTRATION
SUBDIVISION: AUXILIARY SERVICES

Post Designation : Chief Administrative Officer Grade 8
1xPost : Opuwo (Head Office)
Salary Scale : N\$ 238, 825 –N\$ 285, 420
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

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

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Additional requirements: National Diploma in Procurement **or** Logistic and Supply Chain **or** Public Management **or** Public Administration **or** Business/Office Management.

The ideal candidate must have basic knowledge of procurement acts and regulations, uniform stock control system, fleet management, filing system and basic financial management.

Enquiries: Mr. Paulus Ndemupanda/ Ms. Sendra Nakale @ 065 273950/081 1607015

DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES
DIVISION: RURAL SERVICES

Post Designation	:	Senior Community Liaison Officer Grade 8
1 x Post	:	Opuwo (Head Office)
Salary Scale	:	N\$ 238, 825 –N\$ 285, 420
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

Minimum requirements: Appropriate National Diploma or equivalent qualification (NQF Level 6) plus six (6) appropriate experiences.

Additional requirements: National Diploma in Local Government Studies **or** Public Management **or** Public Administration **or** Business Administration **or** Business Management & Project Management **or** Community Development **or** Agriculture.

A valid Driver's License will be an added advantage.

Enquiries: Mr. Paulus Ndemupanda/ Mr. Charles Uarije @ 065 273950/081 1607015

Please Note: Previously Racially disadvantaged person, women and people with disability who meet the above requirements are strongly encouraged to apply.

NB: Only shortlisted candidates will be conducted and no personal documents will be returned. All foreign qualifications should be accompanied by an evaluation report from Namibian Qualification Authority. Applicant must attach academic records/transcript of their qualifications. No emailed/faxed application will be accepted and all copies must be certified by the Namibian Police.

Failure to complete all items on the application form for employment and not attaching all necessary documents will lead to automatic disqualification of the applicant.

Public Service application form for employment 156043 and health questionnaire application form as amended together with comprehensive curriculum vitae and all

relevant certified copies of all educational/academic qualification, probation confirmation letter (those in Public Service) and proof of Namibian citizenship must be addressed to:

**The Chief Regional Officer
Kunene Regional Council
Private Bag 502
Opuwo**

Att: Human Resource Office

**Or hand deliver to Human Resource Office
Office no: 2
Kunene Regional Council
Mbumbijazo Muharukua Street
Opuwo**

OMAHEKE REGIONAL COUNCIL

DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION

DIVISION: OMAHEKE REGION

SUBDIVISION: CHILD WELFARE SERVICES

Post Designation	:	Chief Social Worker Grade 6
1xPost	:	Gobabis
Scale of salary	:	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: Registration with the Social Work and Psychology Council of Namibia plus six (6) years appropriate experience.

Additional Requirements: A valid Driver's License (Code B), Police Clearance Certificate and Computer literacy

Key Responsibilities:

- Planning, Coordination and Reporting
- Interpret National Policy and convert into service delivery plan
- Implement Policies and regulations in the best interest of the children
- Advocate and mobilize the community on rights and responsibilities of Children
- Supervise statutory and non-statutory work in terms of relevant legislation
- Plan and co-ordinate child Welfare Services in the Region through appropriate and relevant forums
- Conduct investigations regarding the Child Care and Protection Act, 2015 (Act No. 3 of 2015)
- Ensure the development of performance agreements, performance reviews and appraisals of subordinates.
- Capacity building and system strengthening
- Finance, budget and administration
- Representation

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

DIRECTORATE: GENDER EQUALITY AND CHILD CARE PROTECTION

DIVISION: OMAHEKE REGION

SUBDIVISION: CHILD WELFARE SERVICES

Post Designation	:	Senior Social Worker Grade 7
1xPost	:	Gobabis
Scale of salary	:	N\$ 291,128 –N\$ 347,926
Salary Notch	:	N\$ 291,218
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$ 10,512 per annum

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

Minimum requirements: Registration with the Social Work and Psychology Council of Namibia plus four (4) years appropriate experience.

Additional Requirements: A valid Driver's License (Code B), Police Clearance Certificate and Computer literacy

Key Responsibilities:

- Planning, Coordination and Reporting
- Interpret National Policy and convert into service delivery plan
- Implement Policies and regulations in the best interest of the children
- Advocate and mobilize the community on rights and responsibilities of Children
- Supervise statutory and non-statutory work in terms of relevant legislation
- Plan and co-ordinate child Welfare Services in the Region through appropriate and relevant forums
- Conduct investigations regarding the Child Care and Protection Act, 2015 (Act No. 3 of 2015)
- Ensure the development of performance agreements, performance reviews and appraisals of subordinates.
- Capacity building and system strengthening
- Finance, budget and administration
- Representation

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

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 certified 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:

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

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

OMUSATI REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

CIRCUIT: ETAYI

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 11)
1xPost	:	lipandayaamiti Combined School
Salary Scale	:	N\$ 432, 601-N\$ 517, 195
Housing Allowance	:	N\$ 17 424.00 per annum
Transport Allowance	:	N\$ 10 512.00 per annum

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

OR

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

CIRCUIT: ETAYI

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 9)
1xPost	:	Oshikuyu Combined School
Salary Scale	:	N\$ 432, 601-N\$517, 195
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

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

OR

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

CIRCUIT: OKAHAO

Post Designation	:	Principal Grade 5 (Phase: Pre-Grade 7)
1xPost	:	Amwaanda Primary School
Salary Scale	:	N\$ 432, 601-N\$517, 195
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

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

OR

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

CIRCUIT: OKAHAO

Post Designation : Principal Grade 5 (Phase: Pre-Grade 7)
1xPost : Omukondo Primary School
Salary Scale : N\$ 432, 601-N\$517, 195
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

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

OR

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

CIRCUIT: ONESI

Post Designation : Principal Grade 5 (Phase: Pre-Grade 9)
1xPost : liyambo liyambo Combined School
Salary Scale : N\$ 432, 601-N\$517, 195
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

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

OR

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

CIRCUIT: OUTAPI

Post Designation : Principal Grade 5 (Phase: Pre-Grade 11)
1xPost : Omwifi Combined School
Salary Scale : N\$ 432, 601-N\$ 517, 195
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

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

OR

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

CIRCUIT: TSANDI

Post Designation : Principal Grade 5 (Phase: Pre-Grade 3)
1xPost : Amaupa Junior Primary School
Salary Scale : N\$ 432, 601-N\$ 517, 195
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

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

OR

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

CIRCUIT: ELIM

Post Designation : Head of Department Grade 6
(Commerce Grade 10-11)
1 x post : Ashipala Secondary School
Salary Scale : N\$ 354, 883-N\$ 424, 119
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

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

OR

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

Supplementary requirements; Preference will be given to candidates who are qualified to teach two of the following subjects; Accounting, Entrepreneurship, Business Studies and Economics Grade 10-11

CIRCUIT: ETAYI

Post Designation : Head of Department Grade 6 **(Mathematics and**

		Science Grade 4-9)
1xPost	:	Otshipya Combined School
Salary Scale	:	N\$ 354, 883-N\$ 424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

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

OR

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

Supplementary requirements; Preference will be given to candidates who are qualified to teach Mathematics and Science Grade 8-9

CIRCUIT: ONESI

Post Designation	:	Head of Department Grade 6 (Mathematics and Science Grade 10-12)
1xPost	:	Onesi Secondary School
Salary Scale	:	N\$ 354, 883-N\$ 424,119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

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

OR

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

Supplementary requirements; Preference will be given to candidates who are qualified to teach Mathematics and Science Grade 10-12

CIRCUIT: OKAHAO

Post Designation	:	Head of Department Grade 6 (Languages; English and Oshindonga Grade 8-12)
1xPost	:	Niita Ylitula Junior Secondary School
Salary Scale	:	N\$ 354, 883-N\$424, 119
Housing Allowance	:	N\$ 17, 424.00 per annum
Transport Allowance	:	N\$ 10, 512.00 per annum

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

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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: OKALONGO

Post Designation : Head of Department Grade 6 (**Junior Primary Phase Pre-Grade 3, Mol; Oshikwanyama**)
1xPost : Eengwena Primary School
Salary Scale : N\$ 354, 883-N\$424, 119
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

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

OR

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

CIRCUIT: OUTAPI

Post Designation : Head of Department Grade 6 (**Junior Primary Phase Pre-Grade 3, Mol; English and Oshindonga**)
1xPost : Outapi Primary School
Salary Scale : N\$ 354, 883-N\$424, 119
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

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

OR

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

CIRCUIT: OTAMANZI

Post Designation : Head of Department Grade 6 (**Junior Primary Phase Pre-Grade 3, Mol; Oshindonga**)
1xPost : Silas Shitula Uulenga Combined School
Salary Scale : N\$ 354, 883-N\$ 424, 119
Housing Allowance : N\$ 17, 424.00 per annum
Transport Allowance : N\$ 10, 512.00 per annum

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

OR

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

NB:

- 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 Council Office reception

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

OSHANA REGIONAL CONCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

SUB-DIVISION: PROGRAMMES AND QUALITY ASSURANCE

Post Designation	:	Principal Grade 5
2xPosts	:	Enguwantale Combined School (Ompundja Circuit)
Salary Scale	:	N\$ 412,001 – 492, 567
Housing Allowance	:	N\$ 17, 424-00 per annum
Transport Allowance	:	N\$ 10, 512-00 per annum

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

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 Requirements: Preference will be given to candidates who are currently Principal Grade 5 or Head of Department Grade 6 or equivalent post with teaching qualification that enable them to teach at Primary phases or Upper Primary or Secondary Phase.

SECTION: CULTURE

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Oshakati
Salary Scale	:	N\$ 159, 505 –N\$ 191, 312
Housing Allowance	:	N\$ 113, 944-00 per annum
Transport Allowance	:	N\$ 10, 512-00 per annum

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

Supplementary Requirements:

- Candidate should have worked in a heritage and Culture environment or has experience in the Heritage and Culture Sector (Proof should be attached)
- Candidate should have excellent skills in database management
- Ability to coordinate activities such as workshops, meetings and cultural events.

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:

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

Or Hand Delivery at:

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

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

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

CIRCUIT: OKAHANDJA

Post Designation	:	Principal Grade 5
1x Post	:	J.G van der Wath Secondary School
Salary Scale	:	N\$ 354, 883 –N\$ 424, 199
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Appointment requirements: A recognized 3-year tertiary teaching qualification on 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	:	Head of Department Grade 6 Social Sciences (History & Geography Grade 10-12 AS)
1x Post	:	Okahandja Secondary School
Salary Scale	:	N\$ 354, 883 –N\$ 424, 199
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

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

Supplementary requirements: Candidates must be able to supervise History & Geography 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

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forms **correctly and not attaching all the necessary documents will disqualify the application.**

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

Applications must be addressed to the following address:

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

Or

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

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